

NO. HR/CGM (HR-T/E)/MPR/ **00 4699**

Date : **13 FEB 2013**

To,

The Manager (HR),

Maharashtra State Electricity Distribution Co. Ltd.

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

Sub: Creation of Positions in HRMS System for "CS28 Outsourced".

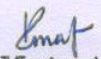
Your attention is invited towards the Circular No. HRD/GM/MIS Phase-II/838 Dtd 10-01-2013, in which, the problems faced by the CPF Section have been elaborated due to drawing the wages out of System (Pay Roll Module). The supplementary payments prepared out of HRMS System and in which case, the CPF deductions are mandatory, shall not be audited by Audit Section in Field Offices and ET Section in Corporate Office, as the said directives.

It is further noticed that, dependents of deceased employees have been engaged on outsourced basis by some offices & their wages have been drawn out of system. In view of the instructions laid down in the said circular, it is essential to create requisite Surplus Positions for such outsourced candidates in HRMS System so as to enable the field offices to draw wages of those outsourced candidates.

The MPR Cell has received Templates from some field offices in Jan. 2013 for creation of the Positions for these outsourced. Now, it is decided to create these Positions in HRMS System.

It is, therefore, advised to direct the Jr. Manager (HRMS) of your Zone to submit one consolidated Template from Zone office covering details of all such dependents of deceased employees engaged on OS basis in the jurisdiction of your Zone, so as, MPR Cell shall create Surplus Positions for these outsourced candidates.

This letter is being placed on intranet of MSEDCL and no hard copy will be sent to any office.

  
(P. M. Matey)

**Chief General Manager (HR-TE)**

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

- 1) The Executive Director (HR), MSEDCL, Mumbai
- 2) The Regional Executive Director, I/II/III, Kalyan, Pune, Nagpur

**Copy f.w.c.to:**

- 1) The Chief General Manager (HR), MSEDCL, Mumbai
- 2) The General Manager (HR-NTE) & Business Process In-charge, MSEDCL, Mumbai