

(A Govt. of Maharashtra Undertaking) CIN:U40109MH2005HGC153645

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No. HR/GM(HR-HRMS)/MPR/ 0 2 9 3 5 4

Date: 26 SEP 2016

OFFICE ORDER: MPR - 68/2016

The Board of Directors of MSEDCL vide the Resolution No. 668 dtd.30/04/2016 has accorded approval for the creation of four Regional Offices in MSEDCL.

The Chairman & Managing Director, MSEDCL in Consultation with the Director (Finance), Director (Operations) and Director (Projects) under the powers delegated to him vide First Schedule at Sr. No. 'A+B' appended to MSEDCL Employee's Service Regulations - 2005 has accorded approval for creation of four Regional Offices & revision of the staff norms of Zone Offices which were circulated vide Office Order No. 4 dtd. 16/05/2009 read with Office Order No. 10 dtd. 17/01/2013. Accordingly following orders are issued:

1) To create the following four Regional Offices each headed by Regional Director with the Head Quarter and jurisdiction/Zones under Region as shown below:

Sr. No.	Name of the Region	Head Quarter of the Region	Jurisdiction/Zones under Region			
1	Kokan	Kalyan/Mumbai	Bhandup, Nashik, Kalyan & Ratnagiri			
2	Pune	Pune	Pune, Baramati & Kolhapur			
3	Aurangabad	Aurangabad	Aurangabad, Latur, Nanded & Jalgaon			
4	Nagpur	Nagpur	Nagpur, Chandrapur, Gondia, Akola & Amravati			

2) To create 44 posts each on the establishments of four newly created Regional Offices by utilizing the posts declared surplus from existing Zonal offices as shown in 'Annexure-A'

3) To place the Offices of Quality Control, Regional Vigilance Units & Testing Circles which are already existing at Kalyan, Pune & Nagpur with new staff setup under the control of respective Regional Director Offices as shown in 'Annexure-B'

4) To create Office of the Quality Control, Regional Vigilance Unit & Testing Circle for the jurisdiction of Regional Director, Aurangabad with the Head Quarter at Aurangabad and place it under the control of Regional Director Aurangabad with new staff setup as shown in 'Annexure-B'

5) To place the existing offices of the Civil Circles, Regional Training Centres and Jr. Level Training Centres under the control & Supervision of the respective Regional Director Offices as shown in the 'Annexure- C'

6) To revise the existing Staff Norms of the Zonal Offices as shown in 'Annexure- D' and the Staff rendered surplus due to revision of Staff Norms are shown in 'Annexure-D-1 & D-2'

7) To create one new Zonal Vigilance Unit with Head Quarter at Akola & to assign two Zonal Vigilance Units for each Region along with the revision of the Staff Norms for the Zonal Vigilance unit is shown in 'Annexure-E'

Sr. No.	5		Zones Covered
1	Kokan	Kalyan	Kalyan, Nashik,
		Bhandup	Bhandup, Ratnagiri
2	Pune	Pune	Pune
	15	Kolhapur	Kolhapur, Baramati
3	Aurangabad	Aurangabad	Aurangabad, Jalgaon
		Nanded	Nanded, Latur
4	Nagpur	Nagpur	Nagpur, Chandrapur, Gondia,
		Akola	Akola , Amravati

- 8) To surrender, transfer and to create following posts as shown below:
 - I) To surrender eight (8) posts of Dy. General Manager (IT) & to transfer one (1) post of Dy. General Manager (IT) to Corporate Office from the establishment of IT centres in the field.
 - II) To surrender three (3) posts of Dy. General Manager (HR) sanctioned on the establishment of Corporate Office & one (1) post of Dy. General Manager (HR) sanctioned on the establishment of T&S Eklahare.
 - III) To surrender one (1) post of Assistant General Manager (HR) sanctioned on the establishment of Legal Cell, Aurangabad and to create one (1) post of Sr.Manager(HR) on the establishment of Legal Cell, Aurangabad.
- 9) To sustain approximate financial burden of Rs. 172 lakhs for office rent, furniture & fixture, Telephone/Mobile, Vehicle & other administrative expenditure.

The employees working against the Surplus Position occurred due to revised sanction of staff in Zonal Offices and other Ancillary Offices should be transferred to the available vacancies in the jurisdiction of the Zone /Region by the Appointing/Transferring Authorities subject to guidelines mentioned in the Transfer policy. The Officers/Employees who could not be accommodated even after transferring the employees against the vacancies, their details are to be forwarded to the Corporate Office on or before dtd. 15.10.2016.

The surplus positions will not be created for drawl of salary for the Officers/Employees who are not adjusted against vacancies or whose names are not reported to the Corporate Office, after 15.10.2016.

The Zonal Chief Engineers at Regional Head Quarter are directed to make the necessary arrangements for the newly created Offices in coordination with the Regional Directors.

The order specifying the job responsibilities of officials in the Head Office/Regional Offices and delegation of powers will be issued separately.

This order is available on company's Intranet and no hard copy will be sent to any office.

(Sandesh Hake)

Executive Director (HR)

'Annexure- A' (MPR Order No. 68 dtd. 26 Sept 2016)

Statement Showing the Sanctioned Staff Setup for newly created Regional Director Office at Kalyan, Pune, A'bad & Nagpur

Sr. No.	Name of Post	Number of Posts Sanctione
1	2	3
	Regional Office & Personal Staff	
1	Regional Director	1
2	Asstt. Engineer (TA)	1
3	Head Clerk	1
4	LDC/OA (Steno)	1
5	Driver	1
6	Peon	1
	Sub Total	6
	Technical Wing	
7	Supdtg. Eng. (Dist) (One for O&M & one for Infra)	2
8	Exe. Engineer (Enquiry)	1
9	Asstt. Engineer	4
10	LDC/OA	2
11	Peon	2
	Sub Total	11
	Accounts Wing	
12	General Manager (F&A)	1
13	Manager (F&A)	1
14	UDC (A/C)	2
15	LDC (A/C)	2
16	Peon	1
	Sub Total	7
	HR	
17	General Manager (HR)	1
18	A.G.M (HR) (For Enquiry & Disc. Action cases)	1
19	Manager (HR)	1
20	UDC (HR)	2
21	LDC (HR)	- 1
22	Peon	1
22	Sub Total	7
	I.T. Wing	
23		2
24	Dy. General Manager (IT) Programmer	2
25	Asstt. Programmer	2
26	LDC (HR)	1
20	Sub Total	7
		4
27	Publicity	1
27	Dy. CPRO	
28	LDC (HR) Sub Total	1 2
		4
20	Jt. CIRO	1
29	Head Clerk	1
30		The second secon
31	LDC	1
32	Peon Sub Total	1
	Sup Totall	4

I) Statement Showing the Sanctioned Staff Setup for each Qulity Control Office at Kalyan, Pune, Nagpur, and A'bad

Sr. No.	Name of Post	Exist	ing Sanctioned	Revised Staff		
31. 140.	Name of Post	Dept	O/S	Total	Sanctioned	Surplus / Addi
1	2	3	4	5	6	7
	Pay Group - I					
1	Chief Engineer (Dist)	1	0	1	1	0
2	Supdtg. Engineer	1	0	- 1	0	1
3	A.G.M. (HR)	1	0	1	0	1
4	Exe. Engineer (Dist)	3	0	3	2	1
5	Manager (HR)	1	0	1	0	1
6	Manager (F&A)	1	0	1	0	1
	Sub Total	8	0	8	3	5
	Pay Group - II					
- 7	Dy. Exe. Engineer	3	0	3	4	-1
8	Asstt. Engineer	3	0	3	0	3
9	Dy.Manager (F&A)	1	0	1	0	1
	Sub Total	7	0	7	4	3
	Pay Group - III					
10	Head Clerk	1	0	1	1	0
11	LDC (HR)/OA	0	0	0	1	-1
12	Typist/OA	0	0	0	1	-1
13	Driver	1	0	1	1	0
	Sub Total	2	0	2	4	-2
	Pay Group - IV					
14	Peon	1	0	1	1	0
	Sub Total	1	0	1	1	0
) II	Grand Total	18	0	18	12	6

II) Statement Showing the Sanctioned Staff Setup for each Testing Circle Office at Kalyan, Pune, Nagpur, and A'bad

Č- 11-	Name of Post	Exist	ing Sanctioned	Revised Staff		
Sr. No.		Dept	O/S	Total	Sanctioned	Surplus Staff
- 1	2	3	4	5	6	7
44.0	Pay Group - I					
- 1	Supdtg. Engineer (Dist)	1	0	1	1	0
- 2	Addl. Exe. Engineer	3	0 .	3	2	1
	Sub Total	4	0	4	3	1
-	Pay Group - III					
- 3	UDC (HR)	1	0	1	0	1
- 4	LDC / OA	1	0	1	1	0
- 5	Driver	1	0	1	1	0
-	Sub Total	3	0	3	2	1
ier i	Pay Group - IV					
- 6	Peon	1	0	1	1	0
-	Sub Total	1	0	1	1	0
π-	Grand Total	8	0	8	6	2

III) Statement Showing the Sanctioned Staff Setup for each Regional Vigilance Unit Office at Kalyan, Pune, Nagpur, and A'bad

	Name of Post	Exist	ing Sanctioned	Revised Staff		
Sr. No.	Name of Post	Dept	O/S	Total	Sanctioned	Surplus Staff
1	2	3	4	5	6	7
-	Pay Group - I					
. 1	Dy. Director (V&S)	1	0	1	1	0
2	Addl. Exe. Engineer (Dist)	1	0	1	1	0
3	Vigilance Officer	1	0	1	1	0
	Sub Total	3	0	3	3	0
	Pay Group - II					
4	Dy. Vigilance Officer	2	0	2	2	0
	Sub Total	2	0	2	2	0
	Pay Group - III					
5	Asstt. Vigilance Officer	1	0	1	1	0
6	LDC/OA	1	0	1	1	0
7	Typist/OA	1	0	1	1	0
	Sub Total	3	0	3	3	0
	Pay Group - IV					
8	Peon	1	0	1	1	0
	Sub Total	1	0	1	1	0
	Grand Total	9	0	9	9	0

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I) Statement Showing the Sanctioned Staff Setup for each Civil Circle Office at Kalyan, Pune, Nagpur,and A'bad

Sr. No.	Name of Post	Existin	g Sanctione	Revised Staff	Surplus	
	Thanks of Foot	Dept	O/S	Total	Sanctioned	Staff
1	2				3	
	Pay Group - I		1.77			
1	Supdtg. Engineer (Civil)	1	0	1	1	0
2	Exe. Engineer (Civil)	1	.0	1	1	0
	Sub Total	2	0	2	2	0
	Pay Group - II					
3	Dy. Exe. Engineer (Civil)	1	0	1	1	0
4	Asstt. Engineer (Civil)	3	0	3	3	0
5	Manager (F&A)	1	0	1	1	0
6	Manager (HR)	1	0	1	1	0
	Sub Total	6	0	6	6	0
	Pay Group - III					
7	Dy. Manager (F&A)	1	0	1	1	0
8	Asstt.Accountant	- 1	0	1	1	0
9	UDC (HR)	1	0	1	1	0
10	UDC (A/C)	2	0	2	2	0
11	LDC (HR)	1	1	2	1	1
12	LDC (A/C)	0	1	1	0	1
	Sub Total	6	2	8	6	2
	Pay Group - IV					
13	Daftary/Typist/OA	0	1	1	0	1
14	Peon	1	1	2	1	1
3 3 7 2 1 3 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5	Sub Total	1	2	3	1	2
	Grand Total	15	4	19	15	4

II)Statement Showing the Sanctioned Staff Setup for each Regional Training Center/JLT for Safety Management Office

Sr. No.	Name of Post	Existin	g Sanctione	Revised Staff	Surplus	
		Dept	O/S	Total	Sanctioned	Staff
1	2	3	4	5	6	7
	Pay Group - I					
1	Exe. Engineer (Dist)	1	0	1 .	1	0
	Sub Total	1	0	1	1	0
	Pay Group - !!	Transmin I am				
2	Dy. Exe Engineer (Dist)	1	0	1	1	0
	Sub Total	1	0	1	1	0
	Pay Group - III					
3	Jr. Engineer (Dist)	1	0	1 -	1	0
	Sub Total	1	0	1	1	0
	Grand Total	3	0	3	3	0

Statement Showing the Revised Sanctioned Staff Setup for all Zonal Offices

Sr. No.	Department / Unit	Name of Post	Number of Posts
1	2	3	4
		Chief Engineer (Dist.)	1
		Stenographer / Off. Asstt.	1
1	Zonal Office & Personal Staff	Driver	1
		Peon	1
		Sub Total	4
		Exe Engineer (Dist.)	1
		Dy. Exe Engineer (Dist)	1
2	A. Admin & Tech Section	Asstt. Engineer (Dist)	1
		Peon	1
		Sub Total	4
		Addl. Exe. Engineer (Dist)	1
	COLUMN CATALOGUE	Dy. Manager (F&A)	1
	B. M M Cell	LDC (A/c)	1
		Sub Total	3
		Suptdg. Engineer (Dist)	1
		Addl. Exe. Engineer (Dist)	1
		Dy. Exe. Engineer (Dist)	1
	C. Infra	Asstt. Engineer (Dist)	1
		A.A.	1
		Sub Total	5
			1
		A.G.M. (HR)	1
		Sr. Manager (HR)	
		Dy. Manager (HR)	1
3	H.R. Section	Head Clerk	
		UDC (HR)	2
		LDC (HR)	2
		Peon	
		Sub Total	9
		Sr. Manager (F&A)	1
		Dy. Manager (F&A)	1
4	Accounts & Audit Section	UDC (A/C)	2
		LDC (A/C)	1
	20	Peon	- 1
		Sub Total	6
-	Dublic Poletics Continu	PRO (LIP)	
5	Public Relation Section	LDC (HR)	1
		Sub Total	2
		Dy. CIRO	1
	I ab a se Caption	Head Clerk	1
6	Labour Section	LDC (HR)	1
		Peon	1
		Sub Total	4
		Exe. Engineer (Dist.)	1
7	CGRF Section	Stenographer/Off. Asstt.	1
		Peon	1
		Sub Total	3
		JLO/ALO/Dy. LO	1
8	Legal Section	LDC (HR)	1
		Sub Total	2
		Total	42

The Variable Norms for O&M Zonal Office Accounts / Audit For Zones having Consumers

* 1) More than 20 lacs :- One Asstt. Gen. Manager (F&A) instead of Sr. Manager (F&A) & One Addl. Dy. Manager (F&A) & One Addl. Office Assistant

Note: The Staff sanctioned for earlier 14 zone offices was created vide MPR Order No. 4 dtd. 16/05/2009 & Order No. 10 dtd. 17/01/2013 & for New Zonal Offices was created vide MPR Order No. 32 dtd. 02/09/2015 & MPR Order No. 33 dtd. 02/09/2015.

(Sandesh Hake) Executive Director (HR)

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REVISED STAFF NORMS FOR *OTHER THAN GONDIA & AMRAVATI* O&M ZONAL OFFICE

Sr. No.	Department / Unit	Position	Existi	ng Sanctioned	I Staff	Revised Staff	Surplu
S1. NO.	Department / Ont	Position	Dept	O/S	Total	Sanctioned	Staff
1	2	3	4	5	6	7	8
		Chief Engineer (Dist.)	1	0	1	1	0
		Stenographer / Off. Asstt.	1	0	1	1	0
1	Zonal Officer & Personal Staff	Driver	1	0	1	1	0
	4	Peon	1	1	2	1	1
		Sub Total	4	1	5	4	1
		Exe Engineer (Dist.)	2	0	2	1	1
2	A. Admin & Tech Section	Dy. Exe Engineer (Dist)	2	0	2	1	1
2	A. Admin & rech Section	Asstt. Engineer (Dist)	2	0	2	1	1
		Peon	1	0	1	1	0
		Addl. Executive Engineer	1	0	1	1	0
	D M M O-II	Asstt. Engineer (Dist)	1	0	1	0	1
	B. M M Cell	Dy. Manager (F&A)	1	0	1	1	0
		LDC (A/c)	1	0	1	1	0
		Suptdg. Engineer	1	0	1	1	0
		Addl. Executive Engineer	1	0	1	1	0
	0.17	Dy. Executive Engineer	2	0	2	1	1
	C. Infra	Asstt. Engineer (Dist)	2	0	2	1	1
		A.A.	1	0	1	1	0
		Sub Total	18	0	18	12	6
		A.G.M. (HR)	1	0	1	1	0
		Sr. Manager (HR)	1	0	1	1	0
- 1	H.R. Section	Dy. Manager (HR)	1	0	1	1	0
		Head Clerk	1	0	1	1	0
3		UDC (HR)	2	0	2	2	0
		LDC (HR)	4	0	4	2	2
		Telephone Operator	1	0	1	0	1
		Peon	1	1	2	1	1
		Sub Total	12	1	13	9	4
		Sr. Manager (F&A)	1	0	1	1	0
		Manager (F&A)	1	0	1	0	1
		Dy. Manager (F&A)	2	0	2	1	1
4	Accounts & Audit Section	UDC (A/C)	3	0	3	2	1
7	Accounts & Audit Section	LDC (A/C)	1	0	1	1	0
		Peon	0	1	1	1	0
		Sub Total	8	1	9	8	3
		PRO	1	0	1	1	0
		LDC (HR)	1	0	1	1	0
5	Public Relation Section	Peon	0	1	1	0	1
		Sub Total	2	1	3	2	1
_			1	0	1	1	0
		Dy. CIRO	1		1	1	0
	Labour Section	Head Clerk	0	0	1		
6	Labour Section	LDC (HR)	0	1		1	0
		Peon		1	1	1	0
		Sub Total	2	2	4	4	0
		Exe. Engineer (Dist.)	1	0	1	1	0
7	CGRF Section	Stenografer/Off. Asstt.	1	0	1	1	0
		Peon	1	0	1	1	0
-		Sub Total	3	0	3	3	0
		JLO/ALO/Dy. LO	1	0	1	1	0
8 1	Legal Section	LDC (HR)	1	0	1	1	0
	AND THE PROPERTY OF THE PARTY O	Peon	1	0	1	0	1
		Sub Total	3	0	3	2	1
		Total	52	6	58	/, 42	16

REVISED STAFF NORMS FOR GONDIA & AMRAVATI O&M ZONAL OFFICE

100			Existi	ng Sanctio	oned Staff	Revised Staff	Addl. Staff	
Sr. No.	Department / Unit	Position	Dept	O/S	Total	Sanctioned	Sanctioned	Surplus Staff
1	2	3	4	5	6	7	8	9
		Chief Engineer (Dist.)	1	0	1 -	1	0	0
		Stenographer / Off. Asstt.	1	0	1	1	0	0
1	Zonal Office & Personal Staff	Driver	0 '	1	1	1	1	1
		Peon	0	1	1	1	1	1
		Sub Total	. 2	2	4	4	2	2
		Exe Engineer (Dist.)	1	0	1	1	0	0
2	A. Admin & Tech Section	Dy. Exe Engineer (Dist)	2	0	2	1	0	1
	And the control to the control of th	Asstt. Engineer (Dist)	2	0	2	1	0	1
		Peon	1	0	11	1	0	0
		Addl. Executive Engineer	0	0	0	1	1	0
	B. M M Cell	Dy. Manager (F&A)	0	0	0	1	1	0
		LDC (A/c)	0	0	0	1	1	0
		Suptdg. Engineer	0	0	0	1	1	0
		Addl. Executive Engineer	0	0	0	1	1	0
	C. Infra	Dy. Executive Engineer	0	0	0	1	1	0
	Quinta .	Asstt. Engineer (Dist)	0	0	0	1	1	0
		A.A.	0	0	0	1	1	0
		Sub Total	6	0	6	12	8	2
		A.G.M. (HR)	1	0	1	1	0	0
		Sr. Manager (HR)	1	0	1	1	0	0
	H.R. Section	Dy. Manager (HR)	1	0	1	1	0	0
3		Head Clerk	0	0	0	1	1	0
3		UDC (HR)	1	0	1	2	1	0
		LDC (HR)	2	0	2	2	0	0
		Peon	1	1 .	2	1	0	1
	A STATE AND ADDRESS OF THE PARTY OF THE PART	Sub Total	7	1	8	9	2	1
		Sr. Manager (F&A)	1	0	1	11	0	0
		Dy. Manager (F&A)	1	0	1	1	0	0
4	Accounts & Audit Section	UDC (A/C)	1	0	1	2	1	D
4	Accounts & Addit Section	LDC (A/C)	0	0	0	1	1	0
		Peon	0	1	1	1	1	1
		Sub Total	3	1	4	6	3	1
		PRO	1	0	1	1:	- 0	0
5	Public Relation Section	LDC (HR)	1	0	1	1	0	0
	3.	Sub Total	2	0	2	2	0	0
		Dy. CIRO	1	0	1	1	0	0
		Head Clerk	1	0	1	1	0	0
6	Labour Section	LDC (HR)	0	1	1	1	1	1
	18.0	Peon	0	1	1	1	1	1
1	,	Sub Total	2	2	4	4	2	2
		Exe. Engineer (Dist.)	1	0	1	1	0	0
7	CODE Costion	Stenografer/Off. Asstt.	1	0	1	1	0	0
7	CGRF Section	Peon	1	0	1	1	0	0
		Sub Total	3	0	3	3	0	0
		JLO/ALO/Dy. LO	0	0	0	1	1	0
8	Legal Section	LDC (HR)	0	0	0	1	1	0
		Sub Total	0	0	0	2	2	0
	Tota	1	25	6	31	42	19	8

Statement Showing the Sanctioned Staff Setup for each Zonal (V&S) Unit

Sr. No.	Name of Post	Existing	Sanction	ned Staff	Revised Staff	Surplus
		Dept	O/S	Total	Sanctioned	Staff
1	2	3	4	5	6	7
	Pay Group - I					
1	Asstt. Director (V&S)/ Ex. Engineer (Dist)	1	0	1	1	0
2	Vigilance Officer	1	0	1	1	0
	Sub Total	2	0	2	2	0
	Pay Group - II					
3	Dy. Vigilance Officer	2	0	2	1	1
4	Asstt. Engineer (Dist)	1	0	1	1	0
	Sub Total	3	0	3	2	1
	Pay Group - III					
5	LDC (HR)	1	0	1	1	0
	Sub Total	1	0	1	1	0
	Grand Total	6	0	6	5	1