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HRD/O&M/F.No.5/ **20096**
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Date : 18/08/2018

CIRCULAR

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

Ref : 1) Administrative Circular No.434 dated 23/10/2012.
2) Administrative Circular No.514 dated 10/08/2015.
3) Circular No. HRD/O&M/F.No.5/28806 dated 21/09/2016.

The various provisions regarding guidelines for general transfers, tenure for transfers of various cadres, guidelines for request transfers etc. are notified vide Administrative Circular No.514 dated 10/08/2015 and as per Clause 2(a) of the said policy the tenure for an employee to be considered for transfer under general transfer is ordinarily 03 years. However, in exceptional conditions the Competent Authority will have the powers to extend the same up to 5 years.

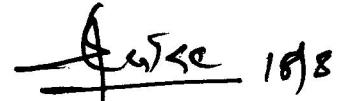
2. Also, the Administrative Circular No.434 dated 23/10/2012 prescribes discontinuation of the practice of submission of request transfer applications in hard copies through various Controlling Authorities. It has been made mandatory and implemented submission of online request transfer applications by employees in the State Seniority through Online Transfer Module in HRMS. This practice is also adopted for Pay Gr.III & IV Circle/Division wise Seniority employees. As such, now for Request Transfers only online applications submitted through Online Transfer Module are being considered.

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, they do not cancel the request made in the system earlier, which results in undesired consideration of request subsequently. To avoid this situation, the period to maintain the request transfer application in the system had been fixed as 3(three) years and instructions are also issued vide Circular No. HRD/O&M/F.No.5/28806 dated 21/09/2016. In view of the difficulties faced while considering the online applications to implement Transfer Policy, it was necessary to review the period of application fixed for maintaining in the system.

4. Now it is decided to maintain the request transfer application for a period of 01(One) year from the date of registration of such application in the System. As such, all the concerned employees are instructed to review their request transfer application before the expiry of the period of 1 year from the date of registration of such applications for further consideration or cancellation. It is also to be noted that if the employee does not exercise the option of review within 1 year, the request transfer application shall stand cancelled automatically and if reviewed within time, the seniority of application will be maintained, for further 1 year. Also the necessary intimation before one month of such expiry date to individual will be sent for taking action regarding reviewing of the request for transfer.

5. All the Competent Authorities and Controlling Officers are requested to note the above directives. Further it is also requested to bring the above changes to the notice of the employees working under them. All employees are requested to follow the above instructions strictly.

6. This Circular is available on R-APDRP Portal.

 18/8

(Sandesh E. Hake)
Chief General Manager (HR)

Circular-FN-5-Online Request Transfer Application