

NO. GAD/CGM (T/E)/MPR/ 007935

Date : 29 MAR 2012

To,

- 1) Regional Executive Director – I/II/III,  
MSEDCL, Kalyan, Pune, Nagpur.
- 2) The Chief Engineer,  
Maharashtra State Electricity Distribution Co. Ltd.  
AMTZ, Akola/NSKZ, Nashik/NZ, Nagpur/ NDZ Nanded  
AZ, Aurangabad /KLNZ, Kalyan /KOPZ, Kolhapur/  
BUZ, Bhandup/LZ, Latur/PZ, Pune/KZ, Ratnagiri/  
NUZ Nagpur/JLGN Jalgaon/BMTZ Baramati

- Sub:- 1) Submission of Templates for creation of positions in HRMS System.  
2) Tagging of employees to surplus positions in HRMS System.

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Surplus positions in HRMS System are being created by MPR Cell on request/ demand from field offices through Templates supported by justification and/or copies of office orders etc. However, it is experienced that,

- 1) Some field offices are in habit of submitting Templates without any justification and copies or references of office orders. In such situation, MPR Cell has no alternative to back refer the Template or to ask clarification about it on phone. This is time consumable job.
- 2) Though already instructed in written mode of communication to submit the Templates on email ID i. e. on [managerpmpr@mahadisvom.in](mailto:managerpmpr@mahadisvom.in) i. e. email ID of Manager (HR)-MPR), some offices are still submitting Templates on the email ID of the undersigned i. e. [cgmte@mahadiscom.in](mailto:cgmte@mahadiscom.in). This is not desirable. Templates for creation of posts should only be submitted on the email ID of Manager (HR-MPR).


3) It is experienced that, field offices are asking for surplus positions and after creation of the same by MPR Cell, surplus employees are not tagged with such positions and such positions are being kept vacant for months together. MPR Cell will delete/freeze surplus positions which are vacant more than one month's period as already communicated vide letter No. GAD/CGM (T/E)/MPR/ 30027 dtd 03.10.2011. And after such deletion/freezing, concerned field offices are again requested to make the position/(s) live. This way of working is defective and it needs proper improvement.

Considering this, it is once again directed to all concerned that,

- 1) To submit Templates with proper justification supporting with copies/ references of orders.
- 2) To submit Templates only on the email ID of Manager (HR-MPR).
- 3) To tag employees immediately on creation of required surplus positions. In other words, surplus positions shall not keep vacant.

This letter is available on company's Intranet and no hard copy will be sent to any office.

Offices under your control may inform suitably at your end.

  
**(P. M. Matey)**  
**Chief General Manager (HR-TE)**  
**(cgmte@mahadiscom.in)**

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

- 1) The Executive Director (HR) Corporate Office Mumbai

**Copy to:**

- 1) General Manager (HR-NTE) & Business Process In-charge  
Corporate Office MSEDCL Mumbai
- 2) The Manager (HR-NTE) Corporate Office Mumbai
- 3) The Manager (HR-TE) Corporate Office Mumbai