



MAHAVITARAN

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



HRD/O&M/F.No.05/Transfer /
Maharashtra State Electricity Distribution Co.Ltd.
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, Mumbai – 400 019.

HRD/O&M/F.No.05/11400

Date.06.05.2022

To,

- 1) Jt. Managing Director, MSEDCL, Regional Office, Aurangabad / Kalyan
- 2) Regional Director, MSEDCL, Regional Office, Nagpur/ Pune
- 3) Chief Engineer MSEDCL (All Zones),

Sub : Reviewing of the Online Request Transfer applications by the employees.

- Ref :**
- 1) Administrative Circular No.514 dated 10/08/2015.
 - 2) Administrative Circular No.607 dated 07.08.2020
 - 3) Circular No. HRD/O&M/F.No.05/17260 Date.30.07.2021.
 - 4) Circular No. HRD/O&M/F.No.05/19917 Date.26.08.2021.

The various provisions regarding Transfer Policy i.e. guidelines for general transfers, tenure for transfers, guidelines for request transfers etc. are notified vide above circulars in reference no. 01 to 04.


2. Also, as per Administrative Circular No.434 dt. 23.10.2012 submission of online request transfer applications by employees working in the Pay Group I to IV through Online Transfer Module in HRMS (Employee Portal) is made mandatory and implemented every year. Only online applications submitted through Employee Portal are considered for processing request transfer applications every year.

3. However, it has been observed that the employees submit request transfer applications and such applications remain in the system unattended even if employee does not desire for transfer on later stage. The request transfer applications submitted through system are not cancelled, which results in undesired consideration of request subsequently. To avoid this situation, it has been decided to delete the request transfer application after a period of 01 (One) year from the date of application in the System and same is notified vide Circular No. 20096 Dt. 18.08.2018. In view of the difficulties faced while considering the online applications to implement Transfer Policy, it is necessary to review the application every year to keep it active in system.

4. The request transfer applications system link shall be kept open from **Dt. 10.05.2022** and it will remain open for all till **Dt. 20.05.2022** for the transfers of the year 2022.

5. Therefore, all the concerned employees should review their request transfer application in system on or before **Dt. 20.05.2022** for further consideration or cancellation, if not required transfers for the year 2022. If any employee failed to review the same, the request transfer application shall stand cancelled automatically in the system and if reviewed within prescribed period, the seniority of application will be maintained accordingly. After due date no request applications will be considered for any reason.

6. All the Competent Authorities and Controlling Officers are directed to note the above directives and further bring to notice of the employees working under there jurisdiction. All employees are requested to follow the above instructions strictly to implement transfers smoothly.


(Arvind M. Bhadikar)
Executive Director (HR)

Copy s.w.r.to :-

Director (Operations) / (Finance) / (Commercial) / (Projects) / (HR), MSEDCL, Corporate Office, Prakashgad, Mumbai -51

Copy f.w.r. to:-

Executive Director (S&E) / (Finance) / (B&R) / MSEDCL, Corporate Office, Prakashgad, Mumbai -51

Copy to :-

- 1) Chief General Manger (T/E) / (C.F.) / (I.A) / (C.A) (I.T)/ (Chief Legal Officer) MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 2) Chief General Manager (T&S), MSEDCL, Training and Safety Center, Nashik
- 3) Chief Engineer (Civil), Civil Zone Office, MSEDCL, Corporate Office, Prakashgad, Mumbai - 51
- 4) General Manager (HR) / (HR- HRMS) / (Planning), MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 5) Chief Industrial Officer / Chief Public Relation Officer, MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 6) OSD to CMD, MSEDCL, Corporate Office, Prakashgad, Mumbai -51.