



GAD/O&M/F.No.9/Transfer Policy/No 16563  
Maharashtra State Electricity Distribution Co.Ltd.  
Estrella Batteries Expansion Building  
Ground Floor, Plot No. 1, Dharavi Road  
Matunga, Mumbai - 400 019.  
Date: 07 Oct 2020

### OFFICE ORDER

The transfer Guidelines for the year 2020 are notified vide MSEDCL ADM no. 607 Dt. 07.08.2020. At HO all transfers orders are issued as per approval of the concerned Director of the respective cadre. As per the para 2 (F) of the letter No. HR/O&M/F.NO.5/Transfer Policy/13742 dated 27/8/2020, concurrence of higher authority is needed for cancellation of any the transfer. At corporate office, since all the transfers are promulgated with the approval of the concerned Directors, it is necessary to obtain approval of the Hon. CMD being the next higher authority.

2. Considering the prevailing COVID - 19 pandemic and the quantum of cancellation requests that are likely to trickle in for a considerable period, the Chairman and Managing Director in consultation with the Director (Finance), Director (Operation), Director (Projects), Director (Commercial) and Director (HR), has accorded approval and delegated the powers of cancellation of request transfer orders of the employees (for the year 2020 only) to the concerned Director of the respective Cadre at Corporate Office.

3. While implementing the above, the concerned Directors are requested to carefully review the cases, adhering closely to the prevailing specified guidelines regarding cancellation of transfers in exceptional and unavoidable circumstances only.

4. The above Powers are delegated for the transfers executed for the current year i.e. 2020, only.

5. All the concerned authorities are hereby requested to note the above and implement accordingly please.

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

**To:**

1. Shri. Ravindra Sawant, Director (Finance)
2. Shri. Satish Chavan, Director (Commercial)
3. Shri. Bhalachandra Khandait, Director (Projects)
4. Shri. Pawan Kumar Ganjoo, Director (HR)

MSEDCL, Corporate Office Prakashgad, Bandra, Mumbai - 51

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

The Chief General Manager (T/E), MSEDCL, HO, Prakashgad, Bandra, Mumbai - 51

**Copy to :-**

1. The General Manager (HR)/(HR- HRMS), MSEDCL, HO, Prakashgad, Bandra, Mumbai - 51
2. OSD to CMD, MSEDCL, HO, Prakashgad, Bandra, Mumbai - 51