

MAHA VITARAN

Maharashtra State Electricity Distribution Co. Ltd.

(A Govt. of Maharashtra Undertaking)

CIN : U40109MH2005SGC153645

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HRD/O&M/F.No.9/Transfer Policy/ 15361

Date : 25.06.2018

To
All Chief Engineers in the Field,
M.S.E.D.Co.Ltd.

Sub : Implementation of Transfer Policy for the year 2018 –
Clarification/guidelines thereof.

Ref : 1) Administrative Circular No. 570 dt.19/05/2018 & 571 dt 19/05/2018.
2) T.O.L. No. HRD/O&M/F.No.9/Transfer Policy/11661 dt 22/05/2018
3) T.O.L. No. HRD/O&M/F.No.9/Transfer Policy/14315 dt 11/06/2018
4) T.O.L. No. HRD/O&M/F.No.9/Transfer Policy/14634 dt 15/06/2018

The clarification/guidelines regarding implementation of Transfer Policy for the year 2018 have been issued vide circular under reference (1) and letter under reference (2) to (4). The field offices while implementing the transfer policy for the year 2018 have raised certain queries regarding transfer of Circle wise seniority and Division wise seniority employees within Division/Circle/Zone.

2. With a view to implement the transfer policy smoothly for the year 2018 the issue has been reviewed and clarified as under

- a) The state wise seniority employees' transfers shall be effected to the bare minimum level.
- b) Presently the transfers of the Assistant Engineer (Dist.), Junior Engineer (Dist), Circle seniority and Division seniority employees are not to be considered. The same shall be considered while implementing the Business Re-Engineering Process in the phased manner by considering present options or new options as the case may be.
- c) However, the transfers of the employees covered in (b) above may be considered in case of exceptions including medical ground, retirement in two years cases and request transfers by complying the provision of the Transfer Policy as amended from time to time by the concerned transferring Authority. Such transfers of the employees shall be effected to the bare minimum level so that it shall not exceed 10% of the request transfer cases registered under the HRMS Transfer Module for the respective cadre/category at Zone/Circle/Division level.

- d) The cases of transfers are to be considered by following the due procedure laid down in the Transfer Policy circulated vide Administrative Circular No. 514 dated 10/08/2015, as amended from time to time. In case it is noticed that the Transfer Policy is not implemented as per the laid down provisions and clarifications issued, the concern HR Head shall be held responsible.
- e) There is no change in the delegation of powers for transfers in the field offices. The transfer process is to be completed by 30/06/2018

3. All the concerned authorities are requested to implement the transfer policy properly by considering the above clarifications.


Chief General Manager (HR)

Copy s.w.r.to:-

- 1) The Director (Finance)/(Operations)/(Projects)/(Commercial), MSEDCL, Mumbai.
- 2) The Jt. Managing Director, MSEDCL, Aurangabad.
- 3) The Regional Director, MSEDCL, Kalyan/Pune/Nagpur.
- 4) The Executive Director (HR), MSEDCL, Mumbai.

Copy to :-

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