

CGM (HR-T/E)/HR Circular/25173

Date: - 07/09/2013

## CIRCULAR

**Sub: Transfer on Medical/Spouse Work Location Grounds and updating of HRMS Data**

**Ref. :** 1) MSEDCL Transfer Policy Vide Administrative Circular No. 371 Date 01.12.2011  
2) Administrative Circular No. 434 Date 23.10.2012

As per MSEDCL Transfer Policy the guidelines for transfers on Medical grounds issued vide "Para 4" Clause (e) (i) (ii) of Administrative Circular under reference 1 and "Para 5" of Administrative Circular under reference 2. For year 2013-14, request transfer committee meeting scheduled in September onwards. The employees falling in State-wise Seniority who have submitted online request transfer application through HRMS up to 1<sup>st</sup> Aug 2013, shall mandatorily submit a Scanned copy (in .pdf / .jpeg format) of original certificate of Competent Medical Authority duly countersigned / recommended by Civil Surgeon via email to [cgmhrte@gmail.com](mailto:cgmhrte@gmail.com).

Also as per the guidelines issued vide Para 4, Clause (e) (iii), of Administrative Circular under reference 1, the employees desiring transfers on basis of "spouse work location" shall also requested to submit via email to [cgmhrte@gmail.com](mailto:cgmhrte@gmail.com) scanned copy (in .pdf / .jpeg format) of original certificate issued by Concerned Authority duly countersigned indicating working location and organizational details.

The basis of information/data for validation of **Stay at present zone** is collected from HRMS itself. Hence those who have already applied online transfer request, they must verify the data filled in and if there are any discrepancies, they must rectify it immediately by coordinating to concerned HRMS person of the office. The correction has to be done on or before **30 September 2013**.

This circular is in force with immediate effect. This circular is available on Intranet only and No **Hard Copy** will be sent to any office.

  
(P.M. Matey)

**Chief General Manager (HR-T/E)**