



Maharashtra State Electricity Distribution Co. Ltd.  
( A Govt. of Maharashtra Undertaking)

CIN:U40109MH2005HGC153645

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**Man Power Review Cell**

M. S. E. D. Co. Ltd, "Prakashgad", 4th floor,  
Station Road, Bandra (E), Mumbai - 400 051

No. HR/GM(HR)/MPR/Covid-19/22257

Date :16.12.2020

**OFFICE ORDER:- MPR- 40/2020**

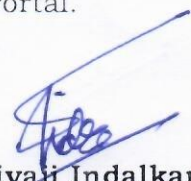
The posts sanctioned for Corporate Office was circulated vide MPR-32/2010 (HR/CGM(HR-TE)/MPR/2953) dtd.29.01.2010 and modified vide MPR-11/2013 (HR/CGM(HR-T/E)/MPR/1320) dtd.17.01.2013. Further, the new Technical Departments/Cells were realigned/created at Corporate office and revised sanction with revised staff setup under these offices under all the Directors in Technical Cadre are circulated vide MPR-53/2019 (HR/GMHR)/MPR/01842) dated 01.07.2019.

2. Now, as directed by the Management, the exercise to review the sanction posts of Admin/HR supporting staff in newly created Technical Departments/Cells at Corporate Office is carried out and accordingly, reallocation/modification of Admin/HR staff is proposed. In this exercise, care is taken to sanction almost equal/similar posts to all the Directors and Executive Directors for better utilization of manpower.

3. Further, in pursuance of the approval accorded by the Chairman & Managing Director, MSEDCL, in consultation with all the functional Directors under the powers delegated to him vide Schedule First appended to the MSEDCL Employee's Service Regulations 2005 read with Administrative Circular No.1, dtd. 29.09.2005, following order is issued:

1. **The revised sanctioned posts of Admin/HR cadre in the offices of all the Directors at Corporate Office shall be shown in Annexure-A.**
2. **The revised sanctioned posts of Admin/HR cadre in the offices of all Executive Directors at Corporate Office shall be shown in Annexure-B.**
3. **The sanctioned posts re-allocation of Admin/HR/personal/supporting staff to the newly formed Departments/Cells in Technical Cadre at Corporate Office shall be shown in Annexure-C.**
4. **The sanctioned manpower to the office of Executive Directors (S&E), Corporate Office remains unchanged.**

This order is available on Employee Portal.

  
(Shivaji Indalkar)  
Commander (Retd.)  
Chief General Manager (HR)



## Annexure-A

## Director (Operations)

## Annexure-A-1

Sr.No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Director (Operations)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Executive Assistant	1	0	0	0	0	0	1	0
2	Dy. Manager(HR)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Stenographer	1	0	0	0	0	0	1	0
2	LDC (HR)	0	0	0	0	0	0	0	0
	<b>Pay group-IV</b>								
1	Daftary/OA	1	0	0	0	0	0	1	0
2	Peon	1	0	0	0	0	0	1	0
	<b>Total</b>	6	0	0	0	0	0	6	0

## Director (Finance)

## Annexure-A-2

Sr.No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Director (Finance)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Executive Assistant	1	0	0	0	0	0	1	0
2	Dy. Manager(HR)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Stenographer	1	0	0	0	0	0	1	0
2	LDC (HR)	0	0	0	0	0	0	0	0
	<b>Pay group-IV</b>								
1	Daftary/OA	1	0	0	0	0	0	1	0
2	Peon	1	0	0	0	0	0	1	0
	<b>Total</b>	6	0	0	0	0	0	6	0

## Director (Projects)

## Annexure-A-3

Sr.No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Director (Project)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Executive Assistant	1	0	0	0	0	0	1	0
2	Dy. Manager(HR)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Stenographer	1	0	0	0	0	0	1	0
2	LDC (HR)	0	0	0	0	0	0	0	0
	<b>Pay group-IV</b>								
1	Daftary/OA	1	0	0	0	0	0	1	0
2	Peon	1	0	0	0	0	0	1	0
	<b>Total</b>	6	0	0	0	0	0	6	0





## Director (Commercial)

## Annexure-A-4

Sr.No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Director (Commercial)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Executive Assistant	1	0	0	0	0	0	1	0
2	Dy. Manager(HR)	0	0	0	0	1	0	1	0
	<b>Pay group-II</b>								
1	Stenographer	1	0	0	0	0	0	1	0
2	LDC (HR)	0	0	0	0	0	0	0	0
	<b>Pay group-IV</b>								
1	Daftary/OA	0	0	0	0	1	0	1	0
2	Peon	1	0	0	0	0	0	1	0
	<b>Total</b>	4	0	0	0	2	0	6	0

01 Dy. Manager (HR) is diverted from Office of Executive Director(HR) and 01 Daftary diverted from MM Cell.

## Director (HR)

## Annexure-A-5

Sr.No.	Category	Existing sanction		Posts declared surplus		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Director (HR)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Dy. Manager(HR)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Stenographer	0	0	0	0	0	0	0	0
2	LDC (HR)	2	0	0	0	0	0	2	0
	<b>Pay group-IV</b>								
1	Daftary/OA	0	0	0	0	0	0	0	0
2	Peon	1	0	0	0	0	0	1	0
	<b>Total</b>	5	0	0	0	0	0	5	0



Sr.No.	Category	Executive Director-I						Annexure-B-1	
		Existing sanction		Posts declared surplus/divrted		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Executive Director-I	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Assistant Engineer(Dist)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Head Clerk	1	0	0	0	0	0	1	0
2	Stenographer	1	0	0	0	0	0	1	0
	<b>Pay group-IV</b>								
1	Peon	0	1	0	0	0	0	0	1
	<b>Total</b>	4	1	0	0	0	0	4	1

Sr.No.	Category	Executive Director-II						Annexure-B-2	
		Existing sanction		Posts declared surplus/diverted		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Executive Director-II	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Assistant Engineer(Dist)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Head Clerk	0	0	0	0	1	0	1	0
2	Typist	0	0	0	0	1	0	1	0
	<b>Pay group-IV</b>								
1	Peon	0	0	0	0	0	1	0	1
	<b>Total</b>	2	0	0	0	2	1	4	1

01 Head Clerk from Dist Sec, 01 typist from Power Purchase and 01 peon(O/s) from MM cell is diverted to

Sr.No.	Category	Executive Director-III						Annexure-B-3	
		Existing sanction		Posts declared surplus/diverted		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Executive Director-III	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Assistant Engineer(Dist)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Head Clerk	1	0	0	0	0	0	1	0
2	Stenographer	1	0	0	0	0	0	1	0
	<b>Pay group-IV</b>								
1	Peon	0	1	0	0	0	0	0	1
	<b>Total</b>	4	1	0	0	0	0	4	1

Sr.No.	Category	Executive Director-IV						Annexure-B-4	
		Existing sanction		Posts declared surplus/diverted		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Executive Director-IV	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Assistant Engineer(Dist)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Head Clerk	1	0	0	0	0	0	1	0
2	Stenographer	1	0	0	0	0	0	1	0
	<b>Pay group-IV</b>								
1	Peon	0	1	0	0	0	0	0	1
	<b>Total</b>	4	1	0	0	0	0	4	1



		Executive Director-(B&R)						Annexure-B-5	
Sr.No.	Category	Existing sanction		Posts declared surplus/diverted		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Executive Director-(B&R)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Assistant Engineer(Dist)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Head Clerk	0	0	0	0	1	0	1	0
2	LDC(HR)	0	0	0	0	1	0	1	0
	<b>Pay group-IV</b>								
1	Peon	0	0	0	0	0	1	0	1
	<b>Total</b>	2	0	0	0	2	1	4	1

01 HC & 01 LDC(HR) from Corporate office surplus pool and 01 peon(O/s) from Commercial Section is diverted to ED (B&R).

		Executive Director-(HR)						Annexure-B-6	
Sr.No.	Category	Existing sanction		Posts declared surplus/diverted		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Executive Director-(HR)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Dy.Executive Engineer(Dist)	1	0	0	0	0	0	1	0
2	Dy. Manager(HR)	1	0	1	0	0	0	0	0
	<b>Pay group-II</b>								
1	Head Clerk	1	0	0	0	0	0	1	0
2	Stenographer	1	0	0	0	0	0	1	0
	<b>Pay group-IV</b>								
1	Peon	0	1	0	0	0	0	0	1
	<b>Total</b>	5	1	1	0	0	0	4	1

01 post of Dy.Manager (HR) is diverted to Office Of Director Commercial from Office of Executive Director (HR).

		Executive Director-(S&E)						Annexure-B-7	
Sr.No.	Category	Existing sanction		Posts declared surplus/diverted		Posts newly created		Total revised Sanction	
		Dept.	O/s	Dept.	O/s	Dept.	O/s	Dept.	O/s
1	2	3	4	5	6	7	8	9	10
	<b>Pay group-I</b>								
1	Executive Director-(S&E)	1	0	0	0	0	0	1	0
2	Assistant Director-(S&E)	1	0	0	0	0	0	1	0
3	Executive Engineer(Dist)	1	0	0	0	0	0	1	0
4	Add. Executive Engineer(Dist)	1	0	0	0	0	0	1	0
5	Manager(HR)	1	0	0	0	0	0	1	0
6	Security & Enforment Officer	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Dy. Security & Enforment Officer	3	0	0	0	0	0	3	0
2	Assistant Engineer(Dist)	1	0	0	0	0	0	1	0
	<b>Pay group-II</b>								
1	Asstt. Security & Enforment Officer	4	0	0	0	0	0	4	0
2	UDC(A/C)	1	0	0	0	0	0	1	0
4	UDC(A/C)	1	0	0	0	0	0	1	0
5	Stenographer	1	0	0	0	0	0	1	0
6	Veical Diver	1	0	0	0	0	0	1	0
7	LDC(HR)	1	2	0	0	0	0	1	2
	<b>Pay group-IV</b>								
1	Peon	3	0	0	0	0	0	3	0
	<b>Total</b>	22	2	0	0	0	0	22	2



HR and Supporting Staff Allocation for Technical Departments, Corporate Office (Read with MPR 53/2019)																			
Sr.No	Section Name	Mgr (HR)	D.Mgr (HR)	UDC (HR)	LDC (HR)		Steno grapher		Steno Typist	Typist		Daftry		Peon		Driver	Total		
		R	R	R	R	OS	R	OS	R	R	OS	R	OS	R	OS	R	R	OS	
1	<b>Distribution &amp; Maintenance Department</b>	0	0	0	1	0	0	0	1	0	0	0	0	2	0	0	0	4	0
1	Capital Works Cell	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1	1
2	Maintenance Cell	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1	1
3	HT Co-ordination Cell (Old RE)	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1	1
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>3</b>
2	<b>Material Management Department</b>	0	1	1	2	0	0	0	0	0	0	2	0	0	2	1	7	2	
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>7</b>	<b>2</b>	
3	<b>Testing &amp; QC Department</b>	0	0	0	1	0	0	0	0	0	1	0	0	1	0	0	2	1	
1	Material Specification Cell	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	
2	Network Planning Cell	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	
3	Testing Co-ordination Cell	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	
4	<b>Power Purchase Department</b>	0	0	1	0	0	0	0	1	0	0	1	0	2	0	0	5	0	
1	Conventional Power Purchase Cell	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	
2	Power Trading & Load Management Cell	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	
5	<b>Commercial Department</b>	0	0	0	1	0	0	0	0	0	0	1	0	2	2	1	5	2	
1	Commercial/Open Access Cell	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	3	0	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>2</b>	
6	<b>Renewable Energy Department</b>	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	3	0	
1	Renewable Energy Cell	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	2	0	
2	Kalwa Load Management Cell	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	2	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>2</b>	
	TRC Cell	0	0	1	1	0	0	0	1	0	0	0	0	1	1	0	4	1	
7	<b>Special Project Department</b>	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	2	1	
1	Special Project & DSM Cell	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	1	
2	HDVS Cell	0	0	0	1	0	0	0	0	0	0	0	1	0	1	0	1	2	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>4</b>	
8	<b>Project Department</b>	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	2	1	
1	IPDS Cell	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	1	2	
2	DDUGJY Cell	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	2	
3	Infra Cell	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	1	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>6</b>	
9	<b>Billing &amp; Revenue Department</b>	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	2	1	
1	Billing & Energy Accounting Cell	0	0	0	0	1	0	0	1	0	0	0	0	0	1	0	1	2	
2	Recovery Cell	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	2	
3	Distribution Franchisee Cell	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	1	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>6</b>	
	<b>Consumer Services &amp; Business Intelligence Cell</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	
	<b>Grand Total</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>11</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>19</b>	<b>18</b>	<b>2</b>	<b>58</b>	<b>32</b>	