

# MAHAVITARAN

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

CIN : U40109MH2005SSGC153645

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Date : 23/05/2019

HRD/O&M/FN-5/14373

To,  
All Chief Engineers, Zonal Offices.

Sub : **Implementation of Annual Transfer for the year 2019.**

Ref :- 1. Administrative Circular No. 514 Dt. 10.08.2015.  
2. Circular No. HRD/O&M/F.No.5/20096 Dt. 18.08.2018.


The Transfer Policy for employees working in MSEDCL has been circulated vide Administrative Circular No.514 dt.10.08.2015. Considering the existing financial crunch and austerity measures adopted by the Company, following guidelines are issued for implementation of General Transfers for the year 2019: -

- a) The General Transfers for the year 2019 are to be implemented by following the due procedures laid down in the Transfer Policy circulated vide Administrative Circulars No.514 dated 10.08.2015 and as amended from time to time.
- b) The number of employees to be transferred of a given Category/Cadre as per Clause 2(e) of the said circular should **not exceed 10% instead of 30%**.
- c) Whenever an employee is transferred / posted by the Corporate Office, he/she shall not be further transferred at field level till completion of their normal tenure. In exceptional cases, the concerned Competent Authority is to obtain necessary clearance from Corporate Office.
- d) All transfers at the field level are to be done only after promulgation of General Transfer orders issued by the Corporate Office.
- e) The delegation of powers for transfers will be in accordance with the revised Fifth Schedule of MSEDCL, Employees Service Regulations- 2005 and Administrative Circular No.514 dated 10.08.2015.
- f) All transfers are to be promulgated through HRMS transfer module only. The General transfer orders for the year are to be issued by **15 June 2019**.
- g) The newly recruited employees shall not be considered for transfer till completion of **03 years of service** except in chronic medical cases.
- h) The transfers of woman employees in Class-III & IV and Physically challenged (**40% and above**) will be considered compassionately.
- i) A period of **02 years** in **Naxalite & Tribal area and Kokan Zone, Ratnagiri** will be taken into consideration for request transfers of employees.
- j) No employee is to be considered for transfer until he completes 02 years at the present place of posting except in chronic medical cases.

k) The **detailed posting orders** of those employees transferred by the Transferring Authorities should be issued within 07 days of their reporting to avoid loss of man-hours.

l) Medical conditions such as Cancer, Paralysis, Kidney Transplant & Dialysis, Brain Tumor or Brain Surgery, Coma, Mentally / Psychologically Challenged and Heart Surgery Cases will only be considered as chronic medical cases for request transfers.

2. All the concerned / transferring authorities are requested to implement the annual transfers by considering the above guidelines.

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

**Copy s.w.rs.to:-**

1. The Director (Finance)/(Operation)/(Commercial)/(Project)/Director (HR), MSEDCL, Corporate Office, Mumbai.
2. The Director (HR), MSEDCL, Corporate Office, Mumbai.
3. The Joint Managing Director, MSEDCL, Region Office, Aurangabad,.
4. The Regional Director, MSEDCL, Region Office, Kalyan/ Pune/ Nagpur. MSEDCL.

**Copy f.w.cs.to –**

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