

GAD/Gr.VIII(O&M)/F.No.382-A
Maharashtra State Electricity Board,
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1
Dharavi Rd., Matunga,
Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.451 DT.9.3.05.

Sub: Employment of sons/daughters of deceased employees under
Compassionate Appointment Scheme – Giving higher priority in the
case of fatal accident while on duty.

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The provision below Rule 13 of the Appendix-'G' to the MSEB Classification
and Recruitment Regulations (Compassionate Appointment Scheme) is reproduced
below:

*“(i) In the cases of employees who meet with fatal accident while on duty,
the detailed information of the dependents of the employee should be
forwarded by the Executive Engineer-in-charge of the Division
through their respective Circle Head (in duplicate) within a month
from the date of death of the employee. In such cases, it should not
be left to the dependents to represent their case. The officer
concerned should himself take the initiative and collect the
information.”*

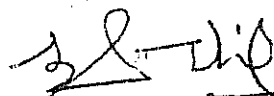
2. - The intention behind the above provision is to extend the benefit of
employment to the dependents of the deceased employee who met with fatal
accident while on duty on priority without waiting for application are to represent
the case by the dependent. However, at present a common chronology list of the
dependent of the deceased employees for providing employment is maintained at
zonal level. This list consists of dependents of deceased employees who met with
fatal accident while on duty, dependent of the employees who expired (natural
death) while in employment but not while on duty, the dependents of the employees
who sought premature retirement on medical ground, dependent of employees who
have been declared invalidated and whose services are terminated being declared
medically unfit and invalidated before attaining the age of 50 years etc. As such, the
dependent of deceased employee who met with fatal accident while on duty are not
getting priority.

P.T.O.

3. In view of the above, the issue has been examined and it has been decided to give higher priority to the dependent of the deceased employee who met with fatal accident while on duty over other categories while making appointment under the scheme. All the Competent Authorities who have been delegated with the powers to approve the proposal under the Compassionate Appointment Scheme are directed to maintain a separate chronology list in respect of dependents of the deceased employee who met with fatal accident while on duty and after exhausting this list, the second list (cases of the dependents of employees other than fatal accident while on duty) should be given priority.

4. The above instructions should be followed scrupulously.

5. This circular is issued with the approval of the Chairman in consultation with Secretary, T.M.(T&D), T.M.(Gen.) and A.M.



(S.Y. Patil)

Director of Personnel

To,
All as per Mailing List.

4. Consequently, the instructions issued under Adm. Circular No.418 dt.5.4.04 shall stand modified/revised to above extent.

5. This Circular is issued with the approval of the Chairman in consultation with Secretary, T.M.(T&D), T.M.(Gen.) and A.M.



(S.Y.Patil)

Director of Personnel

To,
All as per Mailing List.

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साप्रवि/गट-८(रवका)/न.क्र.६६४/
महाराष्ट्र राज्य विद्युत मंडळ
एस्ट्रेला बॅटरीज विस्तारीत इमारत
तळ मजला, धारावी रोड, भाटुंगा
मुंबई - ४०००१९.

प्रशासकीय परिपत्रक क्र.४५३ दिनांक १/४/२००१

विषय : नक्षलग्रस्त/दुर्गम/आदिवासी क्षेत्रात काम करीत असलेल्या कर्मचा-यांना उच्च
वेतनश्रेणीचा लाभ देणेबाबत.

प्रशासकीय परिपत्रक क्र.३७८ दि.२९.१.२००३ अन्वये नक्षलग्रस्त/आदिवासी उपयोजना
क्षेत्रातील दुर्गम व दूरच्या क्षेत्रात काम करणा-या अधिकारी/कर्मचारी यांना शासन निर्णय दि.६.८.२००२
अनुसार अनुज्ञेय असणा-या सुधारित सवलती प्रसूत करण्यात आल्या आहेत.

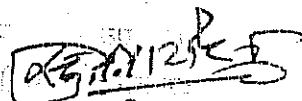
२. सदर परिपत्रकाच्या परिच्छेद ४ मधील अनु.क्र.४ अन्वये दि.१.७.२००२ पासून लागू करण्यात
आलेल्या दुर्गम/नक्षलग्रस्त क्षेत्रात काम करणा-या वेतनगट १ ते ४ मधील सर्व अधिकारी/कर्मचारी यांना
द्यावयाच्या एकस्तर पदोन्नती योजनेबाबत विविध कार्यालयाकडून काही शंका उपस्थित करण्यात आल्या
होत्या. त्याबाबत खालीलप्रमाणे खुलासा करण्यात येत आहे.

प्रश्न	खुलासा
१) एकस्तर पदोन्नतीचा लाभ मंजूर करण्यासाठी सक्षम अधिकारी कोण असेल ?	किमान कार्यकारी अभियंता या पदाचा दर्जा असलेल्या ज्या अधिका-याच्या नियंत्रणाखाली संबंधित कर्मचारी/अधिकारी काम करीत असेल, तो अधिकारी प्रशासकीय परिपत्रक क्र.३७८ दि.२९.१.२००३ अनुसार एकस्तर पदोन्नतीचा लाभ मंजूर करण्यास सक्षम अधिकारी राहिल.
२) एकस्तर पदोन्नतीचा लाभ मंजूर करताना गोपनीय अहवाल, शिस्तभंग कारवाईचा अहवाल इ.तपासण्याची गरज आहे काय ?	नाही. ही एकस्तर पदोन्नती केवळ नक्षलग्रस्त/दुर्गम/आदिवासी क्षेत्रातील पदस्थापनेपुरतीच मर्यादित असल्यामुळे स.सा.आदेश क्र.७४ व क्र.१११ अनुसार देण्यात येत असलेला उच्च श्रेणीचा लाभ देताना अवलंबिण्यात येणारी पध्दती अनुसरावयाची आवश्यकता नाही.

<p>३) नक्षलग्रस्त/आदिवासी/दुर्गम क्षेत्रात काम करणा-या कर्मचा-यांना/अधिका-यांना स.सा.आदेश क्र.७४ दि.३०.४.७४ अथवा स.सा. आदेश क्र.१११ दि.१३.५.१९७२ अनुसार उच्च वेतन श्रेणीचा लाभ देण्यात आला असेल तर त्या व्यक्तीला आणखी एकस्तर पदोन्नतीचा लाभ देता येईल किंवा काय ?</p>	<p>नाही. या बाबत प्रशासकीय परिपत्रक क्र.३७८ दि.२९.१.२००३ च्या परिच्छेद ४ (४) मध्ये खुलासा दिलेला आहे.</p>
<p>४) स.सा.आदेश क्र.७४ किंवा क्र.१११ अनुसार ज्या कर्मचा-याला/अधिका-याला उच्च पदाच्या वेतनश्रेणीचा लाभ अगोदरच मंजूर झाला असेल आणि त्याला त्याच पदाची पदोन्नती मिळाल्यावर किंवा पदोन्नतीच्या पदावर सामावून घेतल्यावर त्याची जर नक्षलग्रस्त/आदिवासी/दुर्गम भागामध्ये पदस्थापना झाली असेल, तर त्या कर्मचा-याला/अधिका-याला एकस्तर पदोन्नतीचा लाभ देता येईल काय ?</p>	<p>होय. अशा कर्मचा-यास/अधिका-यास पदोन्नती मिळालेल्या पदापेक्षा वरील पदाच्या वेतनश्रेणीमध्ये एकस्तर पदोन्नतीचा लाभ देता येईल. तथापि, सदर एकस्तर पदोन्नतीचा लाभ संबंधित कर्मचारी/अधिकारी नक्षलग्रस्त/आदिवासी/दुर्गम क्षेत्रात कार्यरत असेपर्यंतच्या कालावधीसाठीच चालू ठेवावयाचा आहे. सदर कर्मचारी/अधिकारी याची नक्षलग्रस्त/आदिवासी/दुर्गम क्षेत्राच्या बाहेर बदली होऊन त्या क्षेत्रातील कार्यालयातून कार्यमुक्त होताच एकस्तर पदोन्नतीचा लाभ आपोआप बंद होईल.</p>

३. सर्व संबंधित सक्षम अधिका-यांना विनंती करण्यात येते की त्यांनी अशा प्रकरणांबाबत त्यांच्या कार्यालयातच अंतिम निर्णय घ्यावा.

४. सदर परिपत्रक सचिव यांच्या मंजूरीनुसार निर्गमित करण्यात येत आहे.


(सु.य.पाटील)

संचालक (कर्मचारीवर्ग)

प्रति,
कार्यकारी अभियंता, तत्सम व त्यावरील दर्जाचे अधिकारी
यांना प्रेषण यादीप्रमाणे.

29

GAD/Gr.VIII-(O&M)/F.N.895/
Maharashtra State Electricity Board
Estrella Batteries Expansion Building
Ground Floor, Dharavi Road, Matunga
Mumbai - 400,001.

ADMINISTRATIVE CIRCULAR NO. 454 DATE 05-04-2005

Sub : Providing work to the recipients of Monthly Monetary Benefit under
MSEB Employees' Dependents Welfare Trust Regulations.

Read: 1) Adm.Cir.No.317 dated 20/7/1997
2) Adm.Cir.No.396 dated 18/8/2003
3) Adm.Cir.No:400 dated 16/10/2003

The instructions have been issued vide Adm. Circular No.396 dated 18.8.2003 to utilize the services of the persons who are in receipt of Monthly Monetary Benefit for various official work befitting their qualification for a period of 10 consecutive days or 10 days in a span of fortnight during the month.

2. Subsequently, it has also been clarified vide Adm. Circular No.400 dt.16.10.03 that if the dependent could not work for 10 consecutive days for any reason, he/she should work on any 10 days in a month. They have also been allowed to compensate the absence/shortfall, if any, in the next month. Thus, getting work done for 10 days against Monthly Monetary Benefit was a condition precedent for release of payment under the scheme.

3. The issue regarding waiver of 10 days work in some genuine cases was under consideration of the Board for sometime past. Now the Chairman in consultation with Secretary, T.M.(T&D), T.M.(Gen.) and A.M. has accorded approval to grant exemption from 10 days work to the dependents in the following categories.

- i) Dependents who are taking education in school or college.
- ii) Dependents who are residing outside the State and their kids are taking education outside the State.
- iii) The female dependents who have attained the age of 40 years and above.

29/04/05

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4. The Chief Engineers/Head of Department concerned have been delegated powers to verify the facts and grant exemption under intimation to Member-Secretary of Monthly Monetary Benefit Trust in H.O., Mumbai through C.I.R.O..


(S.Y. Patil)

Director of Personnel

To
All as per mailing list

Copy to :-

The Member-Secretary

Monthly Monetary Benefit Trust

Head Office, Mumbai [Through : CIRO, H.O., Mumbai]

29
GAD/Gr.VIII(O&M)/F.No.850
Maharashtra State Electricity Board,
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1
Dharavi Rd., Matunga,
Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.455 DT.8-4-2005

Sub: Appointment of retired officers of the rank of Executive Engineer, Dy.Chief Accounts Officer, Dy.Establishment Officer equivalent and above as Enquiry Officers.

Read: Adm. Circular No.313 dt.18.5.99.

The instructions have been issued vide Adm. Circular No.313 dt.18.5.99 for appointment of either retired officers of the Board viz. C.E., T.D., T.M. and equivalent or retired Govt. Civil Officers to act as Enquiry Officer in the departmental enquiry against E.E.(equivalent and above) ordered by the Competent Authority prescribed in the MSEB Employees' Service Regulations, if the Sr.E.Es, S.Es, C.Es, T.Ds, (equivalent as the case may be) are not in a position to undertake the work of Enquiry Officer because of workload.

2. The issue regarding appointment of retired officers of the Board of the rank of E.E., Dy.C.A.O., Dy.E.O. equivalent and above as Enquiry Officer for conducting the departmental enquiries in respect of the employees/officers below the rank of E.E. was under consideration of the Board for some time past. Now, the Board under its Resolution No.518 dt.23.3.05 has accorded approval -

(1) to appoint the retired officers of the rank of E.Es., Dy.C.A.Os., Dy.E.Os. equivalent and above as Enquiry officers for conducting the departmental enquiries in respect of employees/ officers below the rank of E.E.

and

(2) to pay the fees of Rs.5000/- (inclusive of all charges) per case and TA/DA on par with Board's equivalent officers for conducting the enquiries.

P.T.O.

3. The Board has also directed that a panel of the retired officers who were having impeccable integrity while in service of the Board shall be approved by the T.M. concerned in respect of the retired officers in the technical cadre and by the A.M. and Secretary for their respective cadres. The empanelment of retired officers of the Board of the rank of C.E., T.D., T.M. etc. for appointment as Enquiry Officer in the departmental enquiry against E.E. equivalent and above officers under the provisions of Adm. Circular No.313 dt.18.5.99 shall also be done.

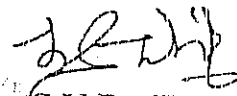
4. The panel of retired officers for appointment as Enquiry Officer shall be maintained by the Disciplinary Action Cell in H.O. The request/need for appointment of retired officers as Enquiry Officers shall be examined by the Disciplinary Action Cell and with the approval of the T.M. concerned for technical cadre and A.M. and Secretary for their respective cadres, the names of the retired officers from the approved panel for appointment of Enquiry Officers shall be communicated from H.O. to the C.Es concerned. The appointment of retired officers as Enquiry Officers shall, however, will be done by the disciplinary authority concerned. The payment of fees and TA/DA of the retired Enquiry Officers shall be made from the office of the Officer not below the rank of Executive Engineer under whose jurisdiction the delinquent employee is working after following the due procedure.

5. The Board further directed that as far as possible the enquiries of the employees in T&D cadre should be given to the retired officers from Generation cadre and the enquiries of the employees in Generation cadre should be given to the retired officers from T&D cadre so as to ensure fair and impartial enquiry.

6. The Board has also directed that the disciplinary authorities should ensure that the retired officers to whom the enquiry has been entrusted shall complete the enquiry and submit findings within 2 months from the date of appointment.

7. The Board has authorized the Secretary in consultation with D.O.P. to decide the procedure and criteria for empanelment of the retired officers.

8. The above instructions shall come into force with immediate effect.


(S.Y. Patil)

Director of Personnel

To,
All as per Mailing List.

साप्रवि/गट-८(खका)/न.क्र.३२७/
महाराष्ट्र राज्य विद्युत मंडळ
एस्ट्रेला बॅटरीज विस्तारीत इमारत
तळ मजला, धारावी रोड, माटुंगा
मुंबई - ४०००९९.

प्रशासकीय परिपत्रक क्र.४५६ दि.१०.५.२००५

विषय :- सेवाप्रवेशासाठी / पदोन्नतीसाठी औद्योगिक प्रशिक्षण संस्थेच्या शैक्षणिक अर्हतेस मान्यता देणे - त्यांचेकडील तात्पुरत्या प्रमाणपत्रास विधीग्राह्य समजणे.

काही तांत्रिक प्रवर्गासाठी म.रा.वि.मंडळ वर्गीकरण व सेवाप्रवेश विनियमामध्ये सेवाप्रवेशासाठीची/पदोन्नतीसाठीची पूर्वावश्यकता खालीलप्रमाणे विहित करण्यात आली आहे.

“शिकाऊ उमेदवारी अधिनियम, १९६९ अंतर्गत राष्ट्रीय शिकाऊ उमेदवारी पूर्ण केल्यावर राष्ट्रीय व्यवसाय प्रशिक्षण परिषद, नवी दिल्ली यांच्याकडून देण्यात येणारे संबंधित व्यवसायातील 'राष्ट्रीय शिकाऊ उमेदवारी प्रशिक्षण प्रमाणपत्र' किंवा औद्योगिक प्रशिक्षण संस्थेतील व्यवसाय पाठयक्रम पूर्ण झाल्यावर राष्ट्रीय व्यवसाय प्रशिक्षण परिषद, नवी दिल्ली यांच्याकडून देण्यात येणारे 'राष्ट्रीय व्यवसाय प्रमाणपत्र' ”.

२. महाराष्ट्र शासन, तसेच खाजगी संस्थांद्वारे चालविण्यात येणा-या विविध औद्योगिक प्रशिक्षण संस्थांकडून देण्यात येणारे तात्पुरते प्रमाणपत्र समतुल्य/विधीग्राह्य मानावे का अशी शंका काही क्षेत्रीय अधिका-यांनी उपस्थित केली होती.

३. या विषयासंबंधी संचालक, व्यवसाय शिक्षण व प्रशिक्षण, महाराष्ट्र शासन, मुंबई यांचेकडे मार्गदर्शनासाठी संदर्भ करण्यात आला होता. त्यांचेकडून मिळालेल्या स्पष्टीकरणाच्या आधारे, उपस्थित केलेल्या शंकाचे खालीलप्रमाणे निरसन करण्यात येत आहे.

अ.क्र.	प्रश्न	स्पष्टीकरण
१.	राष्ट्रीय व्यवसाय प्रशिक्षण परिषद, नवी दिल्ली यांच्याकडून पुढच्या तारखेने मिळावयाचे प्रमाणपत्र प्राप्त होईपर्यंत राष्ट्रीय शिकाऊ उमेदवारी अधिनियम १९६९ अंतर्गत राष्ट्रीय शिकाऊ उमेदवारी पूर्ण केल्यावर दिलेले उत्तीर्णतेबाबतचे तात्पुरते प्रमाणपत्र किंवा विविध औद्योगिक संस्थांनी दिलेले राष्ट्रीय व्यवसाय प्रमाणपत्र विधीग्राह्य किंवा समतुल्य समजावयाचे का ?	होय. ते प्रमाणपत्र विधीग्राह्य समजावे. मात्र त्यासाठी उमेदवाराने संबंधित अभ्यासक्रमासाठी ज्या संस्थेमध्ये/केंद्रात/व्यवसाय तुकडीत प्रशिक्षण पूर्ण केले असेल, त्या व्यवसाय तुकडीत प्रशिक्षणाध्याने प्रवेश घेतलेल्या वर्षापासून ती संस्था/ते केंद्र/तो व्यवसाय पाठयक्रम डी.जी.ई.टी., नवी दिल्ली यांच्याशी संलग्नताप्राप्त असणे आवश्यक आहे.

अ.क्र.	प्रश्न	स्पष्टीकरण
२.	उमेदवाराने शिकाऊ उमेदवारी अधिनियम १९६१ अंतर्गत राष्ट्रीय शिकाऊ उमेदवारी प्रशिक्षण पूर्ण केल्यावर किंवा औद्योगिक प्रशिक्षण संस्थेचा राष्ट्रीय व्यवसाय प्रशिक्षण प्रमाणपत्र पाठयक्रम पूर्ण केल्यावर राष्ट्रीय व्यवसाय प्रशिक्षण परिषद, नवी दिल्ली प्रमाणपत्र देण्यासाठी किती कालावधी घेते ?	राष्ट्रीय व्यवसाय प्रशिक्षण परिषद चे प्रमाणपत्र देण्याच्या कार्यक्रमाबाबत डी.जी.ई.टी., नवी दिल्ली हे कळवतात आणि त्यानुसार प्रमाणपत्रे डी.जी.ई.टी., नवी दिल्ली, यांच्या सहीसाठी पाठविली जातात. त्यामुळे 'राष्ट्रीय व्यवसाय प्रशिक्षण परिषद' चे प्रमाणपत्र मिळण्यास लागणारा नेमका कालावधी देता येणार नाही.
३.	'राष्ट्रीय व्यवसाय प्रमाणपत्र पाठयक्रम' खाजगी औद्योगिक प्रशिक्षण संस्थेतून उत्तीर्ण केला असेल तर 'राष्ट्रीय व्यवसाय प्रशिक्षण परिषद' नवी दिल्ली यांचेकडून प्रमाणपत्र मिळेपर्यंत खाजगी औद्योगिक प्रशिक्षण संस्थेने दिलेले उत्तीर्णतेबाबतचे तात्पुरते प्रमाणपत्र, नियुक्तीच्या प्रयोजनास्तव विधिग्राह्य मानता येईल का ?	मुद्रा क्र. (१) मध्ये केलेल्या खुलाशाप्रमाणे.

४. वरील स्पष्टीकरणातील सूचनांचे काटेकोरपणे पालन करून त्याप्रमाणे यथोचित कार्यवाही करण्याची सर्व संबंधित क्षेत्रीय अधिकाऱ्यांना विनंती करण्यात येत आहे.

५. हे परिपत्रक सचिव यांच्या मान्यतेने जारी करण्यात येत आहे.

सचिव (सु.व.पाटील) ११/५
संचालक (वर्गवारीवर्ग)

प्रेषण यादीप्रमाणे सर्वांना.

29

साप्रवि/गट-८(खका)/न.क्र.२८३अ/
महाराष्ट्र राज्य विद्युत मंडळ,
एस्ट्रेला बॅटरीज विस्तारीत इमारत,
प्लॉट नं. १, तळमजला, धारावी,
माहुंगा, मुंबई-४०० ०१९

प्रशासकीय परिपत्रक क्र. ४५७ दिनांक ३.६.२००४

विषय : लघुटंकलेखन व टंकलेखन संवर्गातील कर्मचा-यांना पदोन्नतीस पात्र ठरवितांना लघुलेखनाची व टंकलेखनाची गती चाचणी घेण्याबाबत.

वाचा : प्रशासकीय परिपत्रक क्र. ४३८ दि. १८.१०.२००४.

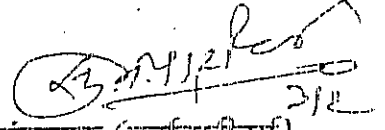
संदर्भिय प्रशासकीय परिपत्रकाद्वारे असा खुलासा करण्यात आला आहे की शासनाच्या वतीने घेण्यात येणा-या ५० श.प्र.मि. टंकलेखनाच्या गती चाचणीचे शासकीय वाणिज्यिक प्रमाणपत्र धारण न करणा-या ज्या कर्मचा-यांनी, सा.आ.७४ दिनांक ३०.४.७४ अन्वये मिळणारा उच्च वेतनश्रेणीचा प्रथम व द्वितीय लाभ मंजूर होण्याकरिता मंडळातर्फे घेण्यात येणारी ५० श.प्र.मि. गती चाचणी उत्तीर्ण केली आहे, अशा टंकलेखकांना पदोन्नतीसाठी अर्हताप्राप्त ग्राह्य धरण्यात यावे आणि त्यांच्या पदोन्नतीसाठी पुन्हा गती चाचणी घेण्याची आवश्यकता नाही.

२. मंडळातील लघुटंकलेखक व वरिष्ठ टंकलेखक या पदावर काम करणा-या कर्मचा-यांनी देखील अशाच प्रकारचा मुद्दा उपस्थित केला होता.

३. सदर विषयाबाबत सर्वकष मुद्दे विचारात घेवून आता असा खुलासा करण्यात येत आहे की टंकलेखन व लघुटंकलेखन संवर्गातील ज्या कर्मचा-यांनी, शासकीय वाणिज्यिक प्रमाणपत्र धारक नसल्यामुळे, सा.आ.७४ दि. ३०.४.७४ अन्वये मिळणारा उच्च वेतनश्रेणीचा प्रथम व द्वितीय लाभ मंजूर होण्या अगोदर मंडळाच्या वतीने घेण्यात येणारी विहित गती चाचणी उत्तीर्ण केली आहे, अशा कर्मचा-यांना पदोन्नतीसाठी अर्हताप्राप्त ग्राह्य धरावे. सबब, अशा कर्मचा-यांना पदोन्नती देतांना त्यांची पुन्हा लघुलेखनाची व टंकलेखनाची गती चाचणी घेण्याची आवश्यकता नाही.

४. उपरोक्त खुलासा फक्त लघुटंकलेखन व टंकलेखन संवर्गातील कर्मचा-यांपुरताच मर्यादित राहिल.

५. सदर परिपत्रक सचिव यांच्या मंजूरीनुसार प्रसृत करण्यात येत आहे.


संचालक (कर्मचारीवर्ग)

प्रत :
प्रेषण यादीप्रमाणे

29

GAD/Gr.VIII(O&M)/F.No.900
Maharashtra State Electricity Board,
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1
Dharavi Rd., Matunga,
Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.458 DT.4.6.05

Sub: Freezing of certain activities on formation of Companies.

As per the Govt. notification and Transfer Scheme approved there under, the following Companies shall come into existence w.e.f. 6.6.05.

- (1) MSEB Holding Company Ltd.
- (2) Maharashtra State Power Generation Company Ltd.
- (3) Maharashtra State Transmission Company Ltd.
- (4) Maharashtra State Distribution Company Ltd.

2. As per the employees transfer scheme; the staff working in the field has been allocated on '*as is where is basis*'. The staff working in H.O. is also to be allotted proportionately to the respective Company. The allotment of the staff shall be on provisional basis till the final transfer orders are issued.

3. In view of the above, the following instructions are issued.

- (1) The C.Es. of O&M Zones on T&D side in the field shall not order any transfers from Distribution to Transmission and vice-versa from 6.6.05.
- (2) No promotions in the State-wise seniority employees in T&D cadre shall be ordered after 6.6.05 as at present seniority of the T&D cadre is maintained commonly.
- (3) Like-wise, no transfers and promotions shall be ordered in shared services cadre like GAD, Accounts, Stores, V&S, Civil, Publicity and Labour cadres etc. in respect of employees working in State-wise seniority after 6.6.05 unless the seniority lists of the employees are separated out.

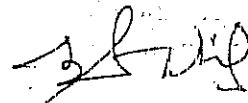
P.T.O.

(4) The transfers and promotions of the employees in Pay Gr.III & IV categories in Circle-wise seniority and Division-wise seniority working in H.O. shall also not be done after 6.6.05 unless seniority lists are separated out.

(5) The promotions in Generation cadre shall however continue as hitherto-before as there is no change in allocation after formation of Power Generation Company.

4. The above instructions should be followed till further orders by the respective Companies.

5. This Circular is issued with the approval of the Chairman.



(S. V. Patil)

Director of Personnel

To, All as per mailing list upto the level of J.E. and above in H.O. and field.

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29

GAD/Gr.VIII(O&M)/F.No.712
Maharashtra State Electricity Board,
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1, Dharavi Rd.,
Matunga, Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.459 DT.4.6.05

Sub: Reimbursement of travelling expenses and local movement expenses to the outside faculties/retired officers of the MSEB.

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The rates of honorarium/remuneration of guest faculty invited for delivering lectures have been notified vide Adm. Circular No.224 dt.8.7.97. There is no explicit provision for reimbursement of travelling expenses to the outside faculties and retired officers of the MSEB called for delivering lectures at Training Centres. As such, the issue regarding reimbursement of travelling expenses and local movement expenses to the outside faculties and retired officers of the Board was under consideration of the Board for some time past. Now, the Board under its Resolution No.605 dt.31.5.05 has accorded approval –

(1) to pay lumpsum amount towards Travelling Allowance expenses equivalent to AC 2 tier fare (both ways) to the outside faculties/retired officers of the MSEB who have been called for delivering the lecture at Training Centres. There would be no necessity to submit any documentary evidence for the journey undertaken.

and

(2) to pay lumpsum amount of Rs.150/- towards local conveyance charges for movement from Bus/Railway Station to Training Centre and vice versa. There would also be no necessity of producing any documentary evidence/bill for payment of local conveyance charges.

2. The Board has also directed that the above payment shall be made to the outside faculties/retired officers of the MSEB immediately after delivering the lecture.

3. The Board has authorized the Secretary in consultation with D.O.F. to interpret the above provision and clarify the doubts, if any.

4. The above decision shall come into force with immediate effect.


(S.V. Patil)

Director of Personnel

To,
All as per mailing list.

साप्रवि/गट-८(स्वका)/न.क्र.१०१/१०२/
महाराष्ट्र राज्य विद्युत मंडळ,
एस्ट्रेला बॅटरी कंपाऊंड, विस्तारित इमारत,
प्लॉट क्र.१, माटुंगा रोड,
धारावी, मुंबई-४०० ०१९.

प्रशासकीय परिपत्रक क्र. ४६० दिनांक २१.६.२००५

विषय : दि.१.४.२००३ पासून लागू करण्यात आलेली सुधारित वेतनश्रेणी व भत्ते.

म.रा.वि.मंडळाच्या विविध संघटनांबरोबर वेतनवाढीच्या संदर्भात झालेल्या कराराच्या अनुषंगाने मंडळ ठराव क्र. ५१४ दि. १६.५.२००५ अन्वये मान्यता दिल्यानुसार मंडळाने त्यांच्या कर्मचारी/अधिकारी यांना दि. १.४.२००३ पासून सुधारित वेतनश्रेणी व भत्ते देण्याचा निर्णय घेतला. सदर सुधारित वेतनश्रेणी सामान्य आदेश क्रमांक १६३ (क) व सामान्य आदेश क्र. १६४ दि. २.६.२००५ अन्वये व सुधारित भत्ते संबंधित सामान्य आदेशांच्या सुधारपत्रांन्वये अधिसूचित करण्यात आले आहेत.

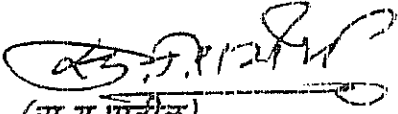
२. या संदर्भात सर्व संबंधित नियंत्रण अधिका-यांना विनंती करण्यात येते की उपरोक्त सामान्य आदेश क्र. १६३ (क) व १६४ (क) दि. २.६.२००५ अन्वये अधिसूचित केलेली वेतनश्रेणी तत्वेच इतर भत्ते मान्य असल्याबाबतचे/नसल्याबाबतचे अभिवचन, जून २००५ च्या वेतनाचे वाटप करतेवेळी सोबतच्या प्रपत्र 'अ' किंवा 'ब' मध्ये, त्यांच्या नियंत्रणाखाली असलेल्या प्रत्येक कर्मचारी/अधिकारी यांचेकडून घ्यावे व ही अभिवचने संबंधित परिमंडलाच्या मुख्य अभियंत्यास सादर करावीत. सदर अभिवचने परिमंडलाच्या मुख्य अभियंत्याने एकत्रितरित्या मुख्य औद्योगिक संबंध अधिकारी, मुख्य कार्यालय, मुंबई यांजकडे पाठवावीत.

३. मुख्य कार्यालयाच्या कर्मचा-यांच्या/अधिका-यांच्या बाबतीत संबंधित नियंत्रण अधिका-यांनी ही अभिवचने मुख्य औद्योगिक संबंध अधिकारी यांजकडे पाठवावीत.

४. सर्व संबंधित अधिका-यांना विनंती आहे की कर्मचा-यांनी/अधिका-यांनी दिलेल्या अभिवचनानुसार त्यांना जून २००५ चे वेतन व भत्ते अदा करावे.

५. सदर परिपत्रक व्यवस्थापकीय संचालक, सुत्रधारी कंपनी (M.S.E.B.Holding Co.), व्यवस्थापकीय संचालक, वितरण कंपनी (M.S.D.C.L.), व्यवस्थापकीय संचालक वीज निर्मिती कंपनी (M.S.P.G.C.L.) व व्यवस्थापकीय संचालक पारेषण कंपनी (M.S.T.C.L.) यांच्या मान्यतेनुसार निर्गमित करण्यात येत आहे.

सोबत : प्रपत्र 'अ' व 'ब'


(सु.य.पाटील)

संचालक (कर्मचारीवर्ग)

प्रत :

प्रेषण यादीप्रमाणे सर्वांना

प्रपत्र 'अ'

अभिवचन (अंडरटेकिंग)

महाराष्ट्र शासनाच्या निर्णयानुसार मंडळाची पुनर्रचना करण्यात आली असून आम्ही खाली सही करणार, सध्या पुनर्रचित कंपनीत कार्यरत आहोत.

२. आम्हास ज्ञात आहे की मंडळाने केलेला वेतनवाढीचा करार, दि.१४.२००३ ते दि.३१.३.२००६ या कालावधीकरिता केला असून सदर कराराच्या अमलबजावणीच्या सूचना सा.आ.क्र.१६३(क) आणि १६४(क) दि. २.६.२००५ अन्वये निर्गमित केलेल्या आहेत. सदर करार व त्या अनुषंगाने निर्गमित केलेले सामान्य आदेश/सुधारपत्रे मी वाचले असून मला/आम्हाला ते पूर्णतः समजले आहेत/समजावून सांगण्यात आले आहेत. मला/आम्हाला ते मान्य असल्यामुळे माझे/आमचे मासिक वेतन व भत्ते सा.आ. क्र.१६३(क) व क्र.१६४(क) दि.२.६.२००५ अनुसार म्हणजेच सुधारित वेतनश्रेणीनुसार (Revised pay-scale) देण्यात यावेत.

कार्यालयाचे नांव/विभागाचे नांव:-

अ.क्र.	कर्मचा-याचे नांव	हुद्दा	कर्मचा-याची सही
१	२	३	४

मार्फत :

संबंधित नियंत्रण अधिकारी

(श्रु.मा.प.)

प्रपत्र 'ब'

अभिवचन (अंडरटेकिंग)

१. महाराष्ट्र शासनाच्या निर्णयानुसार मंडळाची पुनर्रचना करण्यात आली असून आम्ही खली सही करणार, सध्या पुनर्रचित कंपनीत कार्यरत आहोत.

२. आम्हांस ज्ञात आहे की मंडळाने केलेला वेतनवाढीचा करार, दि.१.४.२००३ ते दि.३१.३.२००४ या कालावधीकरिता केला असून सदर कराराच्या अंमलबजावणीच्या सूचना सा.आ.क्र.१६३(क) आणि १६४(क) दि. २.६.२००५ अन्वये निर्गमित केलेल्या आहेत. सदर करार व त्या अनुषंगाने निर्गमित केलेले सामान्य आदेश/सुधारपत्रे मी वाचले असून मला/आम्हाला ते पूर्णतः समजले आहेत/समजावून सांगण्यात आले आहेत. तथापि मला/आम्हाला ते मान्य नसल्यामुळे माझे/आमचे मासिक वेतन व भत्ते सा.आ. क्र.१५२(क) व क्र.१५३(क) दि.१०.१.२००९ अनुसार म्हणजेच पूर्व सुधारित वेतनश्रेणीनुसार (Pre-revised pay-scale) देण्यात यावेत.

कार्यालयाचे नाव/विभागाचे नाव :-

अ.क्र.	कर्मचा-याचे नांव	हुद्दा	कर्मचा-याची सही
१	२	३	४

मार्फत :
संबंधित नियंत्रण अधिकारी

Undertaking

GAD/Gr.VIII(O&M)/F.No.900
Maharashtra State Distribution Co. Ltd.
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1, Dharavi Rd.,
Matunga, Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.461 DT.4.8.05

Sub: Transfer of personnel under transfer scheme – Redressal of grievances on allocation for employees in State-wise seniority.

The Govt. of Maharashtra vide Notification No.Reform 1005/CR-9061(2)/NRG-5 dt.4.6.05 has notified the transfer scheme and the establishments of the erstwhile MSEB in the field along with personnel working therein have been transferred/assigned to the 3 different companies namely DISCOM, GENCO and TRANSCO. Further, the Govt. of Maharashtra vide Notification No.Reform-1/CR-9061(4)/NRG-5 dt.28.6.05 has assigned/allocated shared services of the erstwhile MSEB in H.O. like GAD, Accounts, Technical, Stores, Fire, IT, Legal, Labour, Publicity etc. and Training Deptt., Nasik, Testing Divisions in the field and Guest House, New Delhi to the 4 successor Companies.

2. The employees in State-wise seniority in the field have been allocated on "as is where is" basis". The employees in State-wise seniority in shared services of the erstwhile MSEB in H.O. like GAD, Accounts, Technical, Stores, Fire, IT, Legal, Labour, Publicity etc. and Training Deptt., Nasik, Testing Divisions in the field and Guest House, New Delhi have also been allocated between 4 successor Companies proportionately.

3. The above transfer/assignment is on provisional basis and the permanent absorption/allocation is to be decided/finalised by the Govt. after settling the grievances of the employees by the appropriate Committee as notified under Schedule-F, Part-I of the transfer scheme. The final orders for permanent transfer/absorption of the personnel shall be issued by the Govt. of Maharashtra.

4. **Raising of the grievances**

(i) Who is entitled to raise the grievances

The employees in following categories are entitled to raise grievances on allocation, if any.

(a) The engineers and employees in technical cadre falling under State-wise seniority allocated to Transco and Discom.

(b) The employees in State-wise seniority in support services like GAD, Accounts, Civil, Stores, Fire, IT, Legal, Labour, Publicity etc. and Training Deptt., Nasik, Testing Divisions in the field and Guest House, New Delhi allocated to Transco, Discom, Genco and MSEB Holding Co.

(ii) Who is not entitled to raise the grievances.

- (a) The engineers and technical employees working in Genco.
- (b) The employees in Pay Gr.III & IV falling in Circle-wise and Division-wise seniority working in field including Power Stations.

5. The Committee for the redressal of the grievances on allocation will consider the grievances on allocations, if any and recommend reallocation of the employees to the extent of available vacancies after taking into account criteria and all cogent factors within a specified period to the Govt.

6. Pursuant to the above provision under the transfer scheme, such of the employees who are entitled to raise grievances as stated in para-4(i) are requested to submit their grievances on allocation, if any, in the form enclosed herewith in the name of Shri V.R.Iyengar, E.O. on the address given below:

Shri V.R.Iyengar, Estt. Officer,
Grievance Redressal Cell (I),
M.S.Distribution Co. Ltd.,
Corporate Office,
Prakashgad, Bandra(E),
Mumbai-400 051.

7. The last date for submission of grievances in the prescribed format is on or before 5.9.05. The grievances received thereafter shall not be entertained by the Committee. One advance copy of the grievances in the prescribed format should be sent directly on the above address and one copy should be sent through the concerned controlling officer not below the rank of E.E. and above.

8. This Circular should be given wide publicity by circulating amongst employees concerned and also displayed on the Notice Board of all offices in H.O. and field.

9. This Circular is issued with the approval of M.D.(Discom)/(Transco)/(Genco)/MSEB Holding Co.



(S.V. Patil)

Director of Personnel/Discom
and Member-Secretary of the Committee (I)

To,
All offices of Genco, Discom, Transco and
MSEB Holding Co. in field and Corporate Office
as per Mailing List.

FORM FOR RAISING GRIEVANCE ON ALLOCATION FOR EMPLOYEES IN STATE WISE SENIORITY

1)	C.P.F.No								
2)	Name	SHRI/SMT/KUM SURNAME		FIRST NAME					
		MIDDLENAME							
		(Full name in capital letters only)							
3)	Date of birth	DD	MM	YYYY	4)Qualification :				
5)	Designation								
6)	Present place of Working				7)Date of joining the present post	DD	MM	YYYY	8)ZONE:
9)	Company in which presently working	DISTRIBUTION	<input type="checkbox"/>	TRANSMISSION :	<input type="checkbox"/>	GENERATION:	<input type="checkbox"/>		
10)	Requested change of company for Technical employee in Transmission & Distribution Co only (excluding employees in Civil and Stores cadre)								
A	Choice	DISTRIBUTION :			<input type="checkbox"/>	TRANSMISSION :		<input type="checkbox"/>	
	Requested change of company for Technical employees in Stores & Civil cadre and Non-Technical employee in Distribution ,Trausmission and Generation Company only								
A	Ist Choice	DISTRIBUTION :			<input type="checkbox"/>	TRANSMISSION :		<input type="checkbox"/>	GENERATION : <input type="checkbox"/>
B	II nd Choice	DISTRIBUTION :			<input type="checkbox"/>	TRANSMISSION :		<input type="checkbox"/>	GENERATION : <input type="checkbox"/>
11	Reasons for raising grievance on allocation	1.Specilisation & aptitude in : _____							
		2.Work Experience in : _____							
		3.Promotional prospects : _____							
		4.Personal :							
		i)Domestic : _____							
		ii)Medical : _____							
		(supporting documents) : _____							
12	Additional information if any								

(√ mark the appropriate box)

Place:
Date :

Signature of employee

P.T.O

VERIFICATION OF SERVICE PARTICULAR
(By the office not below the rank of Executive and above)

Certified that service particulars indicated in Col 1 to 9 have been verified from service records and found correct.

(Signature & Seal of office not below the rank of Executive Engineer and above)

No: _____

Date: _____

Forwarded to Shri. V.R.Iyengar , Establishment Officer
Grievance Redressal Cell (1)
M.S.Distribution Co. Ltd Corporate Office
Prakashgad Bandra(East)
Mumbai - 51

साप्रवि/गट ८(रवका)/फा.क्र.१००/
महाराष्ट्र राज्य वितरण कंपनी मर्यादित,
एस्ट्रेला बॅटरीज विस्तारीत कंपाऊंड,
तळमजला, प्लॉट क्र. १, धारावी रोड
माटुंगा, मुंबई - ४०० ०१९

प्रशासकीय परिपत्रक क्रमांक ४६२ दिनांक ०४/०८/२००५

विषय :- कर्मचारीवर्गाच्या हस्तांतरण योजनेबाबत

(Transfer of Personnel Scheme)

मुख्य कार्यालयातील मंडलनिहाय तसेच विभागनिहाय सेवाज्येष्ठता सुचीतील
कर्मचाऱ्यांच्या वर्गीकरणाविषयीच्या तक्रारी निवारणाबाबत

महाराष्ट्र शासनाने अधिसूचना क्रमांक Reforms-1/CR-9061(4)/NRG-5 दिनांक २८/०६/२००५ अन्वये
पुर्वगाणी महाराष्ट्र राज्य विद्युत गंडळ मुख्य कार्यालयातील सामायिक सेवांतर्गत उदा. सामान्य प्रशासन विभाग, लेखा, तांत्रिक,
भांडार, अग्निशमन, माहिती तंत्रज्ञान, विधी, कामगार, प्रसिद्धी इत्यादी, कार्यरत असण्या-या मंडलनिहाय तसेच विभागनिहाय
सेवाज्येष्ठता सुचीतील कर्मचाऱ्यांच्या सेवा महाराष्ट्र राज्य वितरण कंपनी (DISCOM), महाराष्ट्र राज्य वीज निर्माती कंपनी
(GENCO), महाराष्ट्र राज्य पारेषण कंपनी (TRANSCO) आणि महाराष्ट्र राज्य विद्युत मंडळ सुनकारी कंपनी (MSEB
Holding Co.) या चार कंपन्यांकडे वर्ग (Allotted) केलेल्या आहेत.

२. हस्तांतरण योजनेतील तरतुदीप्रमाणे, मुख्य कार्यालयाच्या आस्थापनेवर कार्यरत असलेल्या मंडलनिहाय सेवाज्येष्ठतेतील
तसेच विभागनिहाय सेवाज्येष्ठतेतील कर्मचारी त्यांची वर्गीकरणाबाबत काही तक्रार असल्यास ते त्यांची तक्रार / निवेदन करू
शकतात.

३. वरिल प्रमाणे नोंदविण्यात आलेल्या तक्रारीच्या निवारणाकरीता नियुक्त करण्यात आलेली कर्मचारी हस्तांतरण तक्रार निवारण
समिती प्रस्तुत तक्रारीची यथायोग्य दखल घेईल व रिक्त पदांची उपलब्धता, विविध कसोट्या आणि अन्य आनुषंगिक घटक
विचारात घेऊन त्याप्रमाणे कर्मचाऱ्यांच्या पुनर्वाटपाबाबतचा प्रस्ताव शासनास सादर करील.

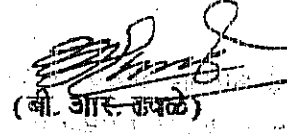
४. कर्मचारी वर्गीकरण योजनेअंतर्गत करण्यात आलेल्या उपरोक्त तरतुदीला अनुसरून मुख्य कार्यालयातील मंडलनिहाय
सेवाज्येष्ठता सुचीतील तसेच विभागनिहाय सेवाज्येष्ठता सुचीतील असे कर्मचारी जे तक्रार / आक्षेप नोंदविण्यास पात्र आहेत
त्यांनी प्रस्तुत वर्गीकरणाबाबतच्या (Allocation) त्यांच्या काही तक्रारी असल्यास या परिपत्रकासोबत जोडलेल्या विहित
नमुन्यात भरून श्री. बी. डी. जगताप, आस्थापना अधिकारी यांचेकडे खालील पत्त्यावर पाठवाव्यात.

श्री. बी. डी. जगताप, आस्थापना अधिकारी
तक्रार निवारण कक्ष (II)
महाराष्ट्र राज्य वितरण कंपनी मर्यादित
मुख्य कार्यालय (Corporate Office)
प्रकाशगड, बांद्रा (पुर्व)
मुंबई - ४०० ०५१

५. विहित नमुन्यात तक्रार नोंदविण्याबाबतचा अंतिम दिनांक ०५/०९/२००५ असा आहे. या तारखेनंतर प्राप्त झालेल्या तक्रारीची कोणतीही दखल घेण्यात येणार नाही. तक्रारीची एक आगाऊ प्रत उपरोक्त पत्त्यावर थेट पाठविण्यात यावी तसेच एक प्रत संबंधित नियंत्रण अधिकार्यामार्फत पाठविण्यात यावी.

६. प्रस्तुत परिपत्रक सर्व संबंधित कर्मचाऱ्यांच्या निदर्शनास आणावे व त्यास यथायोग्य प्रसिद्धी द्यावी. त्याचप्रमाणे सर्व कंपन्यांच्या मुख्य कार्यालयातील (Corporate Office) सूचना फलकावर देखील परिपत्रकाची प्रत लावण्यात यावी.

७. व्यवस्थापकीय संचालक महाराष्ट्र राज्य वितरण कंपनी मर्यादित / महाराष्ट्र राज्य वीज निर्मिती कंपनी मर्यादित / महाराष्ट्र राज्य पारेषण कंपनी मर्यादित / महाराष्ट्र राज्य विद्युत मंडळ सुत्रधारी कंपनी यांच्या मान्यतेने सदरचे परिपत्रक जारी करण्यात येत आहे.


(बी. जासकर)

अपर संचालक (आस्थापना) /
महाराष्ट्र राज्य वितरण कंपनी मर्यादित
सदस्य-सचिव समिती (II)

प्रति,

महाराष्ट्र राज्य वितरण कंपनी मर्यादित / महाराष्ट्र राज्य वीज निर्मिती कंपनी मर्यादित / महाराष्ट्र राज्य पारेषण कंपनी मर्यादित / महाराष्ट्र राज्य विद्युत मंडळ सुत्रधारी कंपनी यांच्या मुख्य कार्यालयातील वेतनगट - एक चे सर्व अधिकारी

GAD/Gr.VIII(O&M)/F.No.900
Maharashtra State Distribution Co. Ltd.
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1, Dharavi Rd.,
Matunga, Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.462 DT.4.8.05

Sub: Transfer of personnel under transfer scheme – Redressal of grievances on allocation for employees in **Circle-wise seniority and Division-wise seniority working in H.O.**

The Govt. of Maharashtra vide Notification No.Reform-1/CR-9061(4)/NRG-5 dt.28.6.05 has assigned/ allocated shared services of the erstwhile MSEB in H.O. like GAD, Accounts, Technical, Stores, Fire, IT, Legal, Labour, Publicity etc. between 4 Companies namely Discom, Genco, Transco and MSEB Holding Co. It includes the employees in Circle-wise seniority and Division-wise seniority working in H.O.

2. As per the provisions under the scheme, the employees working in Circle-wise seniority and Division-wise seniority working in H.O. are entitled to raise their grievances on allocation, if any.
3. The Committee for the redressal of the grievances on allocation will consider the grievances on allocations, if any and recommend reallocation of the employees to the extent of available vacancies after taking into account criteria and all cogent factors within a specified period to the Govt.
4. Pursuant to the above provision under the transfer scheme, such of the employees in Circle-wise and Division-wise seniority working in H.O. who are entitled to raise grievances are requested to submit grievances on allocation, if any, in the form enclosed herewith in the name of Shri B.D.Jagtap, E.O. on the address given below.

**Shri B.D.Jagtap, Estt. Officer,
Grievance Redressal Cell (II),
M.S.Distribution Co. Ltd.,
Corporate Office,
Prakashgad, Bandra(E),
Mumbai-400 051.**

5. **The last date for submission of grievances in the prescribed format is on or before 5.9.05.** The grievances received thereafter shall not be entertained by the Committee. One advance copy of the grievances in the prescribed format should be sent directly on the above address and one copy should be sent through the controlling officers.

P.T.O.

6. This Circular should be given wide publicity by circulating amongst employees concerned and also displayed on the Notice Board of Corporate Offices of all the Companies.
7. This Circular is issued with the approval of M.D.(Discom)/(Transco)/(Genco)/MSEB Holding Co.



(B.R. Dhawale)
Addl. Director (Estt.)/Discom and
Member-Secretary of the Committee (II)

To,
All Pay Gr.I officers of Genco, Discom, Transco and
MSEB Holding Co. in the Corporate Office.

**FORM FOR RAISING GRIEVANCE ON ALLOCATION FOR EMPLOYEES IN CIRCLE WISE
/ DIVISION WISE SENIORITY GROUP WORKING IN CORPORATE OFFICES OF
DISTRIBUTION , TRANSMISSION AND GENERATION COMPANY AT MUMBAI**

1)	C.P.F.No						
2)	Name	----- SHRI/SMT/KUM SURNAME FIRST NAME ----- MIDDLENAME (Full name in capital letters only)					
3)	Date of birth	____ / ____ / ____ DD MM YYYY	4)Qualification :				
5)	Designation						
6)	Present place of Working				7)Date of joining the present post	____ / ____ / ____ DD MM YYYY	8)ZONE:
9)	Company in which presently working	DISTRIBUTION : <input type="checkbox"/>	TRANSMISSION : <input type="checkbox"/>	GENERATION: <input type="checkbox"/>			
10	Request for change of company						
A	Ist Choice	DISTRIBUTION : <input type="checkbox"/>	TRANSMISSION : <input type="checkbox"/>	GENERATION : <input type="checkbox"/>			
B	II nd Choice	DISTRIBUTION : <input type="checkbox"/>	TRANSMISSION : <input type="checkbox"/>	GENERATION : <input type="checkbox"/>			
11	Reasons for raising grievance on allocation	1.Promotional prospects :----- 2.Personal : i)Domestic (Specify) : ii)Medical (supporting documents) :					
12	Additional information if any						

(√ mark the appropriate box)

Signature of employee

Place:

Date :

(Signature & Seal of office not below the rank of A.P.O in Corporate Office)

No: _____

Date: _____

Forwarded to **Shri. B.D.Jagtap , E.O**
 Grievance Redressal Cell (II)
 M.S.Distribution Co. Ltd Corporate Office
 Prakashgad Bandra(East)
 Mumbai - 51

GAD/Gr.VIII-(O&M)/F.No.903/
Maharashtra State Electricity
Distribution Co.Ltd.
Estrella Batteries Expansion Building
Ground Floor, Plot No.1, Dharavi Road
Matunga, Mumbai – 400 019.

ADMINISTRATIVE CIRCULAR NO.463 DATED 12/8/2005


Sub : Grant of additional two increments to the employees working in
Technical categories.

Read: G.O.No.166(P) dated 21/7/2005.

Consequent on issue of G.O.No.166(P) dt.21/7/2005, a query has been raised as to whether the technical employees in the categories mentioned in Annexure who are in receipt of the higher grade benefit are entitled to grant of 2 additional increments as on 1/7/2005 or otherwise.

2. The issue has been examined and it is clarified that the higher grade/pay scale granted to the employees under G.O.74 dated 30/4/1974 is personal. As such, the technical employees falling in the categories shown in Annexure accompanied to G.O.No.166(P) dated 21/7/2005 are eligible for 2 additional increments w.e.f. 1/7/2005 even if they have been granted the higher pay scale under G.O.74 dated 30/4/2005.

3. This clarification is issued with the approval of Managing Directors Discom, Transco, Genco and MSEB Holding Company.


(S.V.Patil)

Director of Personnel

To

All as per mailing list upto the level of Executive Engineer & above in Corporate Office and Field Offices of MSPGCL, MSTCL & MSEDCL.

GAD/Gr. VIII(O&M)/F.No.901-902/
Maharashtra State Distribution Co.Ltd.
Estrella Batteries Expansion Building
Ground floor, Dharavi Road, Matunga
Mumbai - 400 019.

ADMINISTRATIVE CIRCULAR NO.464 DATED 17/8/2005

Sub : Payment of difference of Encashment of Leave at the time of retirement and Gratuity due to revision of pay scales in the case of employees who have been retired/resigned/expired after 1/4/2003.

Read: (1) G.O.No.163(P) dated 2/6/2005
(2) G.O.No.164(P) dated 2/6/2005.

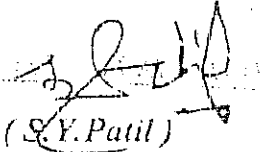
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As per Para (P) of G.O.163(P) dated 2/6/2005 and Para (N) of G.O.164(P) dated 2/6/2005, the arrears on account of revision of pay and allowances accruing w.e.f. 1/4/2003 are to be released only after fulfilling the condition of the benchmark of repatriation of the revenue and achieving the target of reduction in T&D losses and improvement in collection efficiency.

2. A doubt has been raised by the field offices as to whether difference of Encashment of leave at the time of retirement and Gratuity on account of revision of pay scale is to be drawn and released in the cases of employees who have been retired/resigned/expired on or after 1/4/2003 or otherwise.

3. The issue has been examined and it is clarified that only the payment of arrears of pay and allowances accrued on account of revision of wages w.e.f.1/4/2003 is linked with performance. As such, the pay of the retired/resigned/expired employees after 1/4/2003 should be fixed as per provision under G.O.163(P) and G.O.No.164(P) both dated 2/6/2005 and difference of Gratuity and Leave encashment at the time of retirement on the basis of revised basic pay should be drawn and paid to the retired employees or legal heirs/nominee, as the case may be immediately. However, the arrears of pay and allowances accruing w.e.f. 1/4/2003 should not be paid.

4. This Circular is issued in consultation with D.O.F. and with the approval of M.Ds. of Discom, Genco, Transco & MSEB Holding Co.



(S.Y. Patil)
Director of Personnel

To

All Officers upto the level of Ex.Engr. in Corporate and field offices as per mailing list of Discom/ Genco/Transco.

GAD/Gr.VIII(O&M)/F.No.900
Maharashtra State Distribution Co. Ltd.
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1, Dharavi Rd.,
Matunga, Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.465 DT.01/09/2005


Sub: Transfer of personnel under transfer scheme – Redressal of grievances on allocation for **employees in State-wise seniority.**

Read: Administrative Circular No.461 dated 4/8/2005.

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Considering disturbance in communication/transport system on account of heavy rains and flood in 21 Districts of Maharashtra and postal delay on account thereof, the last date for submission of grievance on allocation of the employees under the Transfer Scheme is extended upto 20th September,2005.

2. Other contents in the above referred Circular shall remain unchanged.
3. This Circular is issued with the approval of M.D.(Discom)/(Transco)/(Genco)/MSEB Holding Co.



(S.V.Patil)

Director of Personnel/Discom

To,
All offices of Genco, Discom, Transco and
MSEB Holding Co. in field and Corporate Office
as per Mailing List.

GAD/Gr.VIII(O&M)/F.No.900
Maharashtra State Distribution Co. Ltd.
Estrella Batteries Expn. Compound,
Ground Floor, Plot No.1, Dharavi Rd.,
Matunga, Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.466 DT.01/09/2005

Sub: Transfer of personnel under transfer scheme – Redressal of grievances on allocation for employees in **Circle-wise seniority and Division-wise seniority working in H.O.**

Read: Administrative Circular No.462 dated 4/8/2005.

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Considering disturbance in communication/transport system due to heavy rains and flood in 21 Districts of Maharashtra and postal delay on account thereof, the last date for submission of grievance on allocation of the employees under the Transfer Scheme is extended upto 20th September,2005.

2. Other contents in the above referred Circular shall remain unchanged.
3. This Circular is issued with the approval of M.D.(Discom)/(Transco)/(Genco)/MSEB Holding Co.



(S. V. Patil)

Director of Personnel/Discom

To,
All Pay Gr.I officers of Genco, Discom, Transco and
MSEB Holding Co. in the Corporate Office.

GAD/VIII(O&M)/Restructuring/
M.S. Electricity Distribution Co.Ltd.
Estrella Batteries Expn. Building
Ground floor, Dharavi Road
Matunga, Mumbai-400 019.

ADMINISTRATIVE CIRCULAR NO.467 DT.06/09/2005

Sub: Dealing with Disc. Action cases and ACB/Criminal cases initiated prior to restructuring of M.S.E.Board and thereafter in common misconduct or transfer of employee.

The Maharashtra State Electricity Board has been restructured in four Govt. Companies. The Govt. of Maharashtra has notified the scheme "The Maharashtra Electricity Reforms Transfer Scheme, 2005" for providing and giving effect to the transfer of properties, interests, rights, liabilities, obligations, proceeding and personnel of MSEB to the transferees and for matters incidental and ancillary thereto. The Clause No.6 (13) of the Scheme reads as follows.

"All proceedings including disciplinary proceedings pending against the personnel prior to the date of the transfer from the Board to the Transferee or from such Transferee to another Transferee, as the case may be, or which may relate to, misconduct, lapses or acts of commission or omission committed before the date of the transfer, shall not abate and may be continued by the relevant Transferee".

2. Before and after restructuring of the Board some of the disciplinary action cases initiated against the employees are under process. The problems in dealing with Disciplinary Action cases initiated prior to restructuring of M.S.E.Board & thereafter, in common misconduct or transfer of employee were placed before the co-ordination committee meeting. Various aspects of disciplinary action cases were discussed at length. The action to be taken as decided in the meeting on the points raised is as under :

Sr. No.	Point raised	Action to be taken
1.	The disciplinary action in case of common misconduct or incident involving more than one employee and falling under the jurisdiction of more than one Competent Authority is initiated as per note 1 (i) of Schedule 'C' appended to MSEB Employees' S.Rs prior	Eventualities in such cases will be different and the action is to be taken depending on the stage of the case as follows: (a) Reply to explanation is received and decision is to be taken: <ul style="list-style-type: none">In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working.

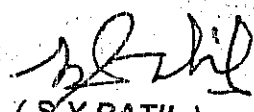
to restructuring or thereafter and the cases are not yet finalized. Now, the employees are working in different companies after restructuring. How to deal further?

- (b) Reply to charge sheet is received and decision is to be taken.
 - In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working, with a proviso that if the respective Competent Authority of the concerned Company forms an opinion to appoint the Enquiry Officer, then a common Enquiry Officer shall be appointed by him in consultation with all other Competent Authorities of other Companies, being a common act of misconduct. On receipt of findings from the Enquiry Officer the respective Competent Authorities shall take independent decision for the employees working under their jurisdiction.
 - (c) Findings of the Enquiry Officer are received and decision is to be taken.
 - In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working.
 - (d) Reply to show cause notice has been submitted by the employee and decision is to be taken.
 - In such cases the decision shall be taken by the Competent Authority of the respective Company where the employee is working.
- For taking decision at various stages, the original Competent Authority shall forward all the papers of the concerned employees to the Competent Authorities of the respective Companies for taking further proceedings or decision at the respective stage. If no such Competent Authority is available in that Company then the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority.

2.	<p>The disciplinary action is initiated prior to restructuring of the Board by the Competent Authority of a cadre and after restructuring such Competent Authority is not available in the Company, where the employee is now working and disciplinary action is still pending. How to deal further?</p>	<p>In such cases the authority higher than the Competent Authority of the respective cadre shall act as Competent Authority in the respective Company. In absence of such higher authority, the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority. The original Competent Authority shall forward all related documents to the relevant Companies for taking further action.</p>
3.	<p>Vigilance report or the preliminary report is received for taking disciplinary action in common case prior to or after restructuring against the employees but decision on vigilance report is not yet taken and proceedings could not be initiated and now some of the employees are working in different Companies. How to deal with such cases?</p>	<p>The copies of the Vigilance Report or the Preliminary Report shall be forwarded by the report receiving authority to the respective Competent Authority of the Company where the employee is working for taking further decision. In case no Competent Authority is available to take action in that Company then the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority. Subsequently, if the respective Competent Authority of the concerned Company issues chargesheet and receives the reply to the chargesheet and forms an opinion to appoint the Enquiry Officer, then a common Enquiry Officer shall be appointed by him in consultation with all other Competent Authorities of other Companies, being a common act of misconduct. Thereafter, on receipt of findings of Enquiry Officer the respective Competent Authorities shall take independent decision for the employees working under their jurisdiction.</p>
4.	<p>The ACB/Police report received seeking sanction to prosecute an employee or the orders of Criminal Court received convicting the employee. However, the Competent Authority is not</p>	<p>If no such Competent Authority is available, then the Managing Director of respective Company shall decide as to who should act as the Competent Authority within the Company or he himself may act as Competent Authority. For this purpose the report or judgement receiving</p>

available for taking decision after restructuring, How to deal further?	Authority shall forward all related documents to the concerned Companies for taking further action.
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This Circular is issued with the approval of the Managing Director (MSEDGL)/(MSPGCL)/(MSETCL) and (MSEB Holding Co.Ltd.)



(S.Y.PATIL)
DIRECTOR OF PERSONNEL

To
All Officers as per mailing list upto the level of Sub-Division Offices of M.S.E Dist.Co.Ltd., M.S.Power Gen.Co.Ltd., M.S.E.Transmission Co.Ltd. and MSEB Holding Co.Ltd. in Corporate Offices and Field Offices.

Circular-restru.

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