

No. GAD/CGM (T/E)/MPR/3079

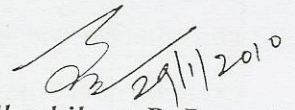
Date : 29/01/2010

OFFICE ORDER :- 37

In pursuance of the approval accorded by the Managing Director, MSEDCL, in consultation with the Director (Operations), Director (Projects) & Director (Finance) and in exercise of the powers delegated to him under Schedule First appended to the Maharashtra State Electricity Board, Employee's Service Regulations, read with Circular No. MSDISCO/DOP/Circular/2, dated 06/06/2005 and Administrative Circular No. 1 dated 29/09/2005 the following Order is issued.

1. To approve Staff Norms for Civil Wing, Corporate Office, Mumbai as per Annexure "A", Civil Circle Office as per Annexure "B", Civil Division Office Annexure "C", Civil Sub Division Office as per Annexure "D" and PCPF Office as per Annexure "E" enclosed herewith.
2. To approve New staff set up for Civil Wing as shown in *Annexure - I* i.e. total 807 Departmental posts, 382 Outsourced posts i.e. total 1189 posts. The Office wise sanctioned post are already declared vide Statement 95 to 99 attached to this Office Order No. 32 (L. No. GAD/CGM (T/E)/MPR/2953 dt. 29/01/2010).
3. To approve additional financial burden of Rs. 49.59 Lakhs p.a. towards employee cost.
4. To approve the Expenditure towards Accommodations, Vehicle, Telephone, Mobile etc. for 2 Circles, 6 Divisions and 20 Sub Divisions approximately Rs. 1.42 Crores p.a..
5. To approve the abolition of various posts of Store Assistant, Junior Draftsman, Blue Printer, L.D.C.s, L.D.C. Typist, Data Entry Operator, Tracer, Sub-Overseer Grade - I & II, Junior Engineer (Auto.), Khansama, Semi Skilled Labour, Art - B Vehicle, Supernumerary Helper, Store Helper, Sweeper, Typist, Unskilled Labour & Daftary etc. from the regular establishment. However the existing working employees shall continue to work up to their retirement or promotion whichever is earlier.

6. To approve the conversion of posts of Art – B (Mason / Carpenter / Plumber/ Electrician) from Departmental to Outsource posts. However the existing working employees shall continue to work up to their retirement or promotion whichever is earlier.
7. To approve details of revised Civil Offices /Establishments as shown in Statement "F" enclosed herewith.
8. The Administrative and Technical Control of Civil Wing, MSEDCL will continue as per Office/Establishment's hierarchy.


(Shashikant B. Puranik)
Chief General Manger (T/E)

Copy to:

As per Mailing list up to the Circle Office of MSEDCL.

STAFF NORMS FOR CIVIL H.O.D. OFFICE.

SR. NO.	INTERNAL DEPARTMENT	POSITION	STAFF NORMS		
			DEPTT.	O/S	TOTAL
1	2	3	4	5	6
1	Head of Department and Personal Staff	Chief Engineer (Civil)	1	0	1
2		P.A/Establishment Asstt.	1	0	1
3		Driver	1	0	1
4		Peon	0	1	1
5	Technical Section	Executive Engr.(Civil)	1	0	1
6		Dy.EE (Civil)	1	0	1
7		Asstt. Engineer (Civil)	2	0	2
8		Jr. Engineer (Civil)	2	0	2
9	Establishment Section	Dy. Manager (P)	1	0	1
10		Office Asstt/LDC	1	1	2
11		Daftari/Typist/Office Asstt.	1	0	1
12	Facility Management Section	Executive Engr.(Civil)	1	0	1
13		Jr. Engineer (Civil)	1	0	1
14		Junior Manager (P)	1	0	1
15		Office Asstt/LDC	0	2	2
Total			5	4	19

Arjun S. Naik
 (Arjun S. Naik)
 Manager (P- MPR)

STAFF NORMS FOR CIVIL CIRCLE OFFICE.

SR. NO.	INTERNAL DEPARTMENT	POSITION	STAFF NORMS		
			DEPTT.	O/S	TOTAL
1	2	3	4	5	6
1	Circle Officer and Personal Staff	Supdt. Engr.(Civil)	1	0	1
2		Driver	0	1	1
3		Peon	0	1	1
4	Technical Section	Executive Engr.(Civil)	1	0	1
5		Asstt. Engineer (Civil)	1	0	1
6		Jr. Engineer (Civil)	3	0	3
7	Accounts Section	Asstt. Manager (F&A)	1	0	1
8		Jr. Manager (F&A)	1	0	1
9		Asstt. Acctt.	1	0	1
10		UDC(Acctt.)	2	0	2
11		LDC/Office Asstt.	0	1	1
12		Peon	1	0	1
13	Establishment Section	Asstt. Man(P)	1	0	1
14		UDC (GAD)	1	0	1
15		Office Asstt/LDC	1	1	2
16		Daftari/Typist/ Office Asstt.	0	1	1
		Watchman	0	1	1
Total			15	6	21

- Remarks:-
1. Peon shown in Accounts Section shall be common for all Sections.
 2. Circle where presently Stenographer/Steno/Typists/Daftaries/LDC's are working will continue until their promotion or retirement whichever is earlier However afterwards there post shall be filled up by Office Assistants.
 3. The contract for watch and ward may be given if required.
 4. Wherever departmental vehicle is not available vehicle along with driver is to be hired.

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STAFF NORMS FOR CIVIL DIVISION OFFICE.

SR. NO.	INTERNAL DEPARTMENT	POSITION	STAFF NORMS		
			DEPTT.	O/S	TOTAL
1	2	3	4	5	6
1	Division Officer and Personal Staff	Executive. Engr.(Civil)	1	0	1
2		Driver	0	1	1
3		Peon	0	1	1
4	Technical Section	Dy.Executive Engr.(Civil)	1	0	1
5		Asstt.Engr. (Civil)	2	0	2
6		Jr. Engineer (Civil)	3	0	3
7		Peon	0	1	1
8	Accounts Section	Jr. Manager (F&A)	1	0	1
9		Assist. Acctt.	1	0	1
10		UDC (Acctt.)	1	0	1
11		LDC/Office Asstt.	2	1	3
12		Peon	1	0	1
13	Establishment Section	Esstt. Asstt. (HC)	1	0	1
14		Office Asstt/LDC	2	0	2
15		Daftari/Typist/Office	0	1	1
16		Watchman	0	1	1
Total			16	6	22

- Remarks:-
1. Peon shown in Accounts Section shall be common for Establishment & Accounts Section.
 2. Division where presently Stenographer/Steno/Typists/Daftaries/LDC's are working will continue until their promotion or retirement whichever is earlier However afterwards there post shall be filled up by Office Asstts.
 3. The contract for watch and ward may be given if required.
 4. Wherever departmental vehicle is not available vehicle along with driver to be hired.
 5. Out of 3 Junior Engineers in Technical Section 1 will look after Estate Management work also
 6. For Bandra Division, Out of two Asstt. Engineers one will be Asstt. Engineer (Electrical) as this post is existing & also required as one person is already working their.

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STAFF NORMS FOR CIVIL SUB-DVN. OFFICE.

SR. NO.	INTERNAL DEPARTMENT	POSITION	STAFF NORMS		
			DEPTT.	O/S	TOTAL
1	2	3	4	5	6
1	SUB DIVISION OFFICER	Dy. Executive Engr/ Asstt. Engr.(Civil)	1	0	1
2	TECHNICAL SECTION	Jr. Engineer (Civil)	1	0	1
3		Sub. Engineer (Civil)	2	0	2
4		Art A Civil Mistry	1	0	1
5		Art B Electrician	0	1	1
6		Art B Plumber	0	1	1
7		Art B Mason	0	1	1
8		Art B Carpenter	0	1	1
9		Helper/Mukadam	2	0	2
10		ESTABLISHMENT SECTION	Office Asstt/LDC	1	0
11	Peon		1	0	1
12	Driver		0	1	1
13	Watchman		0	1	1
Total			9	6	15

- Remarks:-
1. Out of 45 nos Civil Sub-Divisions 14 nos. of Sub-Divisions shall be headed by the Dy. Executive Engineer's and balance 31 nos. of Sub-divisions shall be headed by Asstt. Engineer's.
 2. The contract for watch and ward may be given if required.
 3. Wherever departmental vehicle is not available vehicle along with driver to be hired.
 4. Dy. E.E. (C) headed Civil S/Dns.: BKC, Dadar, Kalyan-1, Bhandup, Baramati, Kolhapur, Pune Nashik-1, Jalgaon, Nanded, Akola, Amravati, Aurangabad (U) & Nagpur (U)

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STAFF NORMS FOR PC POLE FACTORY.

SR. NO.	POSITION	STAFF NORMS		
		DEPTT.	O/S	TOTAL
1	2	3	4	5
1	Dy. Executive Engineer (Civil)	1	0	1
2	Jr. Engineer (Civil)	1	0	1
3	Sub Engineer (Civil)	1	0	1
4	Art C/Civil Mistry	1	0	1
5	Mukadam/Helper	2	0	2
	Total	6	0	6

(Signature)
 (Arjun S. Naik)
 Manager (P- MPR)

Statement "F"

DETAILS OF REVISED CIVIL OFFICES / ESTABLISHMENTS IN MSEDCL

Sr. No.	Name of O&M Zone	Name of O&M Circle	Name of Civil Offices			
			Head Office	Circle	Division	Sub Division
1	Corporate Office	Mumbai	Civil Corporate Office, Mumbai		Civil Division Bandra (Existing)	Civil Sub Dn., BKC (Existing)
2	Kalyan	1 Kalyan - I Circle 2 Kalyan - II Circle 3 Pen Circle 4 Vasai Circle		Civil Circle Kalyan	Civil Division Kalyan (Existing)	Civil Sub Dn., Dadar (Existing) Civil Sub Dn. - I, Kalyan (Existing) Civil Sub Dn. - II Kalyan (New)
3	Bhandup	5 Thane Circle 6 Vashi Circle				Civil Sub Dn. Pen (New) Civil Sub Dn. Vasai (Existing)
4	Ratnagiri	7 Ratnagiri Circle 8 Sindhurg Circle			Civil Division Bhandup (New)	Civil Sub Dn., Bhandup (Existing) Civil Sub Dn., Kalwa (Existing)
5	Nashik	9 Nashik (U) Circle 10 Nashik @ Circle 11 Ahmednagar Circle			Civil Division Ratnagiri (New)	Civil Sub Dn., Ratnagiri (Existing) Civil Sub Dn., Kudal (New)
6	Jalgaon	12 Jalgaon Circle 13 Dhule Circle 14 Nandurbar Circle 15 Latur Circle			Civil Division Nashik (New)	Civil Sub Dn. - I, Nashik (New) Civil Sub Dn. - II, Nashik (New) Civil Sub Dn., Ahmednagar (New) Civil Sub Dn., Jalgaon (New) Civil Sub Dn., Dhule (New) Civil Sub Dn., Nandurbar (New)
7	Latur				Civil Division O'bad (Existing)	Civil Sub Dn., Latur (Existing)

Sr. No.	Name of O&M Zone	Name of O&M Circle	Head Office	Name of Civil Offices		
				Circle	Division	Sub Division
		16 Osmanabad Circle			Civil Sub Dn. Osmanabad (New)	
		17 Beed Circle			Civil Sub Dn. Beed (New)	
8	Nanded	18 Nanded Circle		Civil Division Nanded (New)	Civil Sub Dn. Nanded (New)	
		19 Pharbhani Circle			Civil Sub Dn. Pharbhani (New)	
		20 Hingoli Circle			Civil Sub Dn. Hingoli (New)	
9	Nagpur	21 Bhandara Circle		Civil Division Ballarsha (Existing)	Civil Sub Dn. Bhandara (Existing)	
		22 Wardha Circle			Civil Sub Dn. Wardha (Existing)	
		23 Gadchiroli Circle			Civil Sub Dn. Gadchiroli (Existing)	
		24 Chandrapur Circle			Civil Sub Dn. Chandrapur (New)	
		25 Gondia Circle			Civil Sub Dn. Gondia (New)	
	Amravati Zone, Akola	26 Akola Circle		Civil Division Amravati (New)	Civil Sub Dn. Akola (Existing)	
		27 Amravati Circle			Civil Sub Dn. Amravati (Existing)	
10		28 Buldhana Circle			Civil Sub Dn. Buldhana (New)	
		29 Yawatmal Circle			Civil Sub Dn. Yawatmal (New)	
		30 Washim Circle			Civil Sub Dn. Washim (New)	
11	Aurangabad	31 Aurangabad (U) Circle		Civil Division Aurangabad (Existing)	Civil Sub Dn. (U) Aurangabad (Existing)	
		32 Aurangabad (R) Circle			Civil Sub Dn. (R) Aurangabad (Existing)	
		33 Jalna Circle			Civil Sub Dn. Jalna (New)	
12	Pune	34 Rasthapeth Circle		Civil Circle Pune (New)	Civil Sub Dn. Pune (Existing)	
		35 Ganeshkhind Circle			Civil Sub Dn. Pimpri (Existing)	

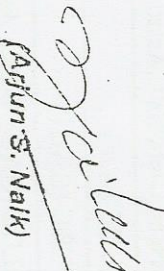
Sr. No.	Name of O&M Zone	Name of O&M Circle	Name of Civil Offices			
			Head Office	Circle	Division	Sub Division
		36 Pune @ Circle				Civil Sub Dn., Rajgurunagar (Existing)
13	Kolhapur	37 Kolhapur Circle			(Civil Division Kolhapur (Existing)	Civil Sub Dn., Kolhapur (Existing)
		38 Sangli Circle				Civil Sub Dn., Sangli (Existing)
14	Nagpur (U)	39 Nagpur (U) Circle		Civil Circle Nagpur (New)	Civil Division Nagpur (U) (Existing)	Civil Sub Dn., (U) Nagpur (Existing)
		40 Nagpur (R) Circle				Civil Sub Dn., (R) Nagpur (Existing)
15	Baramati	41 Baramati Circle			Civil Division Baramati (Existing)	Civil Sub Dn., Baramati (Existing)
		42 Satara Circle				Civil Sub Dn., Satara (Existing)
		43 Solapur Circle				Civil Sub Dn., Solapur (Existing)

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CONSOLIDATED REVISED STAFF SANCTION OF CIVIL WING, MSEDCL

Sr. No	Category of Post	Corporate Office & allied Offices		Civil Circle Kalyan & allied Offices		Civil Circle Pune & allied Offices		Civil Circle Nagpur & allied Offices		Total Posts Sanctioned		
		Deptl.	O/s	Deptl.	O/s	Deptl.	O/s	Deptl.	O/s	Deptl.	O/s	Total
1	Chief Engineer (Civil)	1	0	0	0	0	0	0	0	1	0	1
2	Supdtg. Engineer (Civil)	0	0	1	0	1	0	1	0	3	0	3
3	Executive Engineer (Civil.)	3	0	4	0	8	0	5	0	20	0	20
4	Dy. Exe. Engineer (Civil)	4	0	5	0	24	0	14	0	47	0	47
5	Asstt. Engineer (Civil)	4	0	13	0	29	0	20	0	66	0	66
6	Jr. Engineer (Civil)	8	0	20	0	55	0	36	0	119	0	119
7	Sub Engineer (Civil)	4	0	16	0	51	0	36	0	107	0	107
8	Dy. Manager (P)	1	0	0	0	0	0	0	0	1	0	1
9	Asstt. Manager (P)	0	0	1	0	1	0	1	0	3	0	3
10	Astt. Manager (F&A)	0	0	1	0	1	0	1	0	3	0	3
11	Jr. Manager (F&A)	1	0	4	0	8	0	5	0	18	0	18
12	Jr. Manager (P)	1	0	0	0	0	0	0	0	1	0	1
13	Asstt. Accountant	1	0	4	0	8	0	5	0	18	0	18
14	Head Clerk/Estt. Asstt.	2	0	3	0	7	0	4	0	16	0	16
15	UDC (A./c)	1	0	5	0	9	0	6	0	21	0	21
16	UDC (GAD)	0	0	1	0	1	0	1	0	3	0	3
17	LDC (GAD) /Office Asstt.	4	0	15	1	35	1	24	1	78	3	81
18	LDC (A/C) /Office Asstt.	3	4	6	4	14	8	8	5	31	21	52
19	Daftary/Typist /Office Asstt.	1	1	0	4	0	8	0	5	1	18	19
20	Art "A" (Civil Mistry)	2	0	8	0	20	0	15	0	45	0	45

Sr. No	Category of Post	Corporate Office & allied Offices		Civil Circle Kalyan & allied Offices		Civil Circle Pune & allied Offices		Civil Circle Nagpur & allied Offices		Total Posts Sanctioned		
		Deptl.	O/s	Deptl.	O/s	Deptl.	O/s	Deptl.	O/s	Deptl.	O/s	Total
21	Art "B" (Elect.)	0	2	0	8	0	20	0	15	0	45	45
22	Art "B" (Plumber)	0	2	0	8	0	20	0	15	0	45	45
23	Art "B" (Mason)	0	2	0	8	0	20	0	15	0	45	45
24	Art "B" (Carpenter)	0	2	0	8	0	20	0	15	0	45	45
25	Art "C" (Civil Mistry)	0	0	0	0	0	0	6	0	17	0	17
26	Helper/Mukadam	4	0	16	0	62	0	42	0	124	0	124
27	Peon	3	3	12	7	28	15	20	9	63	34	97
28	Driver	1	3	0	12	0	28	0	20	1	63	64
29	Watchman	0	3	0	12	0	28	0	20	0	63	63
	Total	49	22	135	72	373	168	250	120	807	382	1189


 (Arjun S. Naik)
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