

# MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.

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Ref No.HR/HRMS/ - 2 4 3 7 6

CIRCULAR

Date :

28 MAY 2015


**Sub :- Staying by the employees at Headquarter - updating the address in HRMS System.**

Ref : Administrative Circular No.501 dtd. 21/02/2105.

The Instructions regarding staying at Head quarters by the employees of the MSEDCL were issued from time to time. Recently, as per the Administrative Circular No.501 dated 21-02-2015, the instructions regarding staying at Head Quarter are issued and it was instructed to all the Controlling Officers that the instructions contented in the Administrative circular should be brought to the notice of the employees. In spite of this, if the employees are not staying at Head Quarter the disciplinary action should be taken against the employees. Further, it was also instructed to take the undertaking in Annexure-'A' attached with the said Administrative Circular from the employees and address communicated by the employees should be entered in HRMS System.

However, it is observed that the current address of the employees are not updated in HRMS system, further, no report submitted by any Controlling Officer regarding verifying address of residence and surprise visit carried by them. Till date no any disciplinary action is initiated against the employees who are not staying at their Head Quarter and the Action Taken Report is also not submitted by the Controlling Officer. Therefore, all the Controlling Officers are hereby directed to obtain the undertakings in Annexure-'A' from the employees and addresses communicated by the employees should be updated in current/temporary address in address window in the HRMS System on or before 30/06/2015 on priority basis and compliance should be submitted to the undersigned without fail, otherwise it will be treated as serious and action will be taken against the concern HR Head of Division/Circle/Zone and Action Taken Report should be submitted to the undersigned as intimated in the Circular referred above. This is the responsibility of the AGM(HR) of the concern Zone.

This should be treated as **most urgent**.

  
( Dr. Murhari S. Kele )  
Executive Director (HR)