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HRD/O&M/F.No.5/ **025584**

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Date : 13/09/2013

CIRCULAR

Sub : Online submission of Request Transfer Application.

Ref : Administrative Circular No 434 dt. 23/10/2012.

The Transfer Policy has been notified vide Administrative Circular No.371 dt.01/12/2011 and to facilitate the employees in State-wise Seniority to submit their application for request transfer and to bring the transparency in the process while ordering the transfer requests, the Online Transfer Module is implemented through HRMS vide Adm.Cir.No.434 dt.23/10/2012. The instructions regarding discontinuing the practice of submission of Hard Copies were also issued in the past.

2. However, in spite of the clear instruction/guidelines for submission of Online Request Application for transfer, it has been observed that many of the employees in the State-wise Seniority are still submitting their application for Request Transfer in Hard Copies and the same are being forwarded to the Corporate Office for consideration.

3. After implementation of On Line Request Transfer Module, for the employees falling under State wise seniority, submission of application for request transfer online through HRMS is mandatory. It is therefore for information to all that the request transfer applications received after 01/11/2012 till date in Hard Copies shall not be considered in the ensuing request Committee Meeting.

4. However, those employees who have submitted request transfer applications in Hard Copies prior to the implementation of the On Line Request Transfer Application Module i.e. the applications submitted on or before 31/10/2012 and which are pending for the decision of the Competent Committee will have to re-apply Online for request transfer through HRMS along with the reference No./Outward No. and date of the request transfer application submitted before. Please note that no application in Hard Copy received from the State wise seniority employee for request transfer after the stipulated time period i.e. after 31/10/2012 shall be entertained/ considered. As such, all the concerned who are willing to submit the request transfer application must submit it on line through HRMS only.

5. All the Controlling Authorities are also directed to instruct the concerned employees working under their jurisdiction regarding this change and make sure that the instructions mentioned therein Administrative Circular under reference are followed scrupulously. Also, note that request transfer of State wise seniority employees shall not be submitted / forwarded in Hard Copies to the Corporate Office.

6. This Circular is available on Company's Intranet and no hard copy will be sent to any Office.

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