



**MAHAVITARAN**

**Maharashtra State Electricity Dist.Co. Ltd**  
(A Govt. of Maharashtra Undertaking)  
CIN : U40109MH2005SGC153645



HRD/O&M/F.No.9/358  
Maharashtra State Electricity Distribution Co.Ltd.  
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Date: 5/01/2022

**Circular**

**Sub:- Creation of awareness about the COVID – 19 – Preventive measures thereof.**

The Government of Maharashtra has issued notifications regarding the preventive measures of COVID-19 Virus in pandemic and on the lines of these notifications the MSEDCL has issued guidelines from time to time and same are applicable.

2. Now, considering the initial signs of exponential surge in the cases of COVID 19 the Hon'ble Minister (Energy) Maharashtra has suggested issuing necessary directives to all field offices regarding preventive measures to be taken by all to control the spread of the Novel Corona Virus (COVID- 19).

3. In view to ensure continuous power supply and customer services it is directed to take the following vital measures in all field offices for safety of all employees:

- a. Avoidance personal meetings with visitors, unless absolutely necessary and opt for video call / conference.
- b. To ensure non-crowding in corridors, canteens, etc.
- c. Compulsory wearing of mask of requisite standards prescribed by the Health Department.
- d. Ensuring strict compliance with the Covid- 19 appropriate behavior viz. frequent washing of hands, sanitization, observing social distancing at all times, etc.
- e. Proper cleaning and frequent sanitization of the workplace & common areas.
- f. Making it mandatory for the Officers & Employees to get all doses of vaccination, on urgent basis and keep record of the same.
- g. Special awareness campaigns may be undertaken to this effect and arrange for Vaccination camp in the office premises, if required.
- h. The guidelines issued from time to time by the State Health Department, GoM or GOI must be scrupulously followed.

4. All the concerned Head of Departments in the Corporate Office as well as field offices shall monitor for strict follow of the above measures.

5. This Circular is made available on e-Library.

  
(Arvind M. Bhadikar)  
Executive Director (HR)

**Copy s.w.r.to :-**

- 1) Director (Finance) / (Operations) / (Commercial) / (Projects) / (HR), MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 2) Jt. Managing Director, MSEDCL, Regional Office, Aurangabad / Kalyan

**Copy submitted to:-**

- 1) Regional Director, MSEDCL, Regional Office, Nagpur/ Pune.
- 2) Executive Director (S&E) / (Finance) / (B&R) / MSEDCL, Corporate Office, Prakashgad, Mumbai -51

**Copy to :-**

- 1) Chief General Manger (T/E) / (C.F.) / (I.A) / (C.A) (I.T)/ (Chief Legal Officer) MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 2) The Chief General Manager (T&S), MSEDCL, Training and Safety Center, Nashik
- 3) Chief Engineer (Civil) , Civil Zone Office, MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 4) Chief Engineer MSEDCL (All Zones),
- 5) General Manager (HR) / (HR- HRMS) / (Planning) MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 6) Chief Industrial Officer / Chief Public Relation Officer, MSEDCL, Corporate Office, Prakashgad, Mumbai -51
- 7) OSD to CMD, MSEDCL, MSEDCL, Corporate Office, Prakashgad, Mumbai -51.