



**MAHAVITARAN**

E-mail : [edhr\\_dist@mahadiscom.in](mailto:edhr_dist@mahadiscom.in)

Website : [www.mahadiscom.in](http://www.mahadiscom.in)

HRD/O&M/F.No. 147/ 9679

Maharashtra State Electricity Distribution Co.Ltd.

Prakashgad, 4<sup>th</sup> Floor, Plot No.G-9,

Prof.Anant Kanekar Marg, Stn.Road, Bandra(East)

**Mumbai – 400 051.**

Telephone No. : 022-26474211

Fax No. : 022-26476813

**Date : 13/04/2012**

**CIRCULAR**

Sub : Relief of employees on transfer/promotion.

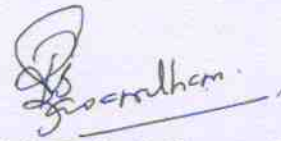
- Ref : 1) Adm.Cir.No.186 dt.20/05/1996  
2) Adm.Cir.No.295 dt.03/12/1998  
3) GAD/VIII-O&M/F.No.147/1712 dt.27/06/2003  
4) GAD/RC/F.No.41/36419 dt.20/11/2009

Clear instructions have been issued vide Administrative Circulars/Circulars/Letters under reference regarding relief of employees by making local arrangements without waiting for the substitute on transfer/promotion. However, it is seen that some of the transferees/promotees are not relieved within a stipulated time. Some of the transferees/promotees are approaching various authorities for change of their postings.

2. The Managing Director has taken a serious view of the lapse and issued following directives:-

- i) All the employees transferred/promoted till date, shall be relieved invariably by making local arrangements, without waiting for substitute on the date mentioned in the transfer /promotion order. The salary of the employees transferred/promoted but not relieved within a stipulated time shall not be drawn after 1<sup>st</sup> May 2012 by the office from which employee is to be relieved.
- ii) In future, all the transferees/promotees shall invariably be relieved by making local arrangement without waiting for the substitute, on the date mentioned in the order and if no specific date is mentioned, the employee shall be relieved within a period of 30 days from the date of issue of transfer/promotion order. Further, after a period of one month from the date of issue of order pay of the employee shall not be drawn by the Office from which employee was to be relieved.

- iii) The defaulter Chief Engineer from whose jurisdiction transferee/promotee are not relieved in time will be asked explanation for perusal of Managing Director. The entry to the effect will also be made in Confidential Report of Chief Engineer, Manager (HR) and concerned Officers.
  - iv) In case transferee/promotee on relieving does not report to his new location, he will be declared absconding and disciplinary action will be initiated.
3. This is for strict compliance.
  4. This Circular is made available on Company's Intranet and no hard copy is sent to any office.



**( Col. Rahul Gowardhan )**  
**Executive Director(HR)**