



**MAHA VITARAN**  
Maharashtra State Electricity Distribution Co. Ltd.

CIN : U40109MH2005SGC153645  
(A Govt. of Maharashtra Undertaking)

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Prof. ANANT KANEKAR MARG,  
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**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD. AT ITS BOARD MEETING HELD ON FRIDAY, 28<sup>th</sup> JANUARY, 2022 AT 2.00 P.M. AT 6<sup>th</sup> FLOOR, PRAKASHGAD, PROF. ANANT KANEKAR MARG, BANDRA (EAST), MUMBAI-4000051.**

**Item 24: Approval for revision in Extra Ordinary Leave (EOL) Rules of MSEDCL.**

**Resolution 2432:** The Board considered the Item Note submitted by O&M Cell regarding adopting the proposed changes in the provisions of Extraordinary Leave without Pay.

2. The Board took the note of the following:

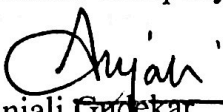
- a) The Extraordinary Leave without Pay provisions prescribed in the MSEDCL, Employees Service Regulation -2005, and Regulation no. 46.
- b) The Correction Slip no. 15 Dt. 27.05.2011 through which the provisions of MSEDCL, Employees Service Regulation -2005, Regulation no. 46 have been modified.
- c) The need to revise the existing provisions of Extraordinary Leave without Pay due to increasing number of employees applying for such long leave for personal work.

The Board deliberated on the issue and after discussions passed the following resolution:

**“Resolved that** approval be and hereby accorded to adopt the revised provisions of Extraordinary Leave without Pay as attached (Annexure-F).

**Resolved further that** approval be and hereby accorded to include revised provisions of Extraordinary Leave without Pay in SR No. 46 of MSEDCL Employee’s Service Regulation - 2005.”

For Maharashtra State Electricity Distribution Company Ltd.

  
Anjali Gadekar  
Company Secretary

## MSEDCL Employees Service Regulation- 2005

### Regulation no. 46

- a) No changes to be made in MSEDCL Employees Service Regulation- 2005, Regulation no. 46 serial no. (i) and (ii) but add few points to make the policy more perfect.
- b) First avail all leave balance in the leave account before applying for EOL.
- c) Leave application should be through proper channel and can be availed only on prior approval of Competent Authority.
- d) On completion of EOL employee should report personally and submit his/ her duty Joining Report in the office where his Seniority is maintained. Detailed posting shall be given based on the vacant position and requirements.
- e) The period of EOL shall not be taken into consideration as experience in direct recruitment.
- f) EOL period shall not be counted while calculating the retirement monetary benefits i.e. Gratuity, Leave Encashment etc.
- g) Employee shall not be eligible to occupy company residential quarters while on EOL, beyond one year, except for medical or educational reasons cases. Competent Authority may extend the period of allotment of residential quarters on case to case basis as per quarter extension norms of company.
- h) If any employee unfortunately becomes medically unfit during EOL period then he/she shall be relieved from duty from the date of declared unfit.
- i) An employee while on EOL opts to submit resignation or if a disciplinary action is initiated while on EOL then his/ her resignation shall be accepted only after the final order of the action.
- j) If any employee does not report to duty on the next day after availing EOL his/ her service shall be liable to be terminated after following due procedure as per the rules."

