



**MAHAVITARAN**  
Maharashtra State Electricity Dist.Co.Ltd  
(A Govt. of Maharashtra Undertaking)  
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Date : **30/09/2015**

## **CIRCULAR**

Sub : Staying by the employees at their Headquarters

- Read : 1. Administrative Circular No 385 dated 29/03/2003.  
2. Administrative Circular No 106 dated 10/05/2007.  
3. Administrative Circular No 337 dated 02/05/2011.  
4. Administrative Circular No 501 dated 21/02/2015.

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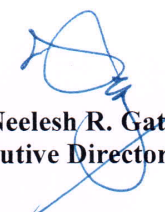
The Company being a service organization and rendering essential services i.e. supply of electricity to the public at large in the state, the instructions regarding staying by the employees at their Head Quarters were issued vide above referred Administrative Circulars from time to time in the erstwhile MSEB as well as in the Company.

2. It was also instructed that Non-staying at respective Headquarters and leaving the Headquarter without prior permission of the Competent Authority by the Company's employee constitutes a breach of discipline and is classified as an act of misconduct under Schedule 'B' of the MSEDCL Employees' Service Regulations. In this regard, the immediate Controlling Officer and any of the Officers higher than him shall verify the address of residence and exercise surprise checks / intermittently carry out visit to ascertain the availability of the employee at his/ her Headquarter and disciplinary action against all such defaulting employees is required to be initiated by the Competent Authority.

3. In spite of repeated instructions, it has been observed by the higher authorities that the instructions regarding staying by the employees at their Headquarters have not been followed either by many of the employees or even the action to verify the address of residence by the Authorities are not been taken. As such, many of the employees still do not stay at their respective Headquarters causing unrest and inconvenience by the public at large.

4. Non-staying by the employees at their respective Headquarters have been viewed seriously and the attention of all the concerned are once again invited to the instructions issued to that effect. The Controlling officers are also instructed to observe the provisions regarding surprise checks /visits for ascertaining the address of residence of employees under their control and take appropriate disciplinary action.

5. This circular is available on R-APDRP Portal.

  
( **Neelesh R. Gatte** )  
**Executive Director (HR)**