



MAHAVITARAN

No.GAD/CGM (P)/Leaving HQ/20634  
**Maharashtra State Elect. Distribution Co.Ltd.**  
Estrella Batteries Expn. Building,  
Ground Floor, Plot No. 1,  
Dharavi Road, Matunga,  
**Mumbai – 400 019.**

Date: June 19, 2009

## **CIRCULAR**

**Sub : Leaving Headquarters without permission of the Competent Authority.**

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Of late, it is observed that Senior Engineers and Officers in the field are leaving their headquarters without any valid reason or valid permission from their superior Officers. This is viewed very seriously by the Managing Director. Therefore in order to regulate the movements of the senior Officers out of their jurisdiction, following orders are issued with the approval of the Managing Director.

- 1) No Engineer/Officer of the level of Executive Engineer & equivalent and above but below the level of Chief Engineer in the field will move out of their jurisdiction but within the Zone, without prior permission of the concerned Regional Executive Director. Similarly, for their movements outside the jurisdiction of the concerned Regional Executive Director, permission from the Director (Operations)/concerned Director is necessary.
- 2) In case of Chief Engineers in the field for the movements outside their jurisdiction for any reason, permission from the Managing Director will have to be obtained.

The permission of the concerned Competent Authority as stated above, may be obtained by the concerned Officer over telephone or through SMS.

The above orders are effective from the date of issue of this Circular and non-compliance of the same will be viewed very seriously.

This Circular is also available on Company's website i.e. [www.mahadiscom.in](http://www.mahadiscom.in)

  
Chief General Manager (P)

To

- 1) All Heads of the Department & equivalent in Head Office & field Offices
- 2) All Superintending Engineers & equivalent in Head Office & field Offices.
- 3) All Executive Engineers & equivalent in Head Office & field Offices.