

  
MAHAVITARAN  
E-mail : [managerpom@mahadiscom.in](mailto:managerpom@mahadiscom.in)  
Website : [www.mahadiscom.in](http://www.mahadiscom.in)

HRD/O&M/F.No.5/**33978**  
**Maharashtra State Electricity Distribution Co.Ltd.**  
Estrella Batteries Expansion Building,  
Ground Floor, Plot No. 1, Dharavi Road  
Matunga, **Mumbai – 400 019.**  
Telephone No. : 022-24077441  
Fax No. : 022-24025763

**Date : 07/12/2012**

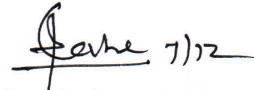
## **CIRCULAR**

Sub : Online submission of Request Transfer Application

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The Transfer Policy has been notified vide Administrative Circular No 371 dtd. 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 On Line Transfer Module is implemented through HRMS vide Adm. Circular No 434 dtd. 23/10/2012. As such, the existing practice of submission of Hard Copies of the applications for Request Transfer has been discontinued with effect from 31/10/2012.

2. However, it has been observed that many of the employees in the State-wise Seniority are submitting their application for Request Transfer in Hard Copies and the same are being forwarded to the Corporate Office for consideration causing unnecessary wastage of the stationary and man hours.
3. All the concerned therefore should note the change in submission of On Line Request Transfer Application. The Hard Copy submitted by the employees for the request transfer after the stipulated date i.e. 31/10/2012 will not be considered and such undecided applications are stands filed.
4. All the Controlling Authorities are also directed to bring into the notice regarding this change to all concerned employees working under them and make sure that the instructions mentioned therein are followed scrupulously.
5. 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)**