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GAD/O&M/Transform-2011/10451

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Circular

Sub : Transfer of Employees having long tenure.

Ref : Circular No.ED/HR/21038 dated 02.07.2010.

It is now decided by the Competent Authority to transfer all state level / circle level / Division level employees of MSEDCL, who have been serving for long period in the same zone. For counting length of service in Zone/Circle/Division, the break of less than one year service will be ignored. The transfers will be effected as per following guidelines :-

- 1) **Pay Group-I & II Officers** who have completed a total **continuous stay of 30 years and above** and working in the present zone shall be considered for transfers out of zone.
- 2) Keeping in view the surplus officers/employees, in view of handing over of some areas to Distribution franchisee at Nagpur & Aurangabad & large no. of pending request transfers, the criteria of transfer in respect of **Pay Group I & II Officers of Pune, Nagpur (Urban) and Aurangabad Zone** has been decided as 15 years.
- 3) **Pay Group I & II Officers** who have completed **continuous stay of 25-30 years** in the present zone, **except Pune, Nagpur(U) & Aurangabad Zone** and **completed 10 years in the present circle** shall be considered for transfer to another circle in the same zone i.e. Inter-Circle transfer.
- 4) **Pay Group I/II Officers** who have completed continuous stay of **10-15 years in Pune, Nagpur(U) & Aurangabad Zone** and **completed 10 years** in the present circle shall be considered for transfer to another circle in the same zone i.e. Inter-Circle transfer.
- 5) **Pay Group III employees** falling under state wise seniority group and **completed continuous stay of 30 years & more** in the present zone and have **completed 10 years of continuous stay in present circle in all posts**, shall be considered for transfers to another circle.

Pay Group III employees falling under circlewise seniority group and completed continuous stay of 30 years in the present zone and completed 10 years of continuous stay at present Headquarter/Division in all posts shall be transferred to another Headquarter / Division in the present circle i.e. Inter-Division transfer.

- 7) Pay Group IV employees falling under Division wise seniority and who have completed continuous stay of 30 years and above in the present Sub-Division in all posts shall be considered for transfer to another Sub-Division of the same Division i.e. Inter-Sub-division transfer.
- 8) The transfer of employees in Pay Group III/IV falling under State/Circle & Division wise seniority groups and who have completed continuous stay of 30 years and above shall be carried out in phases and in Phase I, i.e. in May 2011, minimum 50% of the employees with continuous stay of 30 years and above shall be considered for transfer.
- 9) While transferring employees who have completed continuous stay of 30 years or more, the employee having with the longest stay should be considered first and so on.
- 10) The concerned employee may be asked to submit the choice/option of 3 places for transfer if any on or before 30.04.2011 and be considered sympathetically.
- 11) The following category of employees shall be considered for transfer sympathetically.
 - (i) Physically Handicapped.
 - (ii) Employees who are retiring by May 2013
 - (iii) Women employees.
 - (iv) Employees with extreme compassionate reasons like physically handicapped child / spouse / suffering from diseases like Cancer / Kidney failure / paralysis.

All Transfers be ordered by 15th May 2011 & see that all transferees are relieved on transfer on or before 27th May 2010, as per instructions laid down in Adm.Cir.No. 186 dtd. 20.05.1996 read with Adm.Circular No.295 dtd. 03.12.1998. H.O.Letter No. GAD/VIII (O&M) /F.No 147/1712 dtd. 27.06.2003 & Cir.No. GAD/RC/FN-41 dtd. 20.11.2009.

EXECUTIVE DIRECTOR (HR)

To
All as per mailing list upto the level of Division.