

NO. HR/CGM (HR-T/E)/MPR/ **0 3 2 2 5 1**

Date : **28 NOV 2013**

(By E-mail only)

To
The Chief Engineer,
BUZ, Bhandup/KLNZ, Kalyan/KZ, Ratnagiri/
PZ, Pune/KOPZ, Kolhapur/BMTZ, Baramati/
NSKZ, Nashik/JLGNZ, Jalgaon/LZ, Latur/
NDZ, Nanded/AMTZ, Akola/AZ, Aurangabad/
NZ, Nagpur/NUZ, Nagpur

Sub: Creation of posts on the establishments of newly
commissioned Sub Stations


All Zones have been communicated vide letter No. HR/CGM(HR-T/E)/MPR/ 24381 dtd 03-08-2010 read with HR/CGM (HR-T/E)/MPR/ 2595 dtd 27-01-2012 to forward the proposals for creation of the posts required for the operations of newly erected Sub Stations only after these Sub Stations are physically started functioning.

Accordingly, field offices are submitting proposals for sanction of posts of Operating Staff after commissioning of the said Sub Station. Such proposals are initiated by the concerned Divisions and it is received by the Corporate Office after routed through the Circle, Zone & RED's office. Such transition normally take too much time, even 3-4 months in some cases. However, field offices are facing difficulties to run the commissioned Sub Stations without sanction of posts of Operating Staff during this transition time.

Considering these difficulties, with the approval of the Director (Operations), Being HoD of O&M, it is decided to curtail this time consuming method/transition in following manner.

- 1) Proposals for creation/sanction of posts of Operating Staff are to prepare by the concerned Circle Offices after taking in to consideration the probable dates of commissioning of all the newly erected Sub Stations in their jurisdiction **two months earlier** and to submit to their Zone Office.
- 2) Concerned Zone Office will check such proposals and submit the same directly to the Chief General Manager (TE), Corporate Office with submission of copy to the RED's office within fifteen days from the date of receipt of such proposals.
- 3) Zone Offices shall submit such proposals through email with outword no. & date in the form of scanned copies to the Chief General Manager (TE) with cc to the A. G. M. (HR-MPR) invariably. No hard copies of such proposals will be accepted.
- 4) Man Power Review Cell, Corporate Office will do the scrutiny of the received proposals and inform the discrepancies to the concerned Zones with copy to the concerned Circle or initiate office note for creation/sanction of posts of Operating Staff if the proposal is fulfilled within ten days.

Chief Engineers in the field are requested to circulate this revised method up to Division Offices under their control and instructions may also be issued to follow it scupulously.


(P. M. Matey)
Chief General Manager (TE)

Copy s.w.r.to:

- 1) The Director (Operations) Corporate Office Mumbai
- 2) The Executive Director (HR), Corporate Office Mumbai
- 3) The Regional Executive Director-I, II, III Kalyan, Pune, Nagpur

Copy f.w.cs.to:

- 1) The Chief General Manager (HR) Corporate Office Mumbai
- 2) The Chief General Manager (CA) Corporate Office Mumbai