



**MAHAVITARAN**

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**Technical Establishment Section**

**Maharashtra State Electricity Distribution Co. Ltd.**  
Prakashgad, 4<sup>th</sup> Floor, Plot No.G-9,  
Station Road, Bandra (E),  
**Mumbai - 400 051.**

No.GAD/CGM (TE)/MPR/Staff Norms/27681

Date. 24/08/2009

**E-MAIL/FAX MESSAGE**

To,  
The Chief Engineer,  
Aurangabad Zone/ Amravati Zone, Akola/ Nasik Zone/  
Nagpur Zone/Kalyan Zone/Kolhapur Zone/Bhandup Zone/  
Latur Zone/Pune Zone/Kokan Zone, Ratnagiri/Nagpur (U) Zone  
Jalgaon Zone, Jalgaon/Nanded Zone, Nanded.

Sub : Adjustment of Surplus posts in new Staff Norms/Strength of MSEDCL.

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The Maharashtra State Electricity Distribution Company LTD. has accepted new Staff Norms for Field offices vide B.R. No. 781 dated 16/04/2009 and circulated vide this office letter No GAD/CGM/(T/E)MPR/Staff Norms/14664 dated 16/05/2009.

The calculation work of staff strength as per norms has al-mostly been completed by Zonal Offices. As per earlier instructions, considering revised Staff Strength and actually working employees each Zonal Officer has to work out the clear category wise vacancies under their jurisdiction. However it is pointed out during the discussion, with Manager's (P) of all Zonal Officers, in the GAD Meeting held on 20/08/2009 at Corporate Office that the adjustment of surplus posts is required to be decided.

However the category wise posts, which have become surplus, are not shown against sanctioned posts as per new norms. It was again discussed in Meeting of Manager's (P) at Prakashgad and detailed instructions were given. Similarly the employees working against the surplus posts required to be retained in the service of the Company till their promotion / retirement and given suitable work. As such it is decided to adjust the identified surplus posts against the vacancies of Departmental posts, as per now Norms, as indicated in the enclosed Statement 'F' for drawl of salary and work.

The Staff Norms for other than Field Distribution Staff, i.e. Civil, Testing, Vigilance, Legal, Inspection etc. working with different Field Officer is under consideration of Higher Authorities until they are sanctioned their staff shall be considered as per old Norms and their separate Statement 'E' showing sanctioned, available and vacant posts shall be submitted along with vacancy position.

Taking in to account the above instruction and after adjustment of surplus employees the Manager (P) of each Zonal Office shall submit vacancy position in the enclosed forms i.e. Statement 'A,B,C, and D' respectively for Pay Group I, II, III and IV posts and Form Statement "E" for other Establishments on or before 31/08/2009 invariably.

After adjusting all the surplus posts as per guide lines. Still if some posts are surplus same should be transferred to adjoining Division/Circle and then only final surplus statement should be prepared and submitted to this office on 31/08/2009.

This may be traded as *most urgent*.

**Sd/-**

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

Copy s.w.r.to :

- 1) The Director (Operations)/(Projects)(Finance), MSEDCL, Corporate Office, Mumbai.
- 2) The Regional Executive Director I/II/III, MSEDCL, Kalyan, Pune, Nagpur.
- 3) The Executive Director (HR)/(CP)/(Projects), MSEDCL, Corporate Office, Mumbai.

Copy f.w.c.to :

The Chief General Manager (P). MSEDCL, Corporate Office, Mumbai.









**STATEMENT 'E'****Vacancy position of staff other than Revised Norms**

Sr. No.	Category/Post	Establishment on which sanctioned	No of post sanctioned		No. of post actually Filled in		No. of post vacant		Remark
			Deptl.	O/s	Deptl.	O/s	Deptl.	O/s	
1	2	3	4	5	6	7	8	9	10
	PAY GROUP - 1								
	TECHNICAL								
	GAD								
	ACCOUNTS								
	OTHERS								
	SUB TOTAL								
	PAY GROUP - 11								
	TECHNICAL								
	GAD								
	ACCOUNTS								
	OTHERS								
	SUB TOTAL								
	PAY GROUP - III								
	TECHNICAL								
	GAD								
	ACCOUNTS								
	OTHER								
	SUB TOTAL								
	PAY GROUP - IV								
	TECHNICAL								
	GAD								
	ACCOUNTS								
	OTHER								
	SUB TOTAL								
	GRAND TOTAL								
Note : Under Col. No. 3 the name of establishment i.e. Civil, V&S, Testing, Legal Inspection etc to be mentioned against each post									

**Adjustment of surplus posts in new Staff Norms / Strength of MSEDCL**

Sr. No.	Name of surplus posts	Surplus posts to be shown for drawl of salary and work against vacant posts of	Remarks
1	2	3	4
1	Jr. Engr. (Dist.)	Against Sub Engr. (Dist)	
2	Chef Draftsman	Against Sub Engr. (Dist) of DSS at each Circle and Chief Technician of Flying Squad at division	
3	Senior Draftsman	Against Sub Engr. (Dist) of DSS at each Circle and Chief Technician of Flying Squad at division	
4	Jr. Draftsman	Against Sub Engr. (Dist) of DSS at each Circle and Chief Technician of Flying Squad at division	
5	Tracer	Against office Assit / LDC	
6	Blue Printer	Against office Assit / LDC	
7	Art 'A' (Elect.)	Against Chief Technician	
8	Art 'B' (Elect.)	Against Senior Technician	
9	Art 'C' (Elect.)	Against Senior Technician	
10	Art 'D' (Elect.)	Against Technician	
11	Art 'A' (Non Electrical)	Against Chief Technician at filter cum store unit at division.	
12	Art 'B' (Non Electrical)	Against Chief Technician at filter cum store unit at division.	
13	Art 'C' (Non Electrical)	Against Senior Technician at filter cum store unit at division.	
14	Art 'D' (Non Electrical)	Against Senior Technician at filter cum store unit at division.	
15	Mater Tester Gr. I	Against post sanctioned in Testing Division / Chief Technician of Flying Squad or Sr. Technician of Meter Testing in Division Office.	
16	Mater Tester Gr. I	Against post sanctioned in Testing Division / Chief Technician of Flying Squad or Sr. Technician of Meter Testing in Division Office.	
17	Line Foreman	Against Chief Technician at Division and Sub Division	
18	Line Inspector	Against Chief Technician at Division and Sub Division	
19	Line Construction Foreman	Against Chief Technician at Division and Sub Division	
20	Fuse Call Cum Meter Reader	Against Sr. Technician	
21	Cable Joiner	Against post of Testing Division	
22	Asstt. Cable Joiner	Against post of Testing Division	
23	Sub Oversear	Against Sub Engr. DSS Control room.	
24	Stenographer	This post will remain against exiting sanction till working of present employees. Then this post will be treated as office assistant.	
25	Steno Typist	This post will remain against exiting sanction till working of present employees. Then this post will be treated as office assistant.	
26	Typist	This post will remain against exiting sanction till working of present employees. Then this post will be treated as office assistant.	



27	Garden	Against Peon	
28	Sweeper	Against Peon	
29	Record Sorter	Against Office Assistant	
30	Peon	Against Out Sourcing Peon	
31	Bill Distributor	Against Out Sourcing Peon	
32	Khansama	Against Out Sourcing Peon	
33	Care Taker	Against Head Clerk of Labour Section Office	
34	Vishram Parichal Grah	Against Out Sourcing Peon	
35	Store Helper	Against Store Helper at Division Store Center	
36	Telephone Attendant	Against Telephone Operator	
37	Telex Operator	Against Telephone Operator	
38	Driver	To be transferred against vacancy within Zone. If any excess will be intimate to Corporate Office for Transfer out of Zone	
39	Supernumerary line Helper	Against Regular Line Helper	
40	Sr. Data Entry Operator	To be transfer to IT against vacant post	