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Ref No. ED/S&E/Circular/surprise visit/ No 00808 Date :- 15 OCT 2018

Circular

Subject:- Surprise visit to various offices of S&E by officers of Corporate Office and S&E region offices.

Ref:- Meeting held with Deputy Director (S&E) dt. 09.10.2018.

In order to closely supervise the working of various S&E offices/ FS units which is being carried out, it is hereby instructed to organize surprise visits to various S&E offices/ FS units mentioned in below table. The aim of visit is to notice the overall functioning and delivering performance. Simultaneously, it will ensure by inspecting officer to recognize the difficulties if any and provide the better solution to solve the issues faced in field office to ensure smooth functioning of the department.

The program for surprise visit will be as follows

Sr. No	Visiting Officers	Authorization for surprise visit	Schedule of surprise visit
1	Officers from Corporate Office	Any S&E office and FS Unit	Unscheduled
2	Deputy Director (S&E) and/or his officer.	Respective S&E Unit and FS Unit	Two FS units & one S&E Unit shall be inspected in a month

The instructions issued in this circular should be scrupulously followed with immediate effect.

Arvind Salve (IPS)
Executive Director (S&E)
MSEDCL, Mumbai