

To,

- 1) All Zonal Chief Engineers
- 2) All Superintending Engineers
- 3) All Vigilance & Flying Squad Unit Heads

VS/ICare/000186

22/01/2007

Sub: Revised Guidelines for issue of New Identity Cards
Ref: This Office letter No. VS/SEC/I.Card/3866
Dt. 11.12.06

Newly printed Identity Cards are delivered to almost all Chief Engineers in the field as per their requirement.

Presently the Identity Cards to the employees in the field are issued/signed by the Divisional, Circle & Zonal Incharges and in the H.O. the Identity Cards of the employees up to the rank of Chief Engineers & equivalents by the Dy. Director (V,S&E) Mumbai Region. Similarly, the Identity Cards of the employees above the rank of Chief Engineers & equivalent are signed by the Director (V&S). In view to streamline the procedure following revised guidelines for issuing new identity cards to the employees to the H.O. & field, are issued.

For employees working in Head Office

- 1) Identity Cards of the employees above the rank of Executive Engineer & equivalent will be signed by the Director (V&S)
- 2) Identity cards of the employees up to rank of Executive Engineer & equivalent will be signed by Asstt. Director (HQ)
- 3) Identity Cards will be issued at the security section Prakashgad.


For employees working in the field

- 1) Identity cards of the employees of Pay Group I will be signed by Chief Engineers.
- 2) Identity Cards of the employees of Pay Group II will be signed by Superintending Engineer.
- 3) Identity Cards of the employees of Pay Group III & IV will be signed by Executive Engineers.

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Identity Cards to all Vigilance, Security & Enforcement staff will be prepared & issued at H.O. under the signature of the Director (V&S).

Above instructions be followed strictly.


Director (V&S)

Copy to:

- 1) The Chief General Manger(P) } MSEDCL Prakashgad
- 2) The General Manger (Tech.Asstt.) Mumbai.
- 3) The Dy. Director(V,S&E), MR,NR MSEDCL, Kalyan/ Pune/Nagpur.

C:RRM:9017