



MAHAVITARAN

GAD/O&M/F.No.5

Maharashtra State Electricity Distribution Co.Ltd.

Estrella Batteries Expansion Building,

Ground Floor, Plot No. 1, Dharavi Road

Matunga, Mumbai – 400 019.

ADMINISTRATIVE CIRCULAR NO. 163 DATE 04 / 08 / 2008

Sub : Early Retirement Scheme for the Line staff who are 45 years and above ---

The issue regarding introduction of the Scheme for Line staff those who are physically unfit and not in a position to perform their normal duties with a view to face the competitive environment in the emerging Power Sector and to improve the overall efficiency to ensure consumer satisfaction by maintaining healthy balance between young blood and old one was under consideration of the MSEDCL for some time in the past.

2. The Board of Directors considered the Note containing the modalities and details of the Scheme in the Board meeting held on 08/07/2008 and vide its Resolution No. 560 dated 08/07/2008 resolved/accorded approval for introduction of “Early Retirement Scheme” for Line staff who are 45 years & above and who are physically unfit to perform normal duties.

3. The Board of Directors have also authorized the Managing Director in consultation with Director(Operations) and Director(Finance) to carry out any revision/ modification/alteration as may be necessary for proper implementation of the “Early Retirement Scheme”.

4. Now, the Managing Director in consultation with Director(Operations) and Director (Finance) have accorded approval for “Early Retirement Scheme” for Line staff who are 45 years & above and physically unfit to perform normal duties. The detailed scheme as approved in this behalf is embodied in the ANNEXURE-‘A’ and ANNEXURE-‘B’.

5. The ‘Early retirement Scheme’ shall be in force w.e.f. 15/08/2008 to 30/11/2008. The consolidated zone wise proposals alongwith the minutes of the Committee and applications of the employees opted for “Early retirement Scheme” shall be submitted by the concerned Chief Engineer to the Office of the Executive Director (HR) by 15/12/2008. The prescribed Application form is also enclosed as ANNEXURE-‘C’.

6. The MSEDCL will have absolute discretion for deciding both Early Retirement and giving Contractual Appointment and the decision of the Company in this regard shall be final. The options once exercised by the Line staff shall be final and cannot be revoked under any circumstances.

7. This Administrative Circular is also available on Company’s website i.e. www.mahadiscom.in.

Encl : as above

(Col. Rahul Gowardhan, Retd.)
Executive Director(HR)

To

All as per mailing list of MSEDCL.

Early Retirement Scheme for the Line staff who are 45 years and above

Scheme

The scheme may be called **“Early Retirement Scheme for the Line staff who are 45 years and above”**

2. Coverage of scheme

2.1 The scheme shall cover the following Line staff on Distribution side.

- (1) Line Foreman
- (2) Line Inspector
- (3) Senior Technician
- (4) Technician
- (5) Junior Technician

3. Procedure

3.1.1 The Line staff employee who has crossed the age of 45 years and are left with minimum two years of service and finds himself physically unfit to carry out his normal duties shall give an application addressed to the E.E./S.E. through the Section Officer. Similarly if SDO and above Officer finds any line staff unfit to perform the duties can recommend the employee for early retirement even if the employee has not opted for the same.

3.1.2 If employee has opted for early retirement, his application will be considered by SDO/EE and if recommended will be placed before the Committee. The constitution of the Committee will be as follows at each Zone :

- a) Superintending Engineer (to be nominated by the C.E. of the Zone)
- b) Dy. C.I.R.O.
- c) Medical Officer (MBBS / PG / Preferably Government Medical Officer)

3.1.3 The committee will assess the physical and medical fitness of the employees and if found unfit will recommend employee for early retirement scheme.

4. Age Limit for employee

4.1 The upper age limit for seeking Early Retirement by the members of the line staff after attaining the age of 45 years and above but left with minimum 2 years of balance of service for normal retirement.

Pay Group III	-	45 years	to	56 years
Pay Group IV	-	45 years	to	58 years

5. Time Limit

The members of the Line staff who seeks Early Retirement after attaining the age of 45 years shall submit their application within stipulated time as may be notified by the Competent Authority.

6. Option for Line staff

The member of line staff may opt either for compensation for remaining service **OR** employment on contractual basis to his son in lieu of the early retirement under this Scheme.



6.1 Compensation

The employee who has no son or his son is unwilling to opt for employment as "Veej Sevak" shall be entitled for the compensation as under:

i) *"Compensation @ 35 days salary for every completed years of service + 25 days salary for every remaining years of service till the normal date of retirement. (Salary for this purpose means Basic Pay + Dearness Allowance only.)"*

ii) *The compensation as stated at 6(i) above must not exceed total emolument as applicable for the remaining period of service.*

iii) *However, overall limit of the resulting figure of compensation would be capped at to Rs.5 lakhs."*

6.2 Nomination of son for appointment as "Veej Sevak"

The line staff employee who has crossed the age of 45 years and is left with minimum two years of service and applied for early retirement shall be allowed to nominate his son for appointment as "Veej Sevak" on contract basis.

7. Pre-requisites for appointment as "Veej Sevak"

7.1 The minimum qualification for appointment as "Veej Sevak" shall be as under:

Should have passed National Trade Certificate in the trade of Electrician/Wireman awarded by NCTVT, New Delhi on completion of ITI trade course.

OR

National Apprenticeship Certificate in Electrician/Wireman trade awarded by National Council for Training in Vocational Trade (NCTVT), New Delhi on completion of National Apprenticeship under Apprenticeship Act, 1961.

OR

Should have passed SSC examination. On completion of 2 years as 'Veej Sevak' he will be nominated for I.T.I. training by the Company.

7.2 The higher qualification for appointment as "Veej Sevak" shall be Diploma in Electrical Engineering.

7.3 The graduates other than engineering who are desirous to be appointed as "Veej Sevak" shall also be considered on the condition that they will not have any right to claim for higher posts. However, they may compete as departmental candidate for higher post whenever there is a direct recruitment provided they fulfill the conditions of prerequisites.

8. Age Limit for son

8.1 For appointment as "Veej Sevak", the son of line staff should have attained the age of 18 years. The upper age limit shall be 30 years as on the prescribed date. The upper age limit shall be relaxable upto 5 years in case of backward class candidates.



9. **Contract Period**

9.1 The contractual period as “*Veej Sevak*” for qualified and non-qualified candidates shall be as under :-

- (a) Candidates possessing qualification as ITI in Electrician/Wireman trade or Diploma - 3 years
- (b) Non-qualified candidates i.e. not having technical qualification but possessing qualification as SSC/HSC/Graduation - 5 years

10. **General**

10.1 The “*Veej Sevak*” who possess higher qualification like Degree/ Engineering Diploma etc. shall be eligible to apply for any higher posts according to his qualification and subject to fulfillment of pre-requisites prescribed under Recruitment Regulations and other conditions under direct recruitment whenever there will be vacancies in MSEDCL so that the “*Veej Sevak*” may have a chance for their upliftment/betterment. However, there will be no reservation or any relaxation while considering their candidature for appointment to higher post under direct recruitment. They will only be allowed to compete along with others treating them as departmental candidates.

10.2 Due weightage will be given to the experience gained as “*Veej Sevak*” under direct recruitment.

11. **The terms and conditions of appointment as “*Veej Sevak*”**

The terms and conditions of the appointment as “*Veej Sevak*” shall be as embodied in **Annexure-‘B’**.

12. **Absorption of “*Veej Sevak*”**


12.1 After completion of 5 years or 3 years period as the case may be, the “*Veej Sevak*” shall be absorbed as regular Junior Technician subject to satisfactory performance during the contractual period.

12.2 The Divisional level Selection Committee as laid down in Schedule II appended to the MSEB Employees’ Service Regulations shall consider the case of “*Veej Sevak*” for absorption as regular Junior Technician.

12.3 If Selection Committee does not select him for absorption as Junior Technician taking into account the performance during the contractual period, the appointment as “*Veej Sevak*” shall be liable for termination.

13. **Processing of file for Early Retirement/Compensation**

13.1 In case member of the Line staff opted for Early Retirement without asking employment to his son, the entire payment of compensation admissible under this Scheme as contained under 6.1 above shall be paid within a period of 30 days i.e. one month from the date of relief on Early Retirement Scheme in addition to statutory benefit such as CPF, Gratuity, EFPS, Encashment of Earned Leave/HAP Leave as admissible on normal superannuation under the provision of existing MSEDCL Rules.



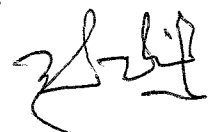
14 **Course of action for line staff who are really unfit but may not opt for Early Retirement.**

Such of the members of staff who are really unfit but may not come forward for Early Retirement Scheme for one or other reasons, the following course of action should be taken.

- 14.1 The Sub-divisional Officer shall send a report to the Divisional Officer regarding such of the members of the line staff who have attained the age of 45 years and above and are really unfit for the line work but did not come forward for Early Retirement Scheme under this scheme.
- 14.2 On receipt of such reports or the appointing authority suo-motto, shall place the cases of the members of the line staff before the Committee as prescribed in Para 3.1.2
- 14.3 The above Committee shall go through the reports received from the Sub-divisional Officer/Divisional Officer. The Committee shall also go through other collateral record such as frequent availing of leave on medical ground, Medical Certificates attached with the leave application, Physical fitness column in the Annual Confidential Report of the last three years, complaints from the consumers, if any, regarding physical unfitness/inability to attend the work etc. The Committee can also take interview, if required.
- 14.4 The Committee if it concludes that the member of line staff is really unfit on the basis of records, the Committee will recommend him for early retirement and compensation as applicable will be paid to him and the decision of the committee will be binding on him.
- 14.5 Under no circumstances, an employee who is continuously absent unauthorisedly should be recommended for re-deployment/alternative work and such employees should be strictly dealt with under Conduct discipline rules of the MSEB.

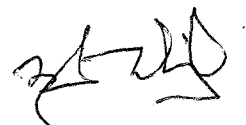
15. **Competent Authority for various purpose :**

- 15.1 The Executive Director (HR) shall be the Competent Authority for deciding both Early Retirement and giving contractual appointment under this scheme.
- 15.2 The prescribed date shall be decided by the Executive Director (HR).
- 15.3 The last date for exercising option shall be decided by the Executive Director (HR).
- 15.4 The Executive Director (HR) in consultation with Chief General Manager (P) and Chief Legal Advisor shall decide any procedure for effective implementation of Scheme including various forms and applications to be submitted by the employees/sons.
- 15.5 Any dispute or difference of opinion raised by the employee, shall be resolved by the Executive Director (HR) and his decision will be final.



Terms and conditions for appointment as “Veej Sevak”

Appointment	The appointment will be subject to verification of original certificates regarding qualification, proof of age, caste certificate etc.									
Medical fitness	The candidates will have to submit medical fitness certificate from the Dist. Civil Surgeon before his joining as “Veej Sevak”.									
Verification of Character & Antecedents	At the time of joining, the “Veej Sevak” will have to fill in the attestation form for getting his character & antecedents verified from the Police authority and on receipt of satisfactory character & antecedents report from the Police authorities, he shall be given appointment.									
Consolidated Remuneration	The <i>Veej Sevak</i> appointed on contract basis under this scheme shall be paid consolidated remuneration as under : <table><tr><td>1st year</td><td>-</td><td>Rs.4,500/- p.m.</td></tr><tr><td>2nd year</td><td>-</td><td>Rs.5,000/- p.m.</td></tr><tr><td>3rd year and upto completion of 5 years</td><td>-</td><td>Rs.5,500/- p.m.</td></tr></table> No additional allowances or benefits shall be paid.	1 st year	-	Rs.4,500/- p.m.	2 nd year	-	Rs.5,000/- p.m.	3 rd year and upto completion of 5 years	-	Rs.5,500/- p.m.
1 st year	-	Rs.4,500/- p.m.								
2 nd year	-	Rs.5,000/- p.m.								
3 rd year and upto completion of 5 years	-	Rs.5,500/- p.m.								
Sanctioned post	The consolidated remuneration shall be drawn against the sanctioned post of Junior Technician/resultant vacancy caused due to Early Retirement of the member of Line Staff.									
Tenure	The tenure of appointment of “Veej Sevak” shall be for a period of 5 years or 3 years as the case may be to be reckoned from the date of joining.									
Duties to be discharged	The “Veej Sevak” shall be discharging duties as are presently performed by the Junior Technician.									
Posting	The “Veej Sevak” shall be given posting anywhere in Circle.									
Staying at H.Q.	The “Veej Sevak” will have to stay at the H.Q. fixed by the Competent Authority.									
Travelling Allowance	The “Veej Sevak” will be entitled to Travelling Allowance as is admissible to the Junior Technician whenever he has to undertake tour/journey out of H.Q. in the interest of Company’s work.									
Assessment of Performance	The performance of “Veej Sevak” shall be assessed every year.									



Act of omission & commission	The “ <i>Veej Sevak</i> ” shall abide by the conduct and discipline rules as are applicable to the regular employees of the Company. During the contractual appointment as Veej Sevak, if it is found that the Veej Sevak is involved in any act of omission and commission, his contractual appointment as Veej Sevak is liable for termination.
Leave	He will not be entitled to any kind of leave except Casual Leave for 15 days in a calendar year. In the first year, he would be entitled to Casual Leave on pro-rata basis. Similarly he shall be entitled for special disability leave as admissible under MSEDCL Rules for the period disablement arising out of accident while on duty.
Medical Facilities	He will be entitled for full Medical reimbursement in case of manhandling and accident while on duty.
Compensation under W.C. Act	He shall be entitled for compensation as admissible under Workmen Workmen Compensation Act.
Absorption as Jr Technician	His regular absorption / appointment as Jr. Technician will be subject to satisfactory performance during contractual period.
Terminal benefits	The services rendered as <i>Veej Sevak</i> on consolidated remuneration shall not be counted for the purpose of gratuity or any other retirement benefits.
Other facilities	“ <i>Veej Sevak</i> ” shall be entitled for name badge and uniform as admissible under MSEDCL Rules. In case of fatal accident, the case of his dependent shall be dealt with as per the provision contained under C.S.28.



APPLICATION FOR EARLY RETIREMENT 2008

1. Name of the Employee : Shri/Smt/Kum _____
Surname First Name Middle Name
2. Designation : _____
3. C.P.F. No. :

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4. Date of Birth : _____
DD MM YY
5. Date of joining in MSEB : _____
DD MM YY
6. Present place of working : S/Dn _____
Div. _____
Circle _____
Zone _____
7. Date of Retirement on Superannuation : _____
DD MM YY
8. Age as on the date of Submission of option : Years _____ Months _____
9. Total Number of years of service left : Years _____ Months _____
10. Present Basic Salary : Rs. _____
11. Whether any disciplinary action is pending : Yes / No
- If 'Yes' provide the details: _____
12. Reason for early retirement : _____
13. Whether employment to Son as per the Early Retirement Scheme required : Yes / No
- If 'Yes'
- a) Name of Son : Shri _____
Surname First Name Middle Name
- b) Educational Qualification : _____
- c) Date of Birth : _____
DD MM YY
- d) Age as on submission of option for Early Retirement Scheme 2008 : Years _____ Months _____

I, undersigned Shri/Smt./Kum. _____
hereby declare that the information given above is true to the best of my knowledge and
confirm that this application for Early Retirement is made on my own choice.

I also declare that, I have read and understood the contents of the **Early Retirement
Scheme-2008** notified vide Administrative Circular No 163 dated 04/08/2008 and I accept
the terms and conditions stipulated therein.

I hereby authorize the Company to recover and adjust all advances/dues etc. from my
terminal benefits.

Date :

Signature of the Employee

Place :

(Name : _____)

FOR OFFICE USE

(Verification of service particulars shall be carried out by the Officers not below the rank of
Executive Engineer.)

Certified that the service particulars indicated in Column No.1 to 11 have been verified from
the service record and particulars of the son mentioned in Column No.12 are found correct.

SE / EE

(Seal of the Office)