



MAHA VITARAN

Maharashtra State Electricity Distribution Co. Ltd.

(A Govt. of Maharashtra Undertaking)

CIN : U40109MH2005SGC153645

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HR/O&M/HR-Inspection/ 11823

Date : 25Jun 2020

To

1. All Chief Engineers, Zonal Offices.
2. The Chief General Manager (T&S), Eklahare, Nashik.

Sub : Periodical Review of HR Activities.

Ref : Director (HR) VC Meeting Dt.08.06.2020.

With reference to the above subject, the Director (HR) chaired a meeting via video conferencing on 08 Jun 2020 and reviewed progress of numerous HR issues pending at Zonal and Regional offices. During the course of meeting, the Hon Director (HR) directed to undertake periodical inspection of field HR offices up to Division level for speedily resolving local issues and timely redressal of employee grievances.

2. Accordingly, as directed, the authorities mentioned in the following table shall visit and carry out periodical HR-review of field offices as per frequency indicated:

Sr. No.	Officers	Office of Inspection	Periodicity
1	General Manager (HR) / (HR-HRMS)	Zone Office	Yearly
2	Dy. General Manager (HR), Region Office	Circles Offices under their jurisdiction	Half yearly
3	Assistant General Manager (HR), Zone Office	Division Offices under their Jurisdiction	Half yearly

3. The inspecting officers are to review progress of undermentioned HR activities and indicate in writing their observations, suggestions, corrective actions, special efforts/initiatives/achievements etc to the visiting unit with a copy to Director HR. The inspecting authorities are to promulgate their visit schedule and intimate the visiting unit at least a month in advance.

- (a) HRMS Updation
- (b) Pending CS 28 Cases and reasons thereof.
- (c) Roster Register verification. i.e. timely updation & submission of registers, etc.
- (d) Verification of Promotion Panels.
- (e) Higher Grade Benefits (G.O.74(P) / G.O.111(P).
- (f) Absorption of Contractual Employees.
- (g) ITI – Apprentice Claim from BTIR i.e. refund from NAPS issues
- (h) Pending Cast Validity issues and actions to be taken.

- (i) 24Q IT Notice
- (j) Terminal Benefits of retired employee
- (k) Pending ACRs and representations.
- (l) Pending Disc Action Cases. [Act of Misconduct & Minor Cases].
- (m) Office Rent issues
- (n) Review of Pending Court Cases
- (o) Union Grievance and redressal of employee's grievances.
- (p) Maintenance and upkeep of office records and service books

4. Shri Pravin Bagul DGM HR, by copy of this letter is requested to design a universal HR Inspection/Review Report form for sake of uniformity and forward the same for approval to this office by 10 Jul 2020. The inspection/Review report should include details with reasons of pendency if any and the proposed date of finalisation of pendency to the Controlling Authority & undersigned. The inspection report shall be submitted within 15 days after each inspection.



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

Copy s.w.rs. to:

1. The Director (HR), MSEDCL, Corporate Office, Mumbai.
2. The Joint Managing Director, MSEDCL, Kokan /Aurangabad Region.
3. The Regional Director, MSEDCL, Pune/Nagpur Region.

Copy f.w.c.s.to:

1. The Chief General Manager (T/E), MSEDCL, Corporate Office, Mumbai.

Copy to:

1. The General Manager (HR-Planning)/(HR-HRMS)/(HR),MSEDCL, Corporate Office, Mumbai.
2. The O.S.D. to the Chairman & Managing Director, MSEDCL, Corporate Office, Mumbai.