

To  
The Chief Engineer,  
MSEDCL, Zone Office,  
AMTZ, Akola/Aurangabad/Bhandup/ Baramati  
Jalgaon/Kalyan /Kolhapur/Kokan, Ratnagiri/Latur/  
Nagpur/Nagpur Urban/Nasik/Nanded/ Pune/  
(T&S), Nashik/ Material Management Cell /Civil, Mumbai.

**Sub:** Implementation of transfer policy – clarification/guidelines thereof.

The MSEDCL transfer policy has been circulated vide Adm. Circular No.371 dt. 01-12-2011 & Addendum dt. 02-01-2012 for implementation with effect from 1<sup>st</sup> January, 2012. While implementing the transfer policy, it is revealed that large number of officers/employees who have completed **5 years** at same Head Quarters/Location are required to be transferred. These transfers involves huge financial implications. Considering the existing financial crunch and austerity measures adopted by the Company, the Management has decided to reduce the percentage of transfers of the officers/employees. Accordingly, following clarifications are issued for implementation.

- i) As per Clause 'a' of 2<sup>nd</sup> para of Annexure-A attached with Administrative Circular No.371 dated 01-12-2011, it has been circulated that employees completed **5 years** in the same station shall be transferred to another Circle/Divn/Sub Divn. respectively within zone upto 30% of the working strength. Now, for the year 2012, it is clarified that upto 20% of eligible strength of employees/officers **in each Pay Group** (instead of each category) shall be considered for transfer within Circle/Division/within zone on the basis of length of the tenure of officers/employees in **its Pay Groups**.

For e.g:

In case of Pay Gr. II, if there are 100 employees who are eligible for transfer belonging from HR/Accts/IT/Engineers etc. then 20 employees based on their length of tenure will be considered for transfer within the zone. Similarly, if in any Circle, there are 200 employees become eligible for consideration of transfer in Pay Gr.III, then 40 Nos. of employees will be transferred on the basis of their length of tenure/stay at their Head Quarters/Location.

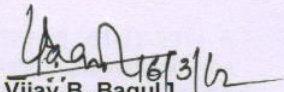
- ii) As per Clause 'g' of Annexure-A attached with Adm. Circular No.371, earlier it is circulated that the Executive Engineer and its equivalent and above will be considered for transfer on completion of **3 years** in the same post within /outside zone depending on the vacancies and performance. Now, for the year 2012, it is decided that, the **officers equivalent to Ex.Engineers who have completed 5 years at same HQ/Station** on the basis of tenure, should be considered for transfer instead of 3 years.
- iii) During the meeting of Chief Engineers held at Corporate Office, Mumbai, it is suggested that the Line Staff/Operators/LDC/OA etc. whose performance is very poor and who are facing disciplinary actions for grave nature of misconduct are also required to be considered for transfer. In this regard, it is clarified that the Line Staff/Operators/LDCs/OAs etc. whose performance is very poor and who are facing disciplinary action of grave nature of misconduct and whose continuation in the same Circle/Division/Zone is not proper, in that case such staff should be transferred out of Circle/Division **on ex-cadre basis** by the concerned Chief Engineers/Supdt.Engineers **upto 5% of eligible strength of staff/employees** and the names of such employees be forwarded to the **concerned Chief Engineer/Supdt.Engineer by 31<sup>st</sup> March, 2012 in one list**. In exceptional case, Chief Engineer can recommend transfer of such employees out of Zone after taking proper disciplinary action at their level.





- iv) For the year 2012, the employees belonging to Pay Gr.II, III (Statewise Seniority), Pay Gr.III & Pay Gr.IV (Circle & Divisionwise Seniority) who are eligible for transfer due to completion of 5 years in the same Head Quarter should be considered for transfer **upto 20% of the eligible strength** of employees/officers in each Pay Group (instead of each category) for transfer on the basis of length of their tenure.
- v) The Time Schedule for implementation of the transfer policy as circulated vide Adm. Circular 371 is scheduled as under:-
- a) All transfer orders of eligible officers/employees as per new transfer policy and clarifications issued from time to time should be issued during **31<sup>st</sup> March to 30<sup>th</sup> April**.
- b) All those employees whose transfer orders are issued **should be relieved by 15<sup>th</sup> May**. On 15<sup>th</sup> May 2012 all employees who are transferred shall be treated as deemed to have been relieved on transfer and their salary shall not be drawn at present Head Quarter.

All the concerned Authorities are requested to implement the transfer policy properly by considering the above clarifications.

  
[ Vijay B. Bagul ]  
Chief General Manager (HR)

Copy s.w.rs.to

- 1.The Executive Director (HR), MSEDCL,Mumbai
- 2.The Regional Executive Director-I, MSEDCL, Kalyan

Copy f.w.cs.to

The Chief General Manager (HR-TE), MSEDCL, Mumbai

Copy to:

- 1) The General Manager (HR-NTE), MSEDCL, Mumbai
- 2) The O.S.D to the Managing Director, MSEDCL, Mumbai
- 3) All Supdt.. Engineers, MSEDCL in Field office.
- 4) All Ex.Engineers, MSEDCL in Field Office.