

# MSEDCL Employees Service Regulations, 2005

[ i ]

## TABLE OF CONTENTS

Sr. No.	Subject	Regulations	Page No.
<b>CHAPTER - I</b>			
<b>General</b>			
1.	Basis for adoption of Regulations	1	
2.	Name of the Service Regulations	1 (a)	
3.	Effective date of Regulations	1 (b)	
4.	Applicability of Regulations	2	
5.	Deputation of Government Servant to the Company	3	
6.	Final authority for interpretation of Service Regulations	4	
7.	Authority to exercise powers	5	
8.	Powers of the Company to adopt or amend classifications of service, rearrange grades, refix responsibility, prescribing minimum qualification for making selections and appointment and provisions for appointment of persons on contract	6	
9.	Powers to prescribe hours of attendance	7	
10.	Prevailing of statutory rules and Regulations over M.S.E.D.C.L. Employees Service Regulations	8	
<b>CHAPTER - II</b>			
<b>Definitions and interpretations</b>			
1.	" An Administrative Office "	9 (1)	
2.	" Age "	9 (2)	
3.	" Appointing Authority"	9 (2) (A)	
4.	" Average Pay"	9 (3)	
5.	" The Company "	9 (4)	
6.	" Commuted Leave "	9 (5)	
7.	" Compensatory Local Allowance"	9 (6)	
8.	" Competent Authority"	9 (7)	
9.	" Day"	9 (8)	
10.	" Daily Allowance"	9 (8) (A)	
11.	" Daily Wage Earners"	9 (9)	
12.	" Duty "	9 (10)	
13.	" Employee"	9 (11)	
14.	" Joining Time"	9 (12)	
15.	" Head of Department"	9 (12) (A)	
16.	" Holiday"	9 (13)	
17.	" House Rent Allowance"	9 (14)	
18.	" Headquarters"	9 (14) (A)	
19.	" Leave on Average Pay"	9 (15)	
20.	" Leave on Half Average Pay"	9 (16)	

<b>Sr. No.</b>	<b>Subject</b>	<b>Regulations</b>	<b>Page No.</b>
21.	" Leave Salary"	9 (17)	
22.	" Line Staff "	9 (18)	
23.	" Month"	9 (19)	
24.	" Officiate"	9 (20)	
25.	" Pay"	9 (21)	
26.	" Permanent Employee"	9 (22)	
27.	" Permanent Post"	9 (23)	
28.	" Personal Pay"	9 (24)	
29.	" Probationer"	9 (25)	
30.	" Special Pay"	9 (26)	
31.	" Sphere of Duty"	9 (27)	
32.	" Subsistence Allowance"	9 (28)	
33.	" Temporary Employee"	9 (29)	
34.	" Temporary Post"	9 (30)	
35.	" Time Scale"	9 (31)	
36.	" Travelling Allowance"	9 (32)	
37.	" Work-charged Staff "	9 (33)	
<b>CHAPTER III</b>			
<b>General Conditions of Service</b>			
1.	Appointments to various posts	10	
2.	Unsuitability for employment due to insolvency / conviction	10 (a)	
3.	Restrictions on appointment when having more than one wife	10 (b) (i)	
4.	Prior permission to contract another marriage	10 (b) (ii)	
5.	Probation	11	
6.	Medical fitness for appointments	12	
7.	No travelling allowance for medical examination for 1 <sup>st</sup> appointment.	13	
8.	Circumstances when fresh medical certificate on re-employment is not necessary	14	
9.	Transfers	15	
10.	Notice period for resignation	16	
11.	Age of superannuation	17	
12.	Fresh Medical Examination	17 Note 1 (i)	
13.	Termination of permanently Medically unfit employee	17 Note 1 (ii)	
14.	Pre-matured Retirement	17 Note 2	
15.	Restriction for pre-matured retirement	17 Note 2 (ii) to (iv)	
16.	Re-employment on superannuation	17 Note 3	
17.	Restriction for retirement on due date	17 Note 4	

Sr. No.	Subject	Regulations	Page No.
18.	C.P.F. Subscription	18	
19.	Weekly off	19	
20.	Working hours	20 (1) (a)	
21.	Working hours for peons	20 (1) (b)	
22.	Working hours for Hamal, Sweeper, etc.	20 (1) (c)	
23.	Overtime allowance	Note 2 (a) below 20(1)(c)	
24.	Working hours for categories included in the Appendix 'A'	20 (2)	
25.	Hours of attendance for transferee	20 (3)	
26.	Overtime payment to employees included in Appendix 'A'	21	
27.	Assuming / relinquishing charge	22	
28.	Effective date for fixation of pay on promotion	23	
29.	Fixation of pay of Senior employee relived late or wrongfully superseded	Note below SR 23	
30.	Notice period for termination of service	24	
31.	Powers to dismiss or remove an employee	25	
32.	Duties of an employee	26	
33.	Classification of service into Pay Groups I,II,III, & IV	27	
<b>CHAPTER – IV</b>			
<b>Pay</b>			
1.	Drawal of initial Pay	28 (a)	
2.	Drawal of pay of an employee posted against higher post	28 (a) Note 1	
3.	Drawal of salary of an employee posted against lower grade and vice-versa	28 (a) Note 2	
4.	Fixation of pay of a military Pensioner	28 (b)	
5.	Fixation of pay on assuming higher charge	29 (a)	
6.	Fixation of pay when higher responsibility is not involved	29 (b) Note 1&2	
7.	Fixation of pay on reversion	29 (b) Note 3	
8.	Increment	30	
9.	Withholding of increment	30 Note 1	
10.	Grant of increment after revision of pay-scale	30 Note 2 & 3	
11.	Non-application of maternity leave and HAP leave to the employees governed by E.S.I. Scheme	30 Note 4	
12.	Increment during probation period	31	
13.	Counting of duty in a post in time scale for the purpose of increment	32 (a)	

Sr. No.	Subject	Regulations	Page No.
14.	Drawal of increment of an employee in substantive post	32 (b)	
15.	Counting of officiating period for increments	32 Note 1	
16.	Counting of broken officiating period for increment	32 Note 2	
17.	Counting of officiating period caused due to local arrangements for increments	32 Note 3	
18.	Counting of officiating service in the Higher post/ Temporary post for increments in Lower post.	32 Note 4	
19.	Increment-counting of broken periods of officiating duties for more than 12 months.	32 Note 5	
20.	Increments which should not be withheld	33 Note 4	
21.	Dealing with over stay on account of leave/Joining time/absenting from duties	34(a),(b) & (c)	
22.	Eligibility of HRA & CLA	35	
23.	Special pay for holding additional charge	36	
24.	Unclaimed amount due to an employee	37	
<b>CHAPTER – V</b>			
<b>Leave</b>			
1.	Leave-Limitations	38	
2.	Encashment of leave at the time of retirement	39 (a)	
3.	Non-admissibility of leave beyond the date of termination / resignation	40	
4.	Kinds of leave	41 (1)	
5.	Combination of leave	41 (2)	
6.	Classification of employees in Appendices-A, B & C for regulating grant of leave	42 (a) / 43	
7.	Leave to Appendix - B Employees (Permanent Employees)	44 A (a)/(b)	
8.	Commutated leave	44 A (c)	
9.	Leave not due	44 A (d)	
10.	Leave to Appendix - B Employees (Temporary Employees)	44 B (a) / (b)	
11.	Commutated leave to Temporary Employees	44 B (c)	
12.	Non-admissibility of Leave Not Due to Temporary Employees	44 B (d)	
13.	Leave for Appendix - C Employees	45 (a) & (b)	
14.	Commutated Leave to Appendix - C Employees	45 (c)	
15.	Leave Not Due to Appendix - C Employees	45 (d)	
16.	Extra Ordinary leave without pay	46	

Sr. No.	Subject	Regulations	Page No.
17.	Non-admissibility of leave to Daily wage Earner and Casual Worker	47	
18.	Change of Appendix-Counting leave thereof	48	
19.	Study Leave	49	
20.	Special Disability Leave	50 (a)	
21.	Grant of Ex-gratia payment for injury/ disability	50 (b)	
22.	Special Casual Leave to Ex-Servicemen for assessing disability/ treatment	50 (c)&(d)	
23.	Casual Leave	51-1 (a)/(b)	
24.	Limit for grant of Casual Leave at one time	51 (c)	
25.	Admissibility of Casual Leave in a calendar year	51 (d)	
26.	Over staying the period of Casual Leave-action to be taken	51 (2)	
27.	Treating of Sectional holidays as Casual Leave	51 (3)	
28.	Non-counting of Public Holidays as Casual Leave	51 (4)	
29.	Admissibility of Casual Leave to Appendix – A Employees	52	
30.	Non-admissibility of Casual Leave to Daily wage Earners/ Casual Workers	52 Note 1	
31.	Half day Casual Leave	52 Note 2&3	
32.	Maternity Leave	53 (a)(i),(ii)&(b)	
33.	Combination of other kind of leave with Maternity Leave (except Casual Leave)	53 (c)	
34.	Admissibility of Maternity Leave for miscarriage / abortion	53 (d)(i), (ii)	
35.	Non-applicability of Maternity Leave as per Service Regulations to E.S.I. Covered employees	53 (iii)	
36.	Special Leave for Female employees who adopt orphan child	53 (e)	
37.	Special Compensatory Leave on average pay for technical employees of the rank of Additional Executive Engineer, equivalent and below	53-A	
<b>CHAPTER- VI</b>			
<b>Travelling Allowance</b>			
1.	Kinds of Travelling Allowances	54	
2.	Admissibility of Travelling Allowance	55	
3.	Definition of “ Tour”	56	
4.	Admissibility of Daily Allowance	57	
5.	Daily Allowance – when not admissible	58	

Sr. No.	Subject	Regulations	Page No.
6.	Daily Allowance – criteria for grant of	59	
7.	Daily Allowance – Admissibility for different periods of halt	60 Note 1&2	
8.	Rate of Daily Allowance not involving night halts	61 (a)	
9.	Rate of Daily Allowance involving night halts	61 (b)	
10.	Daily Allowance – Not consideration of benefit under G.O. 74 etc. for computing pay Groups for Daily Allowance	61 Note(1)	
11.	Carrying of Peon on tour in certain circumstances	61 Note(2)	
12.	Journey by Road – Type of Kilometerage	62	
13.	Road Kilometerage by Road in own / hired/ borrowed Vehicles	63 (1)	
14.	Journey by Road – Admissibility of Bus fare	63 (2)	
15.	Journey by Road – Limitation of claims for hired vehicles	63 Note-1	
16.	Journey by Road – Use of Own/ borrowed Vehicles when staff Vehicles is not available	63 Note (2)	
17.	Admissibility of Kilometerage when Headquarters fixed at Mumbai with limit	63 Note (3) (i)	
18.	Admissibility of to and fro taxi fare for Airport	63 Note (3) (ii)	
19.	Journey by Rail - Entitlement of class	64 (A)	
20.	Journey by Rail – Travel by higher Class in extreme urgency	64 (B)	
21.	Journey by Rail – Travel by higher Class for purpose of reservation	64 Note 1	
22.	Admissibility of reservation charges	64 Note 2	
23.	Travel by Air Conditioned 1 <sup>st</sup> Class	64 (C)	
24.	Journey by Sea / River Steamer and entitlement of class	65	
25.	Journey by Road and entitlement of class	66 (1)	
26.	Journey by Road by public conveyance – Admissibility of fare in absence of classes of accommodation	66 (2)	
27.	Journey by Air – Admissibility	67	
28.	Reimbursement of transport fare and payment of Daily Allowance	68 (a)	
29.	Definition of Word “Day” for calculating Daily Allowance	68 (a) Note (1)	
30.	Admissibility of return Journey fare when proceeding on leave while on tour	68 (a) Note (2)	
31.	Tour –Use of season Tickets	68 (a) Note (3)	

<b>Sr. No.</b>	<b>Subject</b>	<b>Regulations</b>	<b>Page No.</b>
32.	Tour – Admissibility of Season Tickets at Company’s Cost	68 (a) Note (4)	
33.	Tour – Admissibility of extra cost incurred while on tour	68 (b)	
34.	Tour – Occupation of Rest Houses	68 (c)	
35.	Tour – Travelling Allowance to line Staff	69 (a)	
36.	Tour – Payment of Daily Allowance to line Staff	69 (b)	
37.	Permanent Travelling Allowance	70	
38.	Conveyance Allowance	71	
39.	Conveyance Allowance – Powers of the Company to fix the rates	72	
40.	Transfer Travelling Allowance	73	
41.	Treating Joining Time as Leave on own request transfer	73 Note	
42.	Joining Time	74	
43.	Joining Time pay and handing over / taking over period	74 Note 1&2	
44.	Joining Time – while on leave / in absence of notice on transfer	74 Note 3 (a) (i) (ii) & Note 3(b)	
45.	Calculation of Joining Time	74 Note 4	
46.	Joining Time – Special Casual Leave in lieu of	74 Note 5	
47.	Admissibility of Kilometerage on transfer	75 (A)	
48.	Transfer – Admissibility of conveyance charges at old/ new Headquarters	75 (B)	
49.	Transfer – Transporting of personal effects by Rail or Steamer	75 (C)	
50.	Transportation of personal effects by Road	75 (D) (1)	
51.	Transportation of personal effects between places not connected by Rail	75 (D) (2)	
52.	Reimbursement of Octroi Duty –payment of	75 (E)	
53.	Daily Allowance during transfer	75 (F)	
54.	Transfer grant and packing allowance	75 (G)	
55.	Admissibility by Lower Class	75 Note 1	
56.	Admissibility of Transfer Travelling Allowance to an employee on appointment by way of direct recruitment	75 Note 2	
57.	T.A. on transfer – Definition of “Family”	75 Note 3	
58.	Transfer – Use of Company’s conveyance	75 Note 4	
59.	Transfer – Transportation of own conveyance	76 (1),(2),(3)	
60.	Request Transfer – Not Admissibility of Joining Time and Transfer T.A.	77	
61.	Transfer Travelling Allowance while on leave	78 (a)(b)	
62.	Transfer T.A. for family members – exceptional cases	79	

<b>Sr. No.</b>	<b>Subject</b>	<b>Regulations</b>	<b>Page No.</b>
63.	Transfer T.A. for family members travelling within 12 months time	80(a)(b)(i)/(ii)	
64.	Transfer T.A. for family members when travelled from the place other than the old Headquarters	81	
65.	Transfer T.A. on superannuation / death	81 (A) (i to vi)	
66.	Travelling Allowance Claims – Use of shortest route and cheapest rate	82	
67.	Applicability of M.C.S.R. when T.A Rule are silent	82 Note 1	
68.	T.A. Claims of deceased employee	82 Note 2	
69.	T.A. Claims – Supporting evidence	82 Note 3	
<b>CHAPTER – VII</b>			
<b>Conduct, Discipline and Appeal Regulations</b>			
1.	Prevailing of Statutory Act & Rules over Service Regulations	83	
2.	Disciplinary Action against Govt. servants on deputation to the M.S.E.D.C.L.	84	
3.	Rules of conduct	85	
4.	Discharging of duties with Integrity, Loyalty and Promptitude	85 (a)	
5.	Obedience and Courteous behavior	85 (b)	
6.	Observance of rules and procedures	85 (c)	
7.	Punctuality	85 (d)	
8.	Prohibition to accept gifts	85 (e)	
9.	Restriction for raising of funds	85 (f)	
10.	Restriction to lend / borrow money	85 (g)	
11.	Holding of property and declaration thereof Limit of holding movable property for Pay Group I, II, III & IV employees.	85 (h)(1) 85(h)(1)(a)	
12.	Property Returns for Pay Group I & II	85(h)(2) (i) (1), (2), (3)	
13.	Property Returns for Pay Group III & IV	85 (h)(2)(i)(4)	
14.	Movable and immovable property possessed by the employee and Members of the family – Right of the Company to acquire information	85 (h)(3)	
15.	Restrictions for making investment	85 (i)	
16.	Contribution to press	85 (j)	
17.	Disclosing of information / documents relating to the Company	85 (k)	
18.	Approach to Govt. or Govt. Officer or M.L.A. prohibited	85 (l)	



<b>Sr. No.</b>	<b>Subject</b>	<b>Regulations</b>	<b>Page No.</b>
19.	Approach to higher Officers of the Company	85 (m)	
20.	Contesting of Elections to Legislative or Local Bodies	85 (n)	
21.	Permission to apply for outside posts	85 (o)	
22.	Engaging in trade or business or other employment	85 (p)(1)	
23.	Avoiding of habitual indebtedness or insolvency	85 (q)	
24.	Recourse to Court or Press	85 (r)	
25.	Abiding by Law relating to intoxicating drinks or drugs	85 (s) (a&b)	
26.	Non- practicing of untouchability	85 (t)	
27.	Prevention of Polygamy	85 (u)	
28.	Prevention of Sexual Harassment	85 (v)	
29.	Non-permission of work to family member below age 14	85 (w)	
30.	Classification of offences	86(1)(a)/(b)	
31.	Procedure for dealing with Minor lapses & Competent Authority	87 (a)&(b)	
32.	Procedure for dealing with acts of misconduct	88	
33.	Suspension for criminal offence, enquiry, trial, etc. reporting at interval and leaving Headquarters	88 (a) (i)	
34.	Revoking of Suspension	88 (a) (ii)	
35.	Payment of subsistence allowance	88 (a) (iii)	
36.	Payment of back wages on reinstatement	88 (a) (iv)	
37.	Non- eligibility of arrears of pay and allowance when suspension period is treated as punishment	88 (a) (v)	
38.	Suspension of employee detained in Police custody	88 (a) (vi)	
39.	Charge Sheet	88 (b)	
40.	Submission of written statement by a charged employee	88 (c)	
41.	Opportunity of oral statement by a charged employee	88 (d)	
42.	Supply of relevant documents and inspection of documents by charged employees	88 (e)	
43.	Acceptance of relevant evidence at any stage prior to final orders	88 (f)	
44.	Recording of oral evidence by Enquiry Officer	88 (g)(i)	
45.	Non-engaging of pleader during enquiry proceedings	88 (h)	
46.	Bearing of expenses for witnesses	88 (h) (i)	
47.	Admissibility of T.A. & D.A. to a charged employee	88 (h) (ii)	
48.	Admissibility of T.A. & D.A. to NMR Persons for recording evidence	88 (h) (iii)	
49.	Admissibility of T.A. & D.A. to ex-employee / ex-NMR worker for recording evidence	88 (h) (iii) Note 1	
50.	Exparte enquiry by an Enquiry Officer	88 (h) (iii) Note 2, 3	

[ x ]

<b>Sr. No.</b>	<b>Subject</b>	<b>Regulations</b>	<b>Page No.</b>
51.	Recording of findings of Enquiry Officer	88 (i)	
52.	Show-cause Notice for imposing punishment	88 (j)	
53.	Communication of decision of the Competent Authority to a charged employee	88 (k)	
54.	Effective date of the punishment order	88 (l)	
55.	Procedure to deal with vigilance investigation reports.	88 (m)	
56.	Exceptions to follow the provisions mentioned in S.R. 88	89	
57.	Circumstances when summary proceedings are to be taken	90	
58.	Types of punishments for minor lapses and acts of misconduct	91	
59.	Appeals against order of punishment	92	
60.	Competent Authority to deal with acts of misconducts and powers to appoint an Enquiry Officer	93	
61.	Appellate Authority	94	
62.	Validity of decision in case of technical deviations	95	
<b>CHAPTER – VIII</b>			
<b>Regulations relating to work –charged staff and Casual Workers</b>			
1.	Definition of a Work-charged Employee	96	
2.	Admissibility of wages, weekly off, T.A., compensation to Work-charged employee for injury, leave, increment, etc.	97	
3.	Tenure of work-charged employee	98	
4.	Non-admissibility of transfer T.A. to work-charged employee	99	
5.	Work-charged employee to be treated as new entrant from the date of regular appointment	100	
6.	Applicability of Company's Conduct, Discipline, and Appeal Regulations to work-charged employee	101	
7.	Facilities available to a person appointed on daily wages / NMR	102	

<b>CHAPTER – IX</b>			
<b>Miscellaneous</b>			
1.	Grant of advance increment, prizes, awards for outstanding work/acquiring additional qualification	103	
2.	Provisions for staff welfare Fund	104	
3.	Powers of the Competent Authority to frame S.Rs. to supplement these regulations and to prescribe procedure, terms, statements, returns, etc., for implementing the S.Rs.	105	
4.	To hear Appeal against the decision of the Competent Authority and to review actions / decisions of the Competent Authority	106	
5.	Overriding of the provisions of S. Rs. by specific contract with an employee	107	
6.	Provisions to make special regulations relating to employment and service conditions of Apprentices and Probationers	108	
7.	Powers of the Company to issue an order which has the same force as if it was part of these Service Regulations	109	

**TABLE OF CONTENTS**  
[ Schedules, Annexures and Appendices ]

Chapter	Subject	Regulations	Page No.
Schedule- A	Minor Lapses	86 (2)	
Schedule- B	Acts Of Misconduct	86 (3)	
Schedule- C	Competent Authorities to impose punishment and to hear appeals	92-93 & 94	
Annexure 1	Form for appointment of Enquiry Officer	93	
Annexure 2	Model form of Charge Sheet	88 (b)	
Annexure 3	Form of Charge Sheet in summary proceeding	90	
Annexure 4	Form of Show Cause Notice	88 (j)	
Annexure 5	Form of order of Punishment	88 (k)	

<b>SCHEDULES</b>			
First Schedule	Delegation of Powers for Creation of posts & allied matters		
Second Schedule	Delegation of Powers for Selections		
Third Schedule	Delegation of Powers for Appointments (Appointing Authority)	9 (2) (A)	
Fourth Schedule	Delegation of Powers in respect of Promotions		
Fifth Schedule	Delegation of Powers in respect of Transfers	15	
Sixth Schedule	Delegation of Powers in respect of Increments	30-31 & 32	
Seventh Schedule	Delegation of Powers in respect of Confirmation	9 (22), 11 (c)	
Eighth Schedule	Delegation of Powers in respect of grant of higher starting salary on initial appointment and pay fixation	28 (b) 29 (a)/(b)	
Ninth Schedule	Delegation of Powers in respect of grant of Leave	38 to 53	
Tenth Schedule	Procedure and Competent Authorities relating to Salary Bills, T.A. Bills etc	56 & 73	
Eleventh Schedule	Competent Authorities to act under the various provisions of the S. Rs.	--	
Twelfth Schedule	Line Staff	9 (18)&69	
Thirteenth Schedule	Competent Authorities to conduct medical examination on first appointment	12	
Fourteenth Schedule	Physical fitness standards	12	

<b>Chapter</b>	<b>Subject</b>	<b>Regulations</b>	<b>Page No.</b>
Fifteenth Schedule	Post, the incumbents of which are eligible to the concessions provided in regulation 76	76(1)	
Sixteenth Schedule	Delegation of powers relating to Miscellaneous matters	--	
Seventeenth Schedule	Rules for grant of special Disability Leave	50	
Eighteenth Schedule	Directions for determining the correct date of birth of an employee	9 (2)	
Nineteenth Schedule	List of Heads of Department	9 (12)(A)	
Twentieth Schedule	List of posts /employees classified as Pay Gr.-I posts/employees	27	
Twenty first Schedule	List of posts /employees classified as Pay Gr.-II posts/employees	27	
Twenty second Schedule	List of posts /employees classified as Pay Gr.-III posts/employees	27	
Twenty third Schedule	List of posts /employees classified as Pay Gr.-IV posts/employees	27	
Twenty Fourth Schedule	Representative from the Tribal Development Departments.	Note 11 of II Schedule	
Twenty Fifth Schedule	Study Leave	49	
<b>APPENDICES</b>			
Appendix A	List of Employees	43	
Appendix B	List of Employees	44	
Appendix C	List of Employees	45	
<b>INDICES</b>			
INDEX – 1	List of Correction Slips to GO 18 (P) Dt. 28.05.93 (Date wise)		
INDEX – 2	List of Administrative Circulars		
<b>SUPPLEMENT</b>			
1.	Important Clarifications		
2.	Important / Model Formats		

# THE MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD. EMPLOYEES' SERVICE REGULATIONS, 2005.

## CHAPTER I

### GENERAL

#### Preamble:

In exercise of the powers conferred by Government of Maharashtra vide Notification No. Reform 1005/CR/9061(2)/Energy-5 dt.04/06/2005 Rule No.6 (9), (10) & Reform -1005/CR-9061(4)/Energy-5 dt.28/06/2005 Rule 1(3) under Section 131, 133 and 134 of the Electricity Act, 2003 (36 of 2003), Maharashtra State Electricity Distribution Company Ltd. Adopts the erstwhile MSEB Employees' Service Regulations 1963, mutatis mutandis as follows:-

1.(a) These Regulations called "The Maharashtra State Electricity Distribution Company Ltd. Employees' Service Regulations, 2005" shall replace the Maharashtra State Electricity Board Employee's Service Regulations 1963 by which the employees of the Maharashtra State Electricity Distribution Company Ltd. (hereafter referred to in these Regulations as "Company") were hitherto governed.

(b) These Regulations came into effect from 06/06/2005 in the Maharashtra State.

2. Except where it is otherwise expressed or implied, these Regulations with such amendments as may be effected by the Company from time to time, shall apply to all employees of the Maharashtra State Electricity Distribution Company Ltd. The Company shall have powers to make such additions, deletions and alterations in these Regulations as may be deemed necessary from time to time.

3. Permanent Government servants deputed to the Company shall be governed by such terms and conditions of deputation as may be mutually agreed to between the Company and the lending Government.

Parent Government Department or the Company shall have to give ordinarily minimum 3 (three) months advance notice, either, in case the Government Department desired to recall the deputationist or the Company desires to revert him to the parent Government Department. This condition shall be also applicable in the case of deputationist who himself desires to revert to the parent department.

4. The Company shall be the authority competent to interpret these Regulations and its decision shall be final.

5. Save as provided below, no authority other than the Competent Authority prescribed under these Regulations shall exercise or delegate powers under these Regulations without general or specific orders from the Company.

Provided that it shall be open to the authority higher than the Competent Authority to exercise the powers delegated to the Competent Authority when exigencies of the situation so warrant.

When the authority higher than the Competent Authority acts accordingly, it shall be to the exclusion of the Competent Authority.

**6.** The Company may, from time to time, adopt or amend classifications of services, re-arrange grades, re-fix responsibilities in the cases of officers and staff and also prescribe minimum qualifications for making selections and appointments in the service of the Company, The Company may also appoint persons on special terms of contract. These Regulations shall apply to such persons as well except where the contract specifically provides otherwise.

**7.** The Company may prescribe hours of attendance for different categories of employees and may authorize the Competent Authorities to adjust the timings according to the exigencies of work.

**8.** If any provision in these Regulations conflicts with any Statutory Rules or Regulations for the time being in force generally or in any area or in respect of any category or class of employees, the Statutory Rules and Regulations shall prevail.

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## CHAPTER II

### DEFINITIONS AND INTERPRETATIONS:

9. (1) **“An Administrative Office”** is an office of the MSEDCL concerned with administration, more particularly referred to as Corporate Office, Regional Office, Zonal Office and Circle Office, Administrative Office attached to Divisional Office and Sub Divisional Office, as distinct from a Section Office/Sub Station.

(2) **“Age”**

- (a) Age shall be computed from the date of birth, evidence of which shall be produced by the employee to the satisfaction of the Competent Authority at the time of employment or within such period as the Competent Authority may direct, in any case within six months of appointment failing which his services shall automatically stand terminated after expiry of six months.
- (b) If the year of birth of an employee is known but not the exact month and date, 1<sup>st</sup> July of the year should be treated as the date of birth for the above purpose. If the month of birth, but not the exact date is known, the 16<sup>th</sup> day of the month should be treated as the date of birth.
- (c) If neither the year nor the month is known, a certificate from the Competent Medical Authority prescribed by the Company specifying the approximate year may be accepted for the purpose of fixing the age.

*Note(i) Normally, no application for alteration of the entry regarding date of birth as recorded in the Service Book of an employee should be entertained after a period of one year from the date of his entry in the Company's service.*

*Note(ii) Subject to the Note No.(i) above, in deserving cases the correct date of birth of an employee may be determined in accordance with the directions given in the Eighteenth Schedule of the Maharashtra State Distribution Company Ltd. Employees' Service Regulations.*

*Note(iii) All cases relating to alterations of date of birth of employees as are proposed to be entertained on merits in relaxation of Note No.(i) above, should invariably be referred to Corporate Office for advice.*

*Note(iv) Instruction No.(i) above should be brought to the notice of each employee at the time of his appointment and acknowledgement that he has read and understood the said Note No.(i) should be obtained from him and such acknowledgement should be placed in his Service Book.*

(2) (A) **“Appointing Authority”** means the authority to whom the powers are delegated by the Company to make appointments on the recommendation of the appropriate Selection Committee and in case, where such powers are not delegated, include the Company itself.

(3) **“Average Pay”** means the last pay drawn before proceeding on leave.

Provided that the leave salary in respect of employees covered by the Bombay Shops and Establishments Act or the Factories Act will be payable on the basis of the last pay drawn or on the basis of average wages as has been provided in the respective Acts by which they are governed whichever be beneficial to them.



- (4) **“The Company”** means the Maharashtra State Electricity Distribution Company Ltd., constituted by the Government of Maharashtra vide Notification No. Reform 1005/CR/9061(2)/Energy-5 dt.04/06/2005 Rule No.6 (9), (10) & Reform 1005/CR-9061 (4) Energy-5 dt.28/06/2005 Rule 1(3) under Section 131, 133 and 134 of the Electricity Act, 2003 (36 of 2003).
- (5) **“Commuted Leave”** is the leave which an employee enjoys as a result of commutation as provided in Regulations 43, 44 and 45.
- (6) **“Compensatory Local Allowance”** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed by an employee posted at a particular place.
- (7) **“Competent Authority”** means the Company or any other authority to which authority is delegated by the Company for the purpose of any of these Regulations.
- (8) **“Day”** means a day of 24 hours.
- (8)(A) **“Daily Allowance”** means an allowance granted to an employee for the period of his absence from headquarters on tour, to cover the daily personal expenses which he incurs on travelling for Company’s work. It is not intended to include the expenditure incurred on carriage of official record or on extensive journeys between various offices at a place of halt.
- (9) **“Daily Wage Earner”** means a person employed at such daily rates of pay as may be fixed by the Competent Authority.
- (10) **“Duty”** means service which counts for pay and leave and includes such period of leave on average pay or half average pay enjoyed by an employee as is admissible under these Regulations and excludes any period of suspension awarded as punishment and periods of extraordinary leave without pay.
- (11) **“Employee”** means a person in the service of the Company but does not include a person borne on work-charged establishment or on nominal muster roll or a daily wage earner.
- (12) **“Joining Time”** means the time allowed to an employee of the Company to report for duty at a new Station to which he is transferred.
- (12)(A) **“Head of Department”** means officers specified in the Nineteenth Schedule appended to the MSEDCL Employees’ Service Regulations and such other officers as may be included therein from time to time.
- (13) **“Holiday”** means a day declared as such by the Competent Authority generally or for specified employees or categories of employees generally or in specified areas.
- (14) **“House Rent Allowance”** is an allowance granted for defraying house rent wholly or partially.
- (14)(A) **“Headquarters”** of an employee means the station where the records of his office are kept or where he remains on duty.
- Note: Station denotes a place/village with its Grampanchayat limits, if any, or a Town/City with its Municipal limits.*
- (15) **“Leave on Average Pay”** means leave on leave salary equal to average pay granted to an employee.

(16) **“Leave on Half Average Pay”** means leave on leave salary equal to half average pay.

(17) **“Leave Salary”** means a monthly amount payable to an employee while on leave.

*Note: For purpose of calculating leave salary, pay shall include Personal Pay, Special Pay, Personal Allowance of Rs.50/- admissible to Chartered Accountants, Deputation Allowance payable to Company's employees while on deputation to other departments, Privation Allowance, Koyna Compensatory Allowance, Typing Allowance, Punch Operator Allowance, Hill Station Allowance and any other emoluments, which may be classed as pay by the Company for this purpose.*

(18) **“Line Staff”** means employee or categories of employees classified as such, who have normally to work on the lines within the area of duty assigned to them from time to time.

(19) **“Month”** means the period from any date in a calendar month to the date preceding the corresponding date of the following month.

**Instructions:** A period of one month and twenty nine days commencing from the 1<sup>st</sup> January will expire, in a ordinary year (in which February is month of 28 days), on the last day of February, because a period of 29 days cannot obviously means to exceed a period of full calendar month and leave for two months from 1<sup>st</sup> January would end on the last day of February. The same would be the case if February were a month of 29 days or if the broken period were 28 days (in an ordinary year).

(20) **“Officiate”** a person officiates in a post when he performs the duties attached to it either pending his confirmation therein by way of promotion or for specified period of time pending a regular appointment thereto in case he is already holding another permanent or temporary post.

(21) **“Pay”** unless otherwise specified in any particular context, pay means basic pay drawn monthly by an employee as remuneration fixed in relation to the post held by him and does not include Personal Pay, Special Pay, Personal Allowance or any other types of additional emoluments.

(22) **“Permanent Employee”** is a person who, after satisfactory completion of the prescribed period of probation, has been confirmed in one of the regular cadres or posts of the Company.

(23) **“Permanent Post”** is a post carrying a definite scale of pay sanctioned without any time limit.

(24) **“Personal Pay”** means addition to the pay, not attached to a post, but granted to the holder of the post on personal consideration.

(25) **“Probationer”** means a person appointed provisionally in or against a permanent or a temporary post and who has yet to complete the period of probation.

(26) **“Special Pay”** means an addition to the pay granted to an employee in consideration of-

- (a) the specially arduous nature of duties and/or
- (b) additional work entrusted to him

(27) **“Sphere of Duty”** means the area specified by the Competent Authority for performance of duties from time to time.

(28) **“Subsistence Allowance”** means a monthly grant which may be made to an employee during the period of suspension and who is not in receipt of pay or leave salary.

- (29) **“Temporary Employee”** means a person other than a permanent employee on the Company’s Establishment appointed to officiate in a temporary or a permanent post and exclude a person borne on work-charged establishment and the nominal muster roll.
- (30) **“Temporary Post”** is a post created for a limited period (which may be extended from time to time) for work of short duration or of passing nature or for a temporary increase in regular work and excludes a post borne on work-charged establishment or nominal muster roll.
- (31) **“Time Scale”** is a scale of pay which, subject to conditions of passing of a departmental test or any other conditions prescribed by the Competent Authority, rises from a minimum to a maximum by periodical increments.
- (32) **“Travelling Allowance”** means an allowance granted to an employee towards the expenses incurred in travelling for the discharge of duties.
- (33) **“Work-charged Staff”** comprises employees who are employed in connection with a specific project for the actual execution as distinct from general supervision of the construction, installation, repairs or maintenance and whose wages are charged directly to such work.

*Note: Employees borne on permanent or temporary establishment who are temporarily transferred to such works are not included in the work-charged establishment.*

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## CHAPTER III

### GENERAL CONDITIONS OF SERVICE:

**10.** Appointments to various posts in the Organization shall be made in accordance with the powers vested by the Company in the respective Competent Authorities from time to time.

(a) No person shall be eligible for appointment or shall be continued in service of the Company, if he/she is declared insolvent by the Competent Court or convicted in a Criminal Court or any other Court of Law for any criminal offence inclusive of offence under the Untouchability Act, which in the opinion of the Competent Authority, is considered unsuitable for employment, in view of the surrounding circumstances and gravity of the offence. The services of an employee so convicted shall be liable for termination without the necessity of enquiry or any disciplinary action proceedings.

Provided that the Competent Authority, viz. the Authority higher than the Appointing Authority at his discretion if satisfied, for reasons to be recorded in writing, that the offence is either technical or not of a grave nature or that there are other redeeming reasons, may relax the provisions of the Regulations, and hold the employee so convicted eligible for continuance in service of the Company.

(b) (i) No person who has more than one wife living shall be eligible for appointment in the Company provided that subject to the provision of any law in force, Competent Authority may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this Regulation.

(ii) No employee who has a wife / husband living shall contract another marriage without obtaining prior permission of the Competent Authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

**11.(a)** All appointments by direct recruitment or by promotion shall, in the first instance, be on probation for one year even if the appointment is made in a clear vacancy in a temporary or a permanent post. The period of probation may be extended by the Competent Authority upto a maximum period of one more year.

(b) The service of a probationer may be terminated by the Competent Authority at the end of the period of probation by giving one month's notice without assigning any reasons.

*Note 1: In case of misconduct, however, the service of a probationer may be terminated before the expiry of the period of probation in accordance with the Conduct, Discipline and Appeal Procedure.*

*Note 2: In the case of employee whose services are continued on probationary basis due to temporary medical unfitness or during the pendency of appeal against the decision of the Competent Medical Authority, his services shall continue on probation, till he is declared medically fit or till the decision of the appeal.*

(c) After satisfactory completion of the probation, a probationer may be appointed substantively or to officiate in a permanent or a temporary post as the Competent Authority may decide.

(d) The Company may prescribe any tests to be passed by a person or any conditions to be satisfied

i) before he can be appointed to a post.

ii) before he is promoted to a higher post where the duties attached to the higher post require a higher standard of knowledge and / or physical fitness.

- iii) Before he can be deemed to have completed the probation period satisfactorily.
- iv) Before he is allowed to draw increments, after completion of the specified permissible period for passing of the examination.

*Note: Direct recruitment of selected candidates to the under mentioned posts for which passing of the prescribed departmental examination is a condition precedent to confirmation shall be made initially on temporary basis. On passing of the prescribed examination only they should be brought on probation on regular basis:*

1. Upper Division Clerk
2. Assistant Accountant
3. Dy. Manager (F&A)
4. Assistant Manager (F&A)
5. Senior Clerk / Head Clerk / Establishment Assistant
6. Dy. Manager (HR)
7. Assistant Manager (HR)

*The direct recruits are expected to pass the prescribed departmental examination within a maximum period of two years. In case they do not pass qualifying departmental examination within stipulated period of two years or within three consecutive chances (in case of Reserved category employees within four consecutive chances) whichever is later, will not be eligible to get any increment and will also not be considered for next promotion until he/she passes respective examination. The seniority of such direct recruits will be counted from the date of passing the respective exams.*

\* (e) All appointments under direct recruitment on first instance for Pay Gr. I, II & III shall be made by executing and obtaining Surety Bond for serving in the MSEDCL for a period of three years. The amount of Surety Bond for Pay Gr. I, II & III shall be 12 months initial basic pay of the post on which appointment is being made which shall be as under –

Pay Gr. I	-	Rs. 1,00,000/-
Pay Gr. II	-	Rs. 75,000/-
Pay Gr. III	-	Rs. 50,000/-

(State Seniority Group)

**12.** Except where an appointment is in a short term leave vacancy or is expected to be of a short duration, every employee shall at the time of appointment, or within three months from the date of appointment, satisfy such physical standards as prescribed by the Company in Fourteenth Schedule appended, provided that the Competent Authority may, in special cases, grant extension of time up to a further period of three months. Such appointments made or incumbents retained without the requisite medical certificate shall be deemed to be temporary and services of such persons are liable to be terminated within 15 days notice.

*Note: (a) The medical examination is essential for candidates in whose cases there are prospects of their being continued in the service of the Company. Medical examination may not be insisted upon by the Appointing Authority in the case of contract employees or temporary employees appointed in short term or leave vacancies.*

*Note: (b) To ensure that the prescribed physical standard is satisfied in the case of a candidate selected for appointment, the medical examination shall, unless otherwise directed by the Competent Authority, be conducted by # (1) the Medical Advisor of the Company in respect of the candidates for posts in Pay Group I to be appointed in Corporate and field Office excluding female candidates and for posts in Pay Group II, III & IV to be appointed in Corporate Office only excluding female candidates and (2) Civil Surgeons in the Districts. The Company may prescribe procedure and other details regarding medical examination fees to be paid to the examining doctors and other cognate matters. The Company shall bear charges for such medical examination except the cost of X-Ray report of the chest; (For Competent Authorities, please see Thirteenth Schedule).*

*Note: (c) Normally a person proposed to be employed in the service of the Company should be medically examined before his appointment. In case, however, a person is required to join duties immediately, the appointment may be made without first obtaining the medical certificate from the Competent Medical Authority. In the event of such an employee being declared unfit for appointment to the post specified, the services of the employee should be terminated after giving him notice as prescribed under S.R.24 or payment of salary in lieu thereof as decided by the Appointing Authority after the period of one month prescribed for appeal is over, if the employee fails to submit an appeal or if the decision of the appeal goes against him. However, if an employee is declared "temporarily unfit" requiring re-examination after a specified period in the case where the condition of a temporary unfitness is curable in a reasonable period, he may be retained in service by the Appointing Authority, for the period specified by the Competent Medical Authority, not exceeding one year, provided that:*

- i) The period after which second medical examination is to be conducted is specified by the competent Medical Authority and that such period does not exceed one year;*
- ii) The condition leading to temporary unfitness is declared by the Competent Medical Authority as being curable within the period specified subject to the maximum of one year;*
- iii) The disease is not of such a nature as to be source of risk to others with whom the employee may have to come in contact in the course of duties; and*
- iv) The cost of entire treatment in connection with the removal of the condition leading to temporary unfitness is borne by the employee concerned.*

*Note: (d) 1. In the cases where a person employed in the services of the Company is pronounced unfit, permanently or temporarily in the first medical examination, he shall, with the permission of the Head of the Office concerned, be entitled to appeal to the Director of Health Services, Government of Maharashtra, through the examining Medical Officer of the Company/ Government, who in forwarding his appeal will state his/her reasons for the decision.*

*2. Application for appeal shall be submitted by the person concerned within a month from the date on which the decision of the Competent Authority is made known to him. He shall be in the service of the Company till the decision of the appeal is known. However, if an employee fails to submit an appeal within the prescribed period or the decision of the appeal goes against him, further action to continue the employee on temporary basis in the case of temporary medical unfitness or to terminate the service in the case of permanent unfitness, as prescribed under Note (c) shall be taken.*

3 The fees for the(appeal) medical examination shall be paid by the appellant at the rates mentioned in Public Health Department, Govt. of Maharashtra No.GR Fee 10.00/F.No.90/2000/Health-3 dated 10/07/2001.

4. In case the appellant happens to succeed in the appeal and thereby continues to service the Company, the medical fees as above incurred by him shall be reimbursed to him.

5. The cases of condonation of disability or assessment of standards in relation to the nature of work, the candidates are expected to do, shall also be referred to the Director of Health Services, Mumbai.

**13.** No Travelling Allowance shall be payable to a candidate or an employee for undergoing medical examination for the first appointment.

In the case of a person who has to undergo such medical examination after appointment, the absence from the place of duty on this account may be treated as if he was on duty.

*Note: In the case of a person who has undergone afresh medical examination consequent on his appeal against the decision of the Competent Medical Authority in the first medical examination/s the absence from place of duty on this account shall be treated as if he was on duty. He is not, however, entitled for any Travelling allowance incurred by him on this behalf.*

**14.** If a person who has produced a medical certificate required in Regulation 12 is discharged, he need not produce a fresh medical certificate if he is re-employed within six months from the date of the medical certificate already produced.

**15.** Employees of the Company may be transferred from one post to any other within or outside the sphere of duty or place of employment or to any place in India as the exigencies of the Administration may require.

**16.** \* (a) Except a provided in Regulation 17, no employee shall quit the service of the Company, unless he gives an advance notice in writing as prescribed below or pays to the Company the amount of salary in lieu of such notice and is permitted by the Competent Authority to quit the service:

Sr.No.	Categories of employees	Notice Period Prescribed
1)	All employees other than those appointed on probation and coming under Pay Groups III & IV appointed purely on a temporary basis.	24 hours
2)	All permanent employees coming under Pay Groups III & IV and those who are on probation and other temporary employees not covered by (1) above.	One month
3)	All permanent employees coming under Pay Group II.	Two months
4)	All permanent employees coming under Pay Group I.	Three months

Provided that the restriction regarding the notice period or payment to the Company in lieu of the notice may be relaxed by the Competent Authority.

(b) In the case of an employee who has been appointed under Direct Recruitment on first instance shall not quit the service of the Company within a period of three years unless he repays an amount shown in Regulation No.11(e) to the Company, in addition to the provisions of Regulation No.16(a) above.

*Note:1 For the purpose of this Regulation a permanent employee who is officiating in a higher post shall give such notice as is prescribed for the substantive post in which he is confirmed.*

*Note:2 For the purpose of this Regulation 16, Salary includes the employee's Basic Pay, Personal Pay, Special Pay and Dearness Allowance of the permanent post held at the time of the notice or of quitting the service and does not include any other allowance.*

**17.** Save as otherwise provided in these Regulations or in any order of the Company having the force of these Regulations, every employee shall retire with effect from the afternoon of the last day of the month in which, he attains the age mentioned below against the respective category.

Category of employee	Retiring Age
(a) Employees in Pay Group I, II & III	58 years
(b) Employees in Pay Group IV	60 years

**Instruction:** An employee whose date of birth is the first of a month shall retire from Company's service on the afternoon of the last day of the preceding month on attaining the age of 58 years or 60 years, as the case may be.

*Note:1. (i) Notwithstanding the medical test specified in Regulation No.12, the appointing authority if considered necessary may, at anytime during the course of an employee's service cause him to undergo afresh medical examination to determine his physical fitness and mental alertness to continue in the service of the Company. The fee for such medical examination should be borne by the Company.*

*(ii) In case such an employee is declared permanently medically unfit to continue in the service of the Company, his services shall be terminated after giving him notice as prescribed under Regulation No.24 hereinafter.*

*Note:2. Employees of the Company may be permitted to retire from the Company's service, before attaining the age prescribed under SR 17, by declaring them invalidated from service, in case they are incapacitated for service by bodily or mental infirmity.*

*(i) A decision to invalidate an employee may not, however, be given effect to, if the medical opinion is that the employee concerned may become fit for duty, if he undergoes suitable medical or surgical treatment. If the treatment has failed or if the employee is unwilling and declines to undergo the treatment, he will be invalidated.*

*Invalidation in the later case will not be considered as one of complete and permanent incapacity for service.*

*ii) A simple certificate that inefficiency is due to old age or natural decay from advancing years is not sufficient in the case of an employee whose recorded age is less than 55 years, but a Medical Officer is at liberty when certifying that the employee is incapacitated for further service by general debility, to state his reasons for believing the age to be understated.*



*iii) An employee who has submitted a medical certificate of incapacity, for further service shall, if he is on duty, be invalidated from service from the date of relief of his duties, which should be arranged without delay on receipt of the medical certificate. If he is already on leave other than extraordinary leave, at the time of submission of the medical certificate, he shall be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him. If he is on extraordinary leave, he will be invalidated from the date of the medical report.*

*iv) When a person, against whom a departmental action has been taken, produces an invalidation certificate immediately after such action has been taken, he should not be allowed to retire, until the order in the departmental enquiry held against him is passed. When an employee, referred to in the above mentioned clause, is however, exonerated or not, shall be considered to be on extension of service for the period from the date of compulsory retirement to the date of completion of the proceedings.*

*Note: 3. Employees retiring from service on attaining the age of superannuation (58/60 years) shall not be given extension or re-employment in service. Only in exception circumstances, the Competent Authority may re-employ (not extension in Company's service) the employee subject to fulfilling the following conditions strictly:-*

- (a) Suitable employees were not available by nomination, promotion or transfer though efforts were made atleast three months prior to vacating the concerned post.*
- (b) No suitable employee is available for holding the additional charge of the concern post or its is not possible to promote any person from the concerned Department/Office temporarily.*
- (c) The post in question is a tenure post and the tenure of that post expires after completion of the period of re-employment.*
- (d) The person who is to be re-employed possesses special educational qualification (especially technical qualification) and vast experience and such special qualification, experience is not possessed by serving employees.*
- (e) Re-employment is made in public interest.*

*Note:4. An employee, who has been charge-sheeted for misconduct, regarding commission of an act, willful loss or destruction of Company's property, commission of an act of violence, while on duty or commission of an act for which he is convicted in a Criminal Court and which in the opinion of the Competent Authority, is considered appropriate for deciding any punishment including dismissal or removal from service, shall not be permitted to retire on his reaching the date of compulsory retirement, but should be retained in service, until the enquiry is concluded and final orders passed thereon by the Competent Authority. When an employee referred to in the above mentioned clause, is however, exonerated or not, shall be continued to be on extension of service for the period from the date of compulsory retirement to the date of completion of the proceedings. The retiring benefits should not be granted to the employee unless he is exonerated of the charges against him.*

*Note:5. On promotion of employee in the Pay Group IV to the post in Pay Gr.III, the retirement age of 58 years shall apply. However, if an employee in Pay Gr.IV post is promoted to the post in Pay Gr.III after attaining the age of 58 years, he shall retire with effect from the afternoon of last day of the month in which he assumes the post in Pay Gr.III. Further, in case such employee refuses to accept the promotion, the higher grade benefit granted to him under G.O.74(P) dt.30/04/1974 shall not be withdrawn. This special Dispensation of continuing higher grade benefit granted under G.O.74(P) dt.30/04/1974 shall be applicable only in the cases of Pay Gr.IV employees who have been promoted to the post in Pay Gr.III after attaining the age of 58 years.*

**18.** Employees of the Company shall be compulsorily required to subscribe to the Contributory Provident Fund in accordance with the provisions of the Maharashtra State Electricity Board Employees' Contributory Provident Fund Regulations, 1961, except in the case of such of employee of the former Madhya Pradesh Electricity Board who were governed by, and were permitted to continue under the pension scheme as personal to them.

*Note: Save in the case of the employees of the former Madhya Pradesh Electricity Board referred to in Regulation 18, the service in the erstwhile Maharashtra State Electricity Board and Maharashtra State Electricity Distribution Company Ltd. is non-pensionable.*

**19. (a)** Subject to the provision in clause (b) an employee shall normally have a non-working day on a Sunday. The non-working day in case of such categories of employees as may be prescribed by the Competent Authority from time to time may not necessarily be a Sunday but may be any other day as may be fixed by the officer, directly under whom the employee is working.

**(b)** In the case of employees shown in Appendix 'A', an employee will have a weekly off normally on Sunday unless he had or will have a clear rest period of 24 consecutive hours within three days before or after such weekly off day.

Provided that no substitution shall be made which will result in any employee working for more than 10 days consecutively without a clear rest period of consecutive 24 hours.

**20. (1)(a)** The hours of attendance for employees in Administrative offices of the Company will normally be as under except on Second and Fourth Saturdays of each month when the offices shall be kept closed unless occasionally an employee is required to work for longer hours due to exigencies of work-

# (I) Mumbai

Week days: (i) 10.00 A.M. to 1.30 P.M.	3 ½ hours
(1.30 P.M. to 2.00 P.m. Recess)	
(ii) 2.00 P.M. to 5.30 P.M.	3 ½ hours

Total : 7 hours

(II) (a) Administrative Offices in Vidarbha excluding those employees coming under Appendix 'A' will observe the following times in all the seasons:

10.00 .M. to 5.30 P.M. with ½ hour recess.

(b) Administrative Offices in Marathwada and Western Maharashtra excluding the employees coming under Appendix 'A' will observe the following timings in all the seasons:

10.00 A.M. to 5.30 P.M. with ½ hour recess.

(c) Stores Organization:

Working hours for the staff in Stores cadre should be eight hours a day, except that the working hours for staff in the Central Purchase Agency/Material Management Cell at the Corporate Office shall be as those for other Sections in Corporate Office. The accounting staff in the Accounts cadre and administrative staff doing establishment work in Major Stores etc. shall, however, work as per the existing working hours.

*Note 1 :The Competent Authority may change or extend the normal period and hours of work prescribed in this Service Regulations in the case of an employee or category of employees due to exigencies of work.*

*Note 2: The Managing Director is authorized to permit changes in office timings in future, whenever considered necessary.*

**20 (1) (b)** The hours of attendance for office Peons shall commence half an hour earlier in the morning and terminate half an hour later in the evening than the timings prescribed for other employees.

**20 (1) (c)** In the case of Hamals, Sweepers and other categories of employees in Pay Group IV (excluding Daftaries) attached to Administrative Offices, the total number of hours of attendance in a week shall be the same as specified for the Peons but the actual time of attendance and duty hours may be regulated by the Heads of Offices concerned according to the exigencies of work.

*Note 1: The aforesaid office time may be varied by half an hour earlier or later with the prior permission of the Corporate Office too suit seasonal variations in different regions, provided that the total number of hours per day prescribed shall remain the same.*

*Note 2 (a): Non-Technical employees of the Company working in establishments other than those covered by the Factories Act and where prescribed hours of work for Non-Technical employees are less than eight hours per day when detained for work beyond their prescribed hours of work by the Competent Authority shall be held eligible to overtime Allowance at 1, 12 times their ordinary rate of wages in respect of overtime work done up to nine hours in any day and forty-eight hours in any week and at the rate of twice their ordinary rate of wages in respect of overtime done beyond nine hours in a day and forty-eight hours in any week, irrespective of the fact whether that establishment is covered by the Bombay Shops and Establishments Act or not. The total working hours of Non-Technical employees irrespective of the fact whether they are covered under the Bombay Shops and Establishments Act or not should in no case exceed 54 working hours per week including overtime as laid down under Section 14 of the Bombay Shops and Establishments Act.*

*In case of such employees excess overtime above 12 hours per month should be scrupulously avoided and overtime in excess of 12 hours per month be done with "prior approval" of the Head of Department concerned.*

*Note 2 (b): Occasions to ask the employees to work beyond their prescribed hours of work should be restricted and employees asked to attend only to the disposal of accumulated work required to be done collectively by a group of employees.*

*Note 2 (c): Peons and other Pay Group IV employees of the Company shall be held eligible for Overtime Allowance on the same terms and conditions on which the other Non-Technical staff attached to the Administrative Offices are entitled to Overtime Allowance as referred to as in Note 2 (a) above. This is effective from 24/02/1969.*

**20(1)(d)** [Deleted]

**20(2)** In the case of employees included in Appendix 'A' the hours of work shall be 8 hours per day as may be fixed by the Officer-in-charge of the unit concerned, exclusive of recess.

**20(3)** The hours of attendance of an employee transferred from one unit to another shall be those applicable to the unit to which he is transferred.

**20(4)** Except as otherwise provided by any law in the case of any specified class of employees, the above hours shall be operative in the case of all employees of the Company.

**21.(i)** Employees or categories of employees included in Appendix 'A' who are governed by the provisions of the Factories Act, would be eligible for overtime payment as per the statutory provisions.

- (ii) Employees or categories of employees included in appendix 'A' and who are not governed by the provisions of the Factories Act would also be eligible for overtime payment, as per, provisions of the Factories Act.

Provided further that the condition of limitation of 50 hours overtime per quarter shall not apply in the cases of employees not governed by the provisions of the Factories Act, in the following circumstances:-

- (a) One or more of the existing Operator(s) is/are sick or on long leave and there is no possibility of any substitute arrangement;
- (b) For some reasons, one or more post(s) is/are not filled in for a length of time. Provided that the Competent Authority may, in addition to any punishment provided under Regulation 91, reject the claim for overtime payment, if that authority is satisfied that the employee has willfully or deliberately or without prior reason neglected to discharge his duties and/or delayed the work.

*Note 1: The provision regarding payment of overtime wages as laid down in Service Regulation 21 (ii) above shall not apply in cases where fixed monthly allowance has been sanctioned in lieu of Overtime Allowance.*

*Note 2: The field officers shall limit the overtime to barest minimum by making quick arrangement for substitutes etc., or even by deputation of Operators from other Sub-Station under his control, if possible, provided the Travelling allowance payable to the incumbent is not more than the estimated Overtime Allowance.*

**22.** In an employee assumes or relinquishes charge of a post after 12 noon, he shall be deemed to have assumed or relinquished the charge on the following day.

**23.** For the purposes of fixation of pay, promotion of an employee from a lower to higher posts takes effect from the date on which the employee actually takes over charge of the higher post.

*Note: Where solely due to administrative reasons like delay in relief or wrongful supersession the promotion/appointment of a senior employee comes into effect after his junior actually takes over charge of the higher post, he (i.e. senior employee) should, on the orders of the Competent Authority for the purposes of fixation of pay, be deemed to have been promoted from the date on which the junior has taken over charge of the higher post and his (senior employee's) pay fixed accordingly with next date of increment falling on the date on which he would have been actually promoted and taken over charge on the deemed date of promotion/appointment subject to the condition that no arrears shall be payable for the period from the deemed date of promotion to the date on which the senior employee actually takes over the charge of the higher post with the proviso not to reopen the cases prior to 01/01/1965 and also not to pay arrears for the period the senior members did not work in the promoted post.*

**24.** The services of an employee of the Company are liable to be terminated by the Competent Authority with a notice in writing or with salary in lieu of the notice period as prescribed below:

Sr. No.	Categories of employees	Notice period prescribed
(1)	All employees other than those appointed on probation and coming under Pay Groups III & IV.	24 hours
(2)	All permanent employees coming under Pay Groups III & IV and those who are on probation and other temporary employees not covered by (1) above.	One month
(3)	All permanent employees coming under Pay Group II.	Two months
(4)	All permanent employees coming under Pay Group I.	Three months

Provided that the services of Casual Workers and Daily Wage Earners may be terminated without notice.

*Note (1) The necessity of notice provided in this Regulation does not apply in the case of employees who are dealt under the Conduct, Discipline and Appeal Regulations or Settled Standing Orders (except in cases where the termination is ordered during the pendency of a conciliation proceeding).*

*Note (2) For purposes of this Regulation, salary includes the employee's Basic Pay, Personal Pay, Special Pay, and Dearness Allowance of the permanent post held at the time of the notice or of quitting the service and does not include any other allowance.*

*Note (3) For the purpose of this Regulation, a permanent employee who is officiating in the higher post shall give such notice as is prescribed for the substantive post in which he is confirmed.*

*Note (4) In the case of employees governed by the Shops and Establishments Act, a notice as prescribed under Section 66 of the Shops and Establishments Act shall be given.*

**25.** The Competent Authority may dismiss or remove from service an employee after following the procedure laid down by the Company, in accordance with the provisions of Regulation 91 (2) (f), (g).

**26.** Every employee of the Company is expected and shall be required to do duty which he is qualified to perform.

**27.** Notwithstanding the pay scales prescribed for posts and pay actually drawn by employees and notwithstanding any revision of pay scales but subject to any modifications that the Company may make, the services in the Maharashtra State Electricity Distribution Company Ltd. shall be classified as under –

Pay Group I All posts/employees listed in the Twentieth Schedule appended to these Regulations and any other posts/employees as the Company may specifically so declare.

Pay Group II All posts/employees listed in the Twenty First Schedule appended to these Regulations and any other posts/employees as the Company may specifically so declare.

Pay Group III All posts/employees listed in the Twenty Second Schedule appended to these Regulations and any other posts/employees as the Company may specifically so declare.

Pay Group IV All posts/employees listed in the Twenty Third Schedule appended to these Regulations and any other posts / employees as the Company may specifically so declare.

Provided that in the case of the Technical staff there shall be two Groups in Pay Group II as indicated below-

Pay Group II-A : Dy. Executive Engineer(Dist.) and Assistant Engineer (Dist.)

Pay Group II-B : Chief Draftsman, Chief Foreman, Line Construction Foreman and Head Foreman

**Note:** *An employee in sub-Pay Group II-B shall be liable, if required to work under the control and direction of an employee in sub-Pay Group II-A though in the same pay scale.*

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## CHAPTER IV

### PAY:

28.(a) Save as otherwise provided in these Regulations an employee shall draw as his initial pay the minimum of the scale of pay of the post to which he is appointed or promoted.

*Note 1: When, however, a lower grade employee is shown against a vacancy of a higher post and not actually appointed to perform the duties of the higher post he will draw his own grade of pay and not the pay of the higher post against which he is shown.*

*Note 2: When, however, staff in any category is rendered surplus as a result of application of norms and/or due to closure of any Sub-Station or any Unit/Office or for such other reasons employees in higher grades may be posted against posts in the lower grades or vice-versa without affecting their existing grade and pay.*

(b) Where a pensioner formerly in military service obtains employment in MSEDCL after having been granted a Military pension and continues to draw his Military pension, the Authority Competent to fix the pay and allowances of the post in which he is re-employed shall, in fixing his pay and allowances in the post, reduce his initial pay in the post by the amount of pension, including such portion of it as may have been commuted and fix the pay as under -

(i)(A) In the case of Commissioned Officers: Pay on re-employment plus full Military pension (including pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension, if any) should not exceed the pay drawn before retirement (i.e. basic pay other than allowances of any kind).

Provided that where the pay so fixed is not a stage in the time scale it should be fixed at the stage next below that pay plus personal pay equal to the difference and in either case he will continue to draw that pay until such time as he would have earned an increment in the time scale of the new post.

Provided further that where the pay so fixed is less than the minimum of the scale, it may be fixed at the minimum.

(B) Notwithstanding what is stated in (A) above in the case of persons retired on or after 01/01/1979 before attaining the age of 55 years and those retiring hereafter before attaining the age of 55 years, the amount of pension as shown below shall be ignored in fixing their pay on re-employment.

In the case of pension not exceeding Rs.125/- per month, the actual pension; and in other cases, the first Rs.125/- of the pension. The amount of pension to be excluded while fixing pay on re-employment shall be raised as under-

The first Rs.250/- of pension w.e.f. 25/01/1983

The first Rs.500/- of pension w.e.f. 01/10/1986

*Note:1 The pension for the purpose of 28(b) (i) (B) above shall include pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension, if any. However, the element of pension equivalent of death-cum-retirement gratuity or gratuity in lieu of pension shall not be taken into account while fixing pay on re-employment w.e.f. the 1<sup>st</sup> January, 1990.*

*Note:2 Pension up to Rs.500/- is to be ignored in respect of Pensioners retiring before attaining the age of 55 years. In their cases these orders will take effect from 1<sup>st</sup> October, 1986, and the existing limits of civil and military pensions to be ignored in fixing pay of re-employed pensioners, will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after the 1<sup>st</sup> October, 1986. In the case of persons who are already on re-employment, the pay may be fixed on the basis of these orders w.e.f. 1<sup>st</sup> October, 1986, provided they opt to come under these provisions. If they so opt, their terms could be determined afresh as if they have been re-employed for the first time from 1<sup>st</sup> October, 1986. The option should be exercised in writing within a period of six months from 18/11/1991. The option once exercised shall be final.*

(ii) In the case of Junior Commissioned Officers and below – pay on re-employment shall be fixed at a stage in the time scale which is equal to the last pay drawn (i.e. basic pay other than allowances of any kind) ignoring the pensionary benefits.

Once the pay is fixed, he shall be allowed to draw normal increments in the time scale of the new post.

*Note: For the purpose of this rule – Commissioned Officers shall include Officers of the level of Second Lieutenant and above in Army and equivalent ranks in Navy and Air Force.*

*Junior Commissioned Officers and below, shall include Subheddar Major/Risaldar Major and below in Army and equivalent ranks in Navy and Air Force.*

(iii) The provisions as above are, however, not applicable to the Ex-servicemen who have retired earlier or who have been discharged on medical grounds or any other ground before completion of the period entitling them to the pensionary benefits but after completion of their specific bond period and to those who are not in receipt of any regular pension.

(iv) The service rendered as a Combatant Clerk/Storeman (Sepoy and above and equivalent ranks in Navy and Air Force) may be treated as equivalent to service as Lower Division Clerk/Office Assistant in the Company irrespective of the pay drawn in the Armed Forces and that when such persons are absorbed in posts of L.D.C./Office Assistant after their release/retirements from the Armed Forces, their initial pay in the posts of L.D.C./Office Assistant may be fixed at a stage in the scale which they would have reached if they were to render service in the civil post equal to the number of completed year of service rendered as a Combatant Clerk/Storeman. The benefit of this provision may also be granted to Ex-Combatant Clerk/Storeman released from the Armed Forces on their own request or on compassionate or medical grounds. However, this benefit shall not be allowed concurrently with the provisions laid down in S.R.28(b)(ii).

**29.(a)** When an employee is appointed to another post which involves assumption of duties and responsibilities of greater importance than those attaching to the post held by him at the time of such appointment, his initial pay shall be fixed,

(i) at the minimum of the scale of pay of the new post if his pay in the previous post is less than the minimum of the new post.

(ii) at the stage of the scale of pay of the new post next above his pay in the previous post at the time of his appointment to the new post, if his pay in the previous post is equal to, or more than the minimum of the scale of pay of the new post.

(b) When an employee holding a post substantively is appointed to another post which does not entail higher responsibility or if the scale of pay of the post is changed, the incumbent shall draw the same pay that he was drawing immediately prior to the appointment to the new post or immediately prior to the change of the scale of pay, as the case may be, if that is a stage in the scale of pay of the new post, or in the new scale of pay or if there is no such stage, the stage next below that pay plus personal pay equal to the difference to be merged in subsequent increment.

*Note 1: The holder of the post, the scale of pay of which is changed, may at his option, retain his pay in the old scale until the date on which he may earn his next increment or any subsequent increment on the old scale or until he vacates his post or ceases to draw pay on that time scale. The option once exercised shall be final.*

*Note 2: When an employee is appointed to a post reserved to be filled by direct recruitment, his initial pay will be fixed in accordance with Sub-Regulations (a) or (b) above as the case may be.*

*Note 3: Pay of an employee who is reverted as a result of disciplinary action or of an employee confirmed in his post who opts for reversion for personal reasons etc. and is allowed to revert, shall be fixed as follows:-*

*(a) If the pay of the incumbent at the time of reversion is a stage in the scale of the lower post, the pay should be fixed at such stage.*

*(b) If the pay of the incumbent at the time of reversion is in between two stages of the scale of the lower post, it should be fixed at the lower stage.*

*(c) If the pay of the incumbent at the time of reversion is more than the maximum of the scale of the lower post, it should be fixed at the maximum of that scale.*

(This amendment should be effective from 11/12/1980. However, for the purpose of fixation of pay of an employee confirmed in his post who has been reverted to a lower post at his own request for personal reasons, the amendment should be deemed to be effective from 17/05/1974).

**Explanation:**

In case an employee officiating in a higher post is reverted to his substantive post or to his original lower post either on his own request or for any reason whatsoever other than as a result of disciplinary action, his pay on such reversion should be fixed in the pay scale of the substantive post or the pay scale of the original lower post, as the case may be, at the stage he would have been or would have reached in the normal course had he not been promoted/appointed to that higher post on officiating basis.

**Instructions** - (See notes under Regulation 30)

**30.** An increment in a time scale normally shall become due on the first day of the month in which it falls due on expiry of the incremental period and shall be drawn as a matter of course accordingly unless it is withheld as a measure of punishment or due to non fulfillment of any of the prescribed conditions.

Provided that in the case of the employees who have been granted extraordinary leave without pay and those in whose case suspension has itself been declared to be a period of punishment, the date of increment shall normally be postponed by the period of such extraordinary leave or suspension and the subsequent increments will become due on the expiry of the incremental period from the date of the postponed increment.



*Note 1: In ordering the withholding of an increment as a punishment, the Competent Authority shall state the period for which it is withheld and whether withholding or postponement shall have the effect of postponing future increments.*

*Note 2: Where the scale of pay of posts is revised with effect from the prescribed date, the grant of increment shall be regulated as shown below-*

*(a) Same in the cases covered by clause (i), (ii) and (iii) below, the date of increment shall remain unchanged.*

*(i) Where the pay in the former pay scale was lower than the minimum of the revised scale, he will get the minimum of the new scale from the prescribed date and his next increment on the expiry of 12 months from that prescribed date.*

*(ii) Where the incumbent has reached the maximum of the former scale of pay 12 months or more prior to the prescribed date, he will be eligible to get the first increment in the revised pay scale on the prescribed date and the subsequent increment on the expiry of the incremental period of 12 months from the prescribed date.*

*(iii) Where solely as a result of the operation of the rule regarding the re-fixation of pay in the revised scale, an employee draws his next increment on a date earlier than his senior or seniors who belong to the same cadre and thereby draws more pay than the latter, the date of next increment of the latter shall be advanced to the date on which the former draws his next increment.*

*(b) Where the incumbent had reached the maximum of the former pay scale less than 12 months prior to the prescribed date, he will get the first increment in the revised scale of pay on the expiry of 12 months from the date on which he drew his last increment in the former pay scale.*

*Note 3: For the purpose of these Regulations, prescribed date means the date from which the pay scale of a post is revised or the date from which the employee concerned has opted to have his pay to be fixed in the revised pay scale in terms of Note (i) to S.R.29 whichever is advantageous to the employee.*

*Note 4: Employees who are governed by the Employees' State Insurance Scheme and eligible for sickness and maternity benefits as per the Employees' State Insurance Scheme, shall not be eligible for half average pay leave on medical ground and maternity leave as per Maharashtra State Electricity Distribution Company Ltd. Employees' Service Regulations but their absence will be treated as special extraordinary leave without pay and allowances on medical grounds which shall be counted for the purpose of increment and will not constitute break in service.*

**31.** In the case of a person appointed or promoted to a post, the probation period will count for increment, but the increment shall become payable only after satisfactory completion thereof. In case the probation period is extended the increment shall become due retrospectively only after the satisfactory completion of the extended period of probation.

**32.** (a) All duty in a post in time scale counts for increment in that time scale, (or corresponding revised scale), except the period of suspension treated as a period of punishment and the period of extraordinary leave without pay unless such leave is granted due to sickness on medical certificate or for prosecuting higher studies/training provided that such leave has been allowed under specific orders of the Competent Authority to count for increments and provided further that in case of any doubt whether the extraordinary leave without pay taken was for prosecuting higher studies/training or not, the decision of the Managing Director shall be final.

(b) An employee officiating in a higher post or departmental employee appointed to a higher post as a direct recruit will earn increments in the lower post. On enhancement in the substantive pay/officiating pay as a result of increments the pay of an employee officiating in a higher post or a departmental employee appointed to a higher post as a direct recruit, shall be fixed from the date of such enhancement, as if he was appointed to officiate or appointed as a direct recruit in that post on that day if such re-fixation is to his advantage.

The Company also authorized the Managing Director to consider the past cases based on the aforesaid modification.

*Note 1: The benefit of officiating period shall be available to an employee for purposes of increments for the period of continuous officiating service or for the period of officiating service followed by confirmation.*

*Note 2: Broken periods of officiating duty performed on previous occasions shall give cumulative benefit to an employee for purpose of increments, that is, broken period of officiating duty performed on previous occasion shall count for increments.*

*Provided, however, as a result of re-fixation, the employee gets more pay than the pay he would have drawn had he continued to officiate in the same post, his pay shall be fixed at the same pay (plus personal pay if any) he would have drawn as if he has not been reverted. (Effective from 01/01/1965).*

*Note 3: The benefit of increment during officiating period will also be available to an employee who has been appointed to officiate in a higher post out of turn as a local arrangement without affecting the seniority of others senior to him.*

*Note 4: If a Company's employee while officiating in a post or holding a temporary post on a time scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in his higher post shall, if he is re-appointed to the lower post or is appointed or re-appointed to a post on the same time scale of pay, count for increments in the time scale applicable to such lower post. The period of officiating service in the higher post which counts for increment in the lower post is, however, restricted to the period during which Company's employee would have officiated in the lower post but for his appointment to the higher post. This clause applies also to a Company's employee who is not actually officiating to the lower post at the time of his appointment to the higher post but who would have so officiated in such lower post or in a post on the same time scale of pay had he not been appointed to the higher post. The Company further authorized the Managing Director to consider the past cases based on the aforesaid modification.*

*Note 5: The broken periods of officiating duty performed on previous occasions referred to in note 2 above denotes the period of officiating duty performed on previous occasions which is less than one year only. For example, if the previous officiating duty is for 2 years, 6 months and 22 days, the benefit under Note 2 below S.R.32(b) will be admissible for 6 months and 22 days and not for completed number of years for which employee has already derived the benefit of increment in the lower post.*

## INSTRUCTIONS:

If a vacancy of a post is likely to continue for more than 3 months, the appointment to that post be made on an officiating basis and not by asking an incumbent of a lower post to hold charge of the higher post in addition to his own unless owing to exigencies of service, it is not possible to make an officiating arrangement. It may happen that at a particular place where a vacancy for more than 3 months occurs, the senior most person in that category may be found to be working elsewhere and it may be administratively not feasible to order transfer of the senior most employee working elsewhere to make officiating arrangement. In such an event, the senior most employee of the local office concerned where the vacancy of more than 3 months occurs may be appointed on officiating basis on a clear understanding that the officiating arrangement or the grant of periodical increments during the service rendered there under is without prejudice to the seniority of others over him and does not bestow on him any right or preference for promotion to that post on a regular basis.

### 33. [This provision of S.R.33 including Note 1, 2 & 3 deleted vide C.S.No.355 dt.23/04/1992]

*Note 4: Only the increment(s) accruing in the normal course in the time scale of pay could be withheld in terms of the penalty of withholding of increment(s) imposed as a result of disciplinary proceedings or such an order of the Competent Authority in this behalf should not interfere with the accrual of advance / special / ad-hoc etc increment(s) granted under the following circumstances:-*

- (a) Increment(s) on acquiring additional professional / academic qualification while in service;*
- (b) Increments for non-participation in illegal strike;*
- (c) Increment/s for undergoing sterilization operation under any Family Planning Scheme as a measure of incentive;*
- (d) Increments granted as a result of negotiations (other than for general wage revision) with Labour Unions / Federations or Associations;*
- (e) Increment/s for outstanding work or suggesting ways and means resulting in any benefit or profit to the Company;*
- (f) Other increment/s which the Company may specifically class / declare as falling under this rule.*

*Accordingly the advance / special / ad-hoc etc. increment(s) granted in above circumstances which accrue(s) after the penalty of withholding of increment(s) has been imposed as a result of disciplinary proceedings by the Competent Authority, should be released / allowed during the period when the penalty is in operation. However, the normal increment(s) should not be allowed / drawn till such time the punishment / penalty is over by the Competent Authority. In other words the release of the advance / special / ad-hoc etc. increment(s) shall be without prejudice to the penalty of withholding of increment(s).*

**34. (a)** The period of overstay of leave or joining time without the specific prior sanction of the Competent Authority will be looked upon as a breach of discipline and dealt with accordingly. A period of overstayed of leave and joining time, in the absence of specific sanction by the Competent Authority with the approval of the next higher authority or by the Managing Director as the case may be, will be treated as 'Extraordinary Leave' and shall not count for increments.

(b) Continued absence from duty or overstay of sanctioned leave or joining time for a period exceeding 15 days without permission of the sanctioning authority in spite of warning letter issued to the employee to resume duty within specified time, shall render the employee liable to be summarily discharged from service after issuing a "Show Cause Notice" by the Competent Authority as laid down under Schedule 'C' appended to the MSEDCL Employees' Service Regulations in writing in that behalf and offering him opportunity if he makes a request in writing of being heard in defense of his continued absence from duty.

(c) In an employee has, without sufficiently satisfactory reason, either overstayed the period of leave sanctioned to him or has absented himself without prior permission, or is found to be in the habit of absenting himself frequently from duty in spite of warning or deserted the post at his own, such absence shall be treated as unauthorized for which disciplinary action shall be taken by the Competent Authority as laid down under Schedule 'C' of Service Regulations against him.

**35.** An employee will be eligible to such Compensatory Local Allowance and House Rent Allowance as may be prescribed by the Company from time to time.

**36.** When an employee is called upon to hold the charge of additional post in addition to his own duties, he may be given a special pay at the rate of 1/10<sup>th</sup> of the minimum of the scale of the additional post provided the additional charge is held for a period exceeding 15 consecutive days.

*Note 1: Special pay is not admissible when the post of which the employee is given additional charge is lower than that held by him.*

*Note 2: When an employee who is called upon to hold additional charge, takes over the charge of additional post before commencement of the holidays allowed to be pre-fixed and hands over charge after expiry of the holidays allowed to be suffixed, the holidays allowed to be prefixed and suffixed shall be counted for arriving at the number of days for sanction of special pay for holding additional charge as per S.E.36. In such cases, the employee shall be held eligible for special pay for the entire period inclusive of the holidays allowed to be prefixed or suffixed.*

*Note 3: When an employee who is called upon to hold additional charge during the training period of another employee, which is less than fifteen days actually holds additional charge for a period including prefix or suffix days allowed to the employee and/or leave granted to the employee deputed for training in continuation of his period of training for the entire period for which such additional charge is held including prefix and suffix and/or leave granted to the employee in continuation shall be counted for arriving at the number of days for sanction of special pay for holding additional charge as per S.R.36. In such cases the employee shall be held eligible for special pay for the entire period inclusive of prefix/suffix holidays allowed and /or leave granted to the employee in continuation of his period of training.*

*In such cases during the period of holidays allowed to be prefixed and/or suffixed a supernumerary post shall be deemed to have been sanctioned and person who has proceeded on leave or deputed for training shall be deemed to have held that post.*

*Note:4: [Deleted]*

**37.** Any amount of pay and allowance due to an employee that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date of intimation to the employee, and will thereafter be treated as lapsed to the Company and be disposed of in the manner prescribed in the Regulation 104(a)(iii).

## CHAPTER V

### LEAVE:

**38.** Leave cannot be claimed as of right. Exigencies of the administration shall be considered while entertaining any request for grant of leave and the Competent Authority shall have discretion of granting, refusing or revoking leave but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee;

Provided that on recalling an employee to duty before the expiry of his leave, he shall be entitled-

- i) To be treated as on duty from the date on which he starts for the station to which he is ordered, and
- ii) To draw Travelling Allowance (Kilometerage Allowance only if recalled to Headquarters) under normal rules for the journey and leave salary until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

*Note 1: Every application for leave on average pay or E.O.L. (i.e. leave without pay) on medical grounds exceeding three days shall be accompanied by a Medical Certificate from the Registered Medical Practitioner, unless exempted by the authority competent to sanction leave. The authority competent to sanction leave may at his discretion secure a second medical opinion by Civil Surgeon or the Company's Medical Officer, to have the applicant medically examined. In such cases, the charges for second medical examination shall be borne by the employer and the employee concerned shall be eligible for Travelling Allowance / Daily Allowance for the journey performed by him for medical examination provided the Civil Surgeon or the Company's Medical Officer is not at the same Headquarters as that of the employee.*

*Note 2: Employee on leave shall not return to duty before expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.*

**39. (a)** No leave shall be granted beyond the date on which an employee must retire, compulsorily, voluntarily or on attaining the age of superannuation. Leave on average pay and leave on half average pay standing to the credit of an employee on the day immediately preceding his retirement compulsorily, voluntarily or on attaining the age of superannuation be permitted to be encashed (meaning payment of cash equivalent of leave salary) subject to the limits of permissible accumulation. The authority competent to sanction leave on average pay (Earned Leave) shall be competent to permit encashment of the balance of the leave on average pay and half average pay standing to the credit of the employee on the day immediately preceding his retirement as aforesaid;

- i) Provided that an employee whose service has been extended beyond the date of his attaining the age of retirement in the Company's interest shall be subject to the same leave conditions during the period of extension as he would have been eligible to in the normal course of his service prior to the extension and also to be facility of encashing of leave referred to above.
- ii) Provided further that in cases where leave on average pay applied for by an employee on one or more occasions is refused either wholly or in part on administrative grounds, then the employee may at the time of his retirement be permitted to encash the refused leave to the extent of half the leave lapsed on account of each such refusal subject to a total limit of 4 months. The encashment shall be at the rate of the leave salary which would have been payable on each such occasion.

**Explanation:**

Leave lapsed in this context refers to the leave which the employee was unable to accumulate beyond the maximum limit permissible because of such refusal provided the employee had again applied for leave within a period of two years after his leave was refused. If, however, leave was not applied for within 2 years after it was refused, the quantum of leave lapsed should be worked out on the basis of the amount of leave that would have lapsed during the period of two years only.

*Note 1: Detailed Rules regarding encashment of Leave on Half Average Pay standing to the credit of an employee at the time of retirement, please see General Order No.114(Personnel) dated 23/08/1982.*

*Note 2: For detailed Rules regarding encashment of Leave on Half Average Pay standing to the credit of an employee at the time of retirement, please see General Order No.114 (Personnel) dated 23/08/1982.*

(b) Notwithstanding anything contained in Note 2 below Service Regulation No.38, an employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the authority empowered to appoint him.

(c) The Competent Authority under Service Regulation No.39(b) may permit an employee, who is on leave preparatory to retirement, to report for duty for a short period upto 7 days in deserving cases and during such period a supernumerary post shall be deemed to have been created and employee returning from leave shall be deemed to have held that post.

40. An employee who has resigned or whose services have been terminated as a punishment shall not be eligible to enjoy any kind of leave beyond the effective date of termination or that of acceptance of the resignation.

41. (1) Leave to which an employee may be eligible is classified as under-

- (a) Leave on Average Pay;
- (b) Leave on Half Average Pay;
- (c) Commuted Leave on Medical Certificate;
- (d) Leave not due on Half Average Pay;
- (e) Extraordinary Leave without Pay;
- (f) Study Leave;
- (g) Special Disability Leave;
- (h) Casual Leave;
- (i) Maternity Leave;
- (j) Special Compensatory Leave on Average Pay and;
- (k) Special Leave.

(2) Same in the case of Casual Leave, one kind of leave may be granted in combination with any other kind of leave.

42. (a) For the purpose of regulating grant of leave, employees are classified into three categories as specified in Appendixes 'A', 'B' and 'C'.

(b) The Company may, at its discretion, transfer any employee or any category or categories of employees from one Appendix to another Appendix.

43. (i) An employee coming under any of the categories included in Appendix 'A' who has worked for a period of 240 days or more continuously during a calendar year will be allowed during the subsequent calendar year leave with pay together with all allowances admissible under these Regulations for number of days calculated at the rate of 1 day for every 12 days of work performed by him during the previous calendar year. An employee whose service commences otherwise than on the first day of January will be entitled to leave with wages at the same rate if he has worked for 2/3<sup>rd</sup> of the total number of days in the remainder of the calendar year.

Provided further that where the service of an employee who has completed a period of 4 months continuously in the service of the Company is terminated before he has completed continuous service for a calendar year, he will be eligible to proportionate leave at the same rate.

*(Note: The expression every 12 days of work performed should be deemed to include paid weekly offs and holidays).*

Provided that the period of leave shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

*The calculation of leave on Average Pay of Appendix 'A' employees on the lines at present adopted for the employees in appendix 'B' is made applicable with effect from 01/01/1986.*

- ii) If an employee does not in any calendar year take the whole of the leave allowed to him under sub-regulation (i) any leave not taken by him may, with the permission of the Competent Authority be added to the leave to be allowed to him under that sub-regulation in the succeeding calendar year.

Provided that the limit to which leave can be carried forward and accumulated shall be 300 days.

Provided further that not more than one month's leave shall be allowed to be availed of at a time in any year. However, leave extending beyond one month at a time may be allowed in deserving cases such as sickness etc., at the discretion of the authority competent to sanction leave.

- iii) If services of an employee are terminated for whatever reasons before he has taken the entire leave to which he is eligible or having applied for and having not been granted, he will be eligible to payment of his pay and allowances in lieu of the leave not availed off.

Provided that if the employee quit services of his own accord or is discharged as punishment he will not be entitled to any pay or allowances in lieu of the leaves not availed of.

#### **Explanation:**

For the purpose of this Regulation, (i) in case of a female worker, maternity leave for any number of days not exceeding 12 weeks, (ii) and the leave earned in the year prior to that in which the leave is enjoyed, shall be deemed to be days on which the worker has worked for the purpose of computation of the period of 300 days or more, but he/she shall not earn leave for these days.

- iv) Sick leave will be granted upto 10 days on full pay or 20 days on half pay per year. The commutation and accumulation will be 360 days on half pay or 180 days on full pay.
- v) In addition to the leave provided above, the employees included in Appendix 'A' shall be eligible to 6 paid holidays including Republic Day and Independence Day or a substitute holiday in lieu thereof which may be availed of by the employee with the prior permission of the officer In-charge of the Unit.

44. Employees specified in Appendix 'B' will be eligible to the rates of leave specified below:

**A-PERMANENT EMPLOYEES**

Nature of leave	Rate	Limit to which leave can be accumulated
a) Leave on Average Pay	1/12 <sup>th</sup> of the period spent on duty.	300 days
b) Leave on Half Average Pay on Medical Certificate or private affairs.	20 days for each completed year.	360 days

Provided that leave on private affairs under the clause (b) may not be granted for any period exceeding two months at a time without the specific sanction of the Competent Authority.

- c) **COMMUTED LEAVE:** An employee can have the Half Average Pay Leave due, converted into half the period of Average Pay Leave provided that such Commuted Leave shall be granted only on Medical Certificate and not private affairs, subject to a limit of 180 days during the entire service.
- d) **LEAVE NOT DUE ON HALF AVERAGE PAY ON MEDICAL CERTIFICATE:** Same in the case of leave preparatory to retirement, leave not due may be granted to an employee on Medical Certificate such leave being limited to 180 days during the entire service. This leave will be debited against the Half Average Pay Leave subsequently earned.

Provided that such "leave not due" shall be granted under conditions prescribed below:

- i) that only permanent employees may be granted such leave;
- ii) that there are reasonable chances of the employee coming back to duty and earning the amount of leave granted.

**B-TEMPORARY EMPLOYEES**

Nature of leave	Rate	Limit to which leave can be accumulated
a) Leave on Average Pay (i) For the first year of service.	1/23 <sup>rd</sup> of the period spent on duty.	
(ii) For subsequent year.	1/12 <sup>th</sup> of the period spent on duty.	300 days
b) Leave on Half Average Pay on Medical Certificate on private affairs.	20 days for each completed year of service.	360 days

Provided that the leave on private affairs under the clause (b) may not be granted for any period exceeding two months at a time without the sanction of the Competent Authority.



- c) **COMMUTED LEAVE:** An employee can have the Half Average Pay Leave due converted into half the period of average Pay Leave provided that such Commuted Leave shall be granted only on Medical Certificate and not private affairs, subject to a limit of 180 days during the entire service.
- d) **LEAVE NOT DUE:** Employees in temporary service are not entitled to any such leave.
- 45.** The classes of employees shown in Appendix 'C' will be eligible to the rates of leave specified below:

Nature of leave	Rate	Limit to which leave can be accumulated
a) Leave on Average Pay:		
(i) For the first year of service.	1/23 <sup>rd</sup> of the period spent on duty.	300 days
(ii) For subsequent year.	1/12 <sup>th</sup> of the period spent on duty.	
b) Leave on Half Average Pay on Medical Certificate or private affairs.		
(i) For the first 20 years	15 days for each completed year. }	360 days
(ii) Subsequent period of service	20 days for each completed year. }	

*Note: The work period includes earned leave already taken.*

Provided that the leave on private affairs under the clause (b) may not be granted for any period exceeding two months at a time without the specific sanction of the Competent Authority.

- c) **COMMUTED LEAVE:** An employee can have the Half Average Pay Leave due converted into half the amount of Average Pay Leave provided that such Commuted Leave shall be granted only on Medical Certificate and not private affairs subject to a limit of 180 days during the entire service.
- d) **LEAVE NOT DUE ON HALF AVERAGE PAY:** On Medical Certificate may be granted upto 180 days during the entire service such leave being debited against leave on Half Average Pay subsequently earned. Such leave may be granted to permanent employee only provided there are reasonable chances of employee coming back to duty and earning the amount of leave granted. Such leave shall not be granted to temporary employees.

**# 46. EXTRAORDINARY LEAVE WITHOUT PAY:** The absence of an employee on extraordinary leave without pay except (ii) below shall not be included in duty but will not be treated as break in service.

- (i) Provided that the maximum period of such leave may not exceed 60 days one occasion unless otherwise relaxed in any particular case by the Competent Authority for any satisfactory reason.
- (ii) However, the period of unauthorized absence from the duties by the employees / officers participating in the illegal strike, strike when ESMA is in force etc. is to be treated as break in service, for all purposes including retiring benefits and no salary/wages are to be paid for this period on "No work No wages" principle.

**47.** Daily Wage Earners and Casual Workers (unless otherwise required by the provisions of any Labour Law in the case of any particular categories of employees governed by such Labour law) shall not be entitled to any paid leave provided in this Chapter or to any paid weekly off.

**Explanation:**

Daily wages earner or casual worker is one who is employed for day to day work and paid at the daily rate.

**48.** When an employee earning leave under Regulations applicable to him in one Appendix is transferred to a category in any other appendix he shall carry forward the balance of leave accumulated under the former set of Regulations and shall thereafter earn leave according to the Regulations applicable to the categories in the latter Appendix.

**49. STUDY LEAVE:** The Company may, at its discretion, grant study leave to an employee to study scientific, technical or similar problems or to under special course of instructions or training in or outside India in the interest of the Organization on such terms and conditions as specified in the Twenty Fifth Schedule.

**50. SPECIAL DISABILITY LEAVE:**

- (a) Permanent and temporary employees of the Company, who meet with accident, arising out and in the course of employment, shall be eligible for Special Disability Leave as prescribed.
- (b) The Company may, at its discretion, grant exgratia payment to employees not governed by the provisions of the Workmen's Compensation Act, for any injury or disability caused to them, while discharging duties assigned to them by or on behalf of the Company, which should not, however, exceed the amount that would have been admissible under the Workmen's Compensation Act, had the provisions of the Act been applicable to the employees involved in the accident in the discharge of their duties.
- (c) The Special Casual Leave for a maximum period of 7 days including the transit time in both ways in a calendar year may be granted to Ex-servicemen boarded out of services and re-employed as Civilians in the service of the MSEDCL for appearing before the Medical Re-survey Board for assessment of their disability.
- (d) The Special Casual Leave of 7 days in a calendar year may also be granted to the Ex-servicemen who have been provided with artificial limbs as a result of injuries, sustained in operations and re-employed in Civilian capacity, who have to report to Artificial Limb Centre and stay in Hospital as and when their artificial limbs required replacement / treatment.

*(The provisions under (c) & (d) above shall be effective from 01/01/1987).*

**51. CASUAL LEAVE:**

- 1. Casual Leave is not recognized as leave due or earned and the pay for the day of absence of an employee on Casual Leave shall be drawn as if he was on duty, provided that -
  - (a) The employee applies for and obtains prior sanction from the competent officer unless exempted from such prior sanction in extra ordinary circumstances.
  - (b) Casual Leave is not prefixed or suffixed to any other leave or joining time.
  - (c) Not more than 5 days Casual Leave exclusive of any intervening Public Holiday/s, Weekly Off/s, Sunday/s and /or non-working days like second / fourth Saturday/s, if any, shall be granted at a time. Further, the total period of absence including Public

Holiday/s, weekly off/s, etc., intervening prefixed or suffixed shall not ordinarily exceed 8 days at a time.

(d) The total amount of days of Casual Leave shall not exceed 15 days in any calendar year (January to December).

2. If an employee has without sufficiently satisfactory reason either overstayed the period of Casual Leave sanctioned to him or has absented himself without prior permission or is found to be in the habit of absenting himself frequently from duty inspite of warning, such absence will be treated as unauthorized for which disciplinary action may be taken by the Competent Authority against him.
3. Sectional holidays shall be treated as Casual Leave for all purposes.
4. Weekly off/s, Sunday/s, Public holiday/s and or non-working day/s such as second and/or fourth Saturday/s, if any, whether falling within, prefixed or suffixed to a period of Casual Leave shall not be counted as a Casual Leave.

**52.** Service Regulation 51 applies to the employees included in Appendix 'B' & 'C'. Employees shown in Appendix 'A' will be eligible to fifteen days paid non-accumulative Casual Leave in a year.

*Note 1: Service Regulation 51 & 52 do not apply to daily wage earners and casual workers*

*Note 2: Employees of the Company including those under Appendix 'A' can avail half a day's Casual Leave provided prior approval is obtained thereof. Half a day for this purpose shall mean a portion of a day before or after the break or recess. The benefit of half a day's Casual Leave should not, however, be made applicable while on tour.*

*Note 3: Half a day's Casual Leave as provided above can be combined with any other kind of leave as an exceptional case in case the employee is forced to take any other kind of leave due to sickness and / or due to unforeseen / unavoidable circumstances. An employee who has already submitted his application and got any other kind of leave approved, shall not, however, be allowed to avail half day's Casual Leave on the latter part of the preceding day of his proceeding on long leave.*

- 53.** (a) i) **MATERNITY LEAVE:** The concession of Maternity Leave shall be admissible to those female employees of the Company who have put minimum of one year continuous service in the Company on the date of commencement of leave, whether on permanent or temporary basis.
- ii) # No female employee who has two or more living children on the date of application for Leave shall be held eligible for this leave.
- (b) The Competent Authority may, subject to the provisions of sub-Regulation (a), grant to a female employee, Maternity Leave on average pay for a period of # 180 days from the date of its commencement. Such leave shall not be debited to the leave account. The application for Maternity Leave should invariably be supported by medical opinion as to the probable date of confinement and an undertaking to the effect that the female employee shall report the date of confinement supported by Medical Certificate.
- (c) Leave of any other kind (except Casual Leave) may be granted in continuation of Maternity Leave, if the request for its grant is supported by a Medical Certificate from Registered Medical Practitioner. Such leave shall be debatable to the employee's leave account.

- (d) # (i) The leave under the above Regulation shall be admissible to the female employee in a case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, irrespective of the number of living children in whole service span subject to the following conditions:-
- (a) the leave does not exceed 45 days, and
  - (b) the application for the leave is supported by a Medical Certificate issued by the Registered Medical Practitioner.
- (ii) The Competent Authority for this Regulation shall be the Appointing Authority.
- (iii) Employees who are governed by the Employees' State Insurance Scheme and eligible for sickness and maternity benefits, shall not be eligible for Maternity Leave in accordance with the above Service Regulation and their absence shall be treated as Special Extraordinary Leave without pay and allowance on medical ground.
- (e) **Special Leave:** Special Leave for female employees of the Company who adopt orphan child shall be granted subject to fulfillment of the following conditions:-
- i) This leave shall be admissible to those female employees of the Company who have put minimum two years continuous service or who is permanent employee of the Company.
  - ii) That, the female employee has adopted an orphan child from Govt. Orphanage or Govt. recognized orphan child organization. The orphan child adopted should be of age below three years.
  - iii) The female employee has to submit documents of legal adoption of the orphan child.
  - iv) The Special Leave as above shall be for maximum 90 days from the date of adoption or the orphan child completes its three years age which is earlier.
  - v) The female employee of the Company shall be eligible for this Special Leave for one occasion in the service.
  - vi) The female employee who has no her own offspring / child and who has adopted the orphan child shall be eligible for this Special Leave.

**53-A** Special Compensatory Leave on average pay shall be admissible to the Technical employees of the rank of Additional Executive Engineer, equivalent and below, w.e.f. 01/04/1993 subject to the conditions mentioned in G.O.No.142(P) dated 14/06/1996 read with C.S.No.1 date 03.05.1997 to the aforesaid General Order which may be amended from time to time.

## CHAPTER VI

### TRAVELLING ALLOWANCE:

**54.** Travelling Allowance may be allowed in any of the following kinds as may be specified by the Competent Authority:-

- (a) Travelling Allowance for journeys on tour.
- (b) Travelling Allowance for journeys on transfer.
- (c) Permanent Travelling Allowance.
- (d) Conveyance Allowance.

**55.** Travelling Allowance on tour and on transfer may be paid in the form of Daily Allowance or kilometreage or both as may be admissible under these Regulations.

### TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR:

**56.** An employee of the Company whose normal work is in the Headquarters of the Office to which he is attached and who has occasionally to visit an outside place for special work is deemed to be on tour when absent from Headquarter on duty within, or with proper sanction beyond his sphere of duty.

*Note: No employee shall proceed outside his jurisdiction or the State limits without the sanction of the Competent Authority. In the case of travel outside State limits, the Competent Authority to give sanction shall be Managing Director with authority to re-delegate powers.*

**57.** For journeys on tour, an employee not in receipt of a Permanent Travelling Allowance shall be eligible to draw Daily Allowance commencing from the day of the journey upto and inclusive of the day on which he returns to the Headquarters in addition to the kilometreage as provided in Regulation No.63 to 67.

*Note: No kilometreage shall be admissible for journeys performed in a departmental vehicle.*

**58.** No Daily Allowance shall be admissible to an employee for any journey unless his absence on tour beyond 5 miles (8 km) of his Headquarters exceeds eight consecutive hours in the case of employees in Pay Groups I, II & III and four hours in the case of employees in Pay Group IV.

Provided that in case of an employee who gets Permanent Travelling Allowance, no Daily Allowance shall be admissible for journeys performed within the State limits. For journeys, outside the State limits, he may claim Daily Allowance in lieu of proportionate Permanent Travelling Allowance for the relevant period surrendered by him.

**59.** Daily Allowance is admissible for each day of 24 hours of journey including halt beyond 8 kilometres from Headquarters part of the day exceeding continuous 8 hours in the case of an employee in Pay Groups I, II & III and exceeding continuous 4 hours in the case of an employee in Pay Group IV counting for one day.

*Note 1: If an employee returns to his Headquarters and again proceeds on tour within 24 hours, he shall not get more Daily Allowance than what he would have got had he remained continuously away on tour.*

*Note 2: No Daily Allowance shall be admissible to an employee who avails Casual Leave / Optional Holiday, for the days he is on Casual Leave / Optional Holiday, while on tour:*

**60.** The rates of Daily Allowance payable to an employee for different periods of stay at any place while on tour shall be as under:

- 1) For first 15 days full rate of Daily Allowance prescribed under Regulation No.61.
- 2) For any period extended upto 15 days thereafter full rate, provided the Competent Authority certifies that the extended stay was necessary in the interest of the Company's work.
- 3) For any period upto 90 days thereafter at 3/4<sup>th</sup> of the rate prescribed under Regulation No.61 unless the Competent Authority permits an employee to draw Daily Allowance at the full rate for any special reasons recorded in writing.

*Note 1: An employee whose stay outside Headquarters on office work exceeds a total period of 120 days, shall be treated as having been transferred to the new place and shall not without the specific orders of the Competent Authority be treated as having been on tour.*

*Note 2: For the purpose of this Regulation "stay" means stay at a particular place and not the total period of absence from the Headquarters, but short duration journeys to other places as part of official duties undertaken from a particular place shall not be treated as break of camp.*

**Illustration:**

If an employee leaves Headquarters on a date and stays at 'A' for 10 days at 'B' for 10 days, at 'C' for 8 days and at 'D' for 10 days he will be eligible to Daily Allowance at full rate and not at reduced rate though the total period has exceeded 30 days since the stay at no particular place has exceeded 30 days which is the limit prescribed in clauses (1) and (2) above.

**# 61.** The rates of Daily Allowance payable shall vary with the Pay Group of the employee as indicated below –

- (a) If an employee while on tour resides in Company's Rest House or makes his own arrangement of residence, the rates of Daily Allowance shall be as under-

Sr. No.	Pay Group	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	'A' Class Cities of the Country/State	'B-1' Class Cities of the Country/State	The Cities not included in Col.No.3, 4 & 5
1.	2.	3.	4.	5.	6.
1.	Pay Gr.I a) E.E. equivalent & above	Rs.325/-	Rs.200/-	Rs.160/-	Rs.130/-
	b) Other employees in the Pay Gr.I	Rs.290/-	Rs.180/-	Rs.140/-	Rs.120/-
2.	Pay Gr.II	Rs.225/-	Rs.150/-	Rs.140/-	Rs.110/-
3.	Pay Gr.III	Rs.210/-	Rs.130/-	Rs.130/-	Rs.110/-
4.	Pay Gr.IV	Rs.160/-	Rs.125/-	Rs.125/-	Rs.100/-

(b) If an employee while on tour resides in the Hotel charging schedule rates, the rates of Daily Allowance shall be as under-

Sr. No.	Pay Group	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	'A' Class Cities of the Country/State	'B-1' Class Cities of the Country/State	The Cities not included in Col.No.3, 4 & 5
1.	2.	3.	4.	5.	6.
1.	Pay Gr.I a) E.E. equivalent & above	Rs.3000/-	Rs.800/-	Rs.650/-	Rs.500/-
	b) Other employees in the Pay Gr.I	Rs.2000/-	Rs.600/-	Rs.500/-	Rs.350/-
2.	Pay Gr.II	Rs.1500/-	Rs.450/-	Rs.375/-	Rs.300/-
3.	Pay Gr.III	Rs.900/-	Rs.300/-	Rs.250/-	Rs.200/-
4.	Pay Gr.IV	Rs.800/-	Rs.225/-	Rs.225/-	Rs.150/-

**#Note 1:** The 'A' & 'B-1' Class Cities referred above shall be the Cities classified for the purpose of grant of Local Compensatory Allowance by the State Govt. vide G.R.No **बभाभ-१००५/ प्र. क्र. १३/ सेवा-५ दि.१७.०६.२००५**. However, A & B-1 Class Cities of the Country/State are as under –

**'A' Class Cities:** Pune, Nagpur (Maharashtra), Ahmadabad, Surat (Gujarat), Jaipur (Rajasthan), Lucknow, Kanpur (Uttar Pradesh).

**'B-1' Class Cities:** Nashik (Maharashtra), Vijayawada, Vishakhapatnam (Andhra Pradesh), Patna (Bihar), Rajkot, Baroda (Gujarat), Faridabad (Haryana), Jamshedpur, Dhanbad (Jharkhand), Cochi (Kerala), Jabalpur, Bhopal, Indore (Madhya Pradesh), Amritsar, Ludhiana (Punjab), Coimbatore, Madurai (Tamil Nadu), Merath, Agra, Allahabad, Varanasi (Uttar Pradesh), Asansol (West Bengal).

**#Note 2:** While claiming Daily Allowance for residence in Hotel charging scheduled rates, an employee has to provide a single bill showing that the actual amount of expenses incurred on residence and meal is more than the entitled amount of Dearness Allowance.

**# Note 3:** The Officers / Employees should make efforts to secure accommodation in Government / Quasi Government / Company's Rest Houses in the first instance and if the accommodation in Government / Quasi Government / Company's Rest Houses is not available, they may hire the accommodation in the Hotel charging scheduled rates and certify to this effect.

**62.** "Kilometerage" may be paid in the form of Road kilometreage, Bus fare, Steamer fare or Air fare, as the case may be, subject to the restriction prescribed in these Regulations.

## ROAD KILOMETREAGE

# 63. (1) If an employee is required to travel by Road on duty and he uses his own Car / Motor Cycle / Scooter or a hired or borrowed Motor Car / Motor Cycle / Scooter for the journeys, he will be eligible to Road Kilometrage rate specified below-

Pay Group of employees	Motor Car / Jeep		Motor Cycle or Scooter	Moped / Luna	Any other means of conveyance driven by Petrol / Diesel
	Petrol	Diesel			
<b>I</b>	Rs.9.00 per km.	Rs.7.00 per km.	Rs.3.50 per km.	Rs.1.75 per km.	-
<b>II</b>	Rs.9.00 per km.	Rs.7.00 per km.	Rs.3.50 per km.	Rs.1.75 per km.	Rs.1.00 per km.
<b>III &amp; IV</b>	-	-	-	Rs.1.75 per km.	Rs.1.00 per km.

The above revised rates of Road Kilometrage shall be effective from 02/04/2012.

(2) If journey is performed by Bus, the employee shall be eligible to the actual fare paid.

*Note 1: The rates mentioned above so far as they relate to hired vehicles are limited to actual expenses and they should not be claimed as a matter of course. A certificate shall be furnished indicating the mode of conveyance and the amounts paid for such hired conveyance.*

*Note 2: An employee may use his own or borrowed vehicle for journey required to be performed by Road for the work of the Company, only if a staff vehicle is not available. A certificate to that effect from the Competent Authority shall invariably accompany the Travelling Allowance bill.*

*# Note 3 (i) A touring Officer may be granted Road Kilometrage at the rates shown in Regulation 63(1) above in respect of the distance covered by him from headquarter or residence, as the case may be, to the nearest station of embarkation and also in respect of the distance covered on return from journey from station to residence or to Headquarters as the case may be, limited to the actual expenses or a maximum of Rs.150/- whichever be less in each case in addition to the usual T.A. and D.A. admissible under the Company's Rules. This is admissible only to those officers whose headquarters have been fixed at Mumbai and as such are residing at Mumbai. The employees of Pay Gr.III & IV shall be allowed to use authorized local transportation i.e. BEST / Local Trains for the journey between residence to the nearest station of embarkation and vice-versa. The employee claiming such Road Kilometrage should certify that the actual expenses on travelling over the distance from the residence / headquarters to the nearest station and vice-versa did not come to less than the amount claimed in the bill.*

*(ii) Employees who are required to travel by Air in the interest of Company's work are permitted to claim the actual Taxi fare in full for the distance from office / residence to the Airport and vice-versa at the Headquarter and at the place of visit provided they are not provided with any office vehicle for the purpose.*



## RAIL KILOMETREAGE

64. (A) The following shall be the Classes to which an employee shall be eligible to travel by Railway while on tour or transfer.

Pay range in the revised pay scale	Entitlement by Rail
(1) Employees working in the posts of which the minimum of the pay scale is ##Rs.33575/- and above (as on 01/04/2013).	1-A-1 <sup>st</sup> Class A.C. /2-A-2 Tier A.C. Sleeper.
(2) Employees working in the posts of which the minimum of the pay scale is ###Rs.11965/- and above but below ##Rs.33575/- (as on 01/04/2013).	1 <sup>st</sup> Class/3-A-3 Tier A.C. Sleeper /Chair Car-A.C. Chair Car.
(3) Other employees.	2 <sup>nd</sup> Class / Second Class Sleeper.

*Note: To allow the employee entitled to travel by 1<sup>st</sup> Class 3-A-3 Tier A.C. Sleeper Class/Chair Car-A.C. Chair Car, at their discretion to travel by higher class, where train connecting two Stations by shortest route has not provision of 1<sup>st</sup> class 3-A3 Tier, A.C. Sleeper / Chair Car or A.C. Chair Car.*

(B) Travel by higher Class than permissible under item 'A' may be permitted only in circumstances of extreme urgency and shall be subject to the sanction by Chief Engineer/E.D.(HR)/C.G.M.(HR)/C.G.M.(F&A)/G.M.(F&A)/G.M.(HR) as the case may be, based on the Certificate by the Officer-in-charge of the Unit to the effect that the employee had made timely effort to get accommodation to which he was normally eligible but failed.

*Note 1: In order to obviate the difficulty of securing reservation of accommodation from intermediate stations on Railway while travelling with the Managing Director or the Chief Engineer when advance reservation has to be made, the Managing Director or the Chief Engineer, as the case may be, may permit any officer of the Company accompanying him, to reserve accommodation in the higher Class than the one to which he may normally be entitled to, from any earlier stations where such reservation is easier.*

*#Note2: The Company's employees while travelling by Rail / Road in the interest of Company's work are entitled to the reimbursement of ordinary as well as Tatkal charges paid for reservation of Berth / Seat in the Rail /as the case may be.*

*\*Note 3: The reservation for travelling by Air / Railway / Bus for office work if cancelled, the reimbursement of the cancellation charges shall be made to the employee. If the reservation made under Tatkal scheme of railway is cancelled and refund is denied by the Railway Department, the expenditure incurred on purchase of railway ticket under Tatkal scheme shall be reimbursed. However, in both cases Controlling Officer should certify that the tickets are to be cancelled in the interest of public or for the reasons beyond the control of employee.*

(C) Employees drawing basic pay of Rs.45900/- and above may travel by Air Conditioned 1<sup>st</sup> Class at their own discretion.

# Modified vide CS No.24 dated 02/04/2012.

## As per Administrative Circular No 488 dated 30.06.2014

### As per Administrative Circular No 486 dated 30.06.2014

\* Added vide CS no.24 dated 02/04/2012

## STEAMER KILOMETREAGE

65. For the purpose of calculating kilometreage for journeys within the limits of Indian waters, by sea or by river steamer or steam launch, the employees are entitled to accommodation as under-

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GRADE	CLASS OF ACCOMMODATION
(1) Employees working in the posts of which the minimum of the pay scale is #Rs.33575/- and above (as on 01/04/2013).	Highest Class.
(2) Employees working in the posts of which the minimum of the pay scale is ##Rs.24010 /- and above but below #Rs.33575/- (as on 01/04/13).	Upper of 2 Classes or middle of 3 Classes.
(3) Employees working in the posts of which the minimum of the pay scale is ##Rs.11965/- and above but below ##Rs.24010/- (as on 01/04/13).	Lower of 2 Classes or Middle of 3 Classes
(4) Other employees.	Lowest Class

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## KILOMETREAGE FOR TRAVEL BY PUBLIC CONVEYANCE:

66. (1) The following shall be the classes to which an employee shall be eligible to travel by public conveyance (Buses) where such travel is permissible:-

- (a) Employees working of the posts of which the minimum of the pay scale is ##Rs.11965/- and above. Air-conditioned Luxury / Deluxe Buses.
- (b) Employees working in the posts of which the minimum of the pay scale is less than ##Rs.11965/- p.m. Ordinary Buses – Passenger as well as Fast /press / Limited.

(2) If there are no classes of accommodation: actual fare.

67. (a) All employees drawing basic pay of ##Rs.40510/- and above per month may travel by Air in the interest of work at their own discretion and claim Air fare. Other employees in Pay Group I & II authorized by the Competent Authority to travel by Air eligible to draw the actual fare.

*Note : The Heads of Departments of the Company are authorized to permit the Company's employees in their respective departments in Pay Group I & II drawing Basic Pay less than ##Rs.40510/- per month to travel by Air, when they consider the Air travel to be in the interest of Company's work.*

(b) The employees in Pay Gr.III & IV shall be permitted to travel by Air only in exceptional cases and in the exigencies of Company's work with the prior approval of the Competent Authority.

## GENERAL

**68.(a)** For journeys on tour, an employee is entitled to reimbursement of single railway or steamer or bus fare of the class in which he is eligible to travel or the road kilometreage payable under Regulation No.63 (1), as the case may be. In addition, he will be eligible to draw Daily Allowance as regulated by the Note below from the day on which the journey begins upto and inclusive of the day on which the journey ends.

*Note 1 : For the purposes of this Regulation, 'day' shall be 24 hours beginning from the commencement of the journey and Daily Allowance shall be calculated at the rates prescribed under Regulation No.61 for each such day or part of the day exceeding 8 hours. If an employee returns to his Headquarters and again proceeds on tour within 24 hours, he shall not get more Daily Allowance than what he would have got had he remained continuously away on tour.*

*Note 2: The Company's employees who proceed on leave while on tour are entitled to the return journey fare as is admissible in ordinary tour cases. The Controlling Authority should ensure that the above referred provision is not abused.*

*Note 3: The employees travelling on official tour on their personal Railway season ticket are allowed to draw full fare as admissible under the rules, notwithstanding that an employee travelled on a season ticket purchased for private use subject to condition that full particulars of the season ticket are cited in the T.A. Bill in support of the claim.*

*Note 4: In case, where an employee is required to undertake journeys on duty by Railway to a particular place for more than six occasions in a month regularly in course of discharging the normal duties attached to his post shall be provided with a season ticket purchased at the Company's cost. If the employee for whom a season ticket is to be purchased is not likely to be transferred within a period of 3 months or not likely to proceed on leave within that period, a quarterly season ticket can be purchased at the discretion of the Competent Authority as prescribed in the Tenth Schedule, if that would prove economical. The journey from the residence to the office and back shall not be treated as office duty for the above purpose.*

(b) Any extra cost incurred on account of transport of records, Taxi fare paid for extensive movements for visiting various offices at place like Delhi, Kolkata, Chennai and Mumbai or any other charges which an employee has to incur over and above the normal expenses that he has to meet within the Daily Allowance, may be sanctioned by the Competent Authority.

(c) An employee occupying a P.W.D. or District Inspection Bungalow in the course of his tour on duty shall be entitled to draw the difference between the actual charges paid at the rates prescribed for non-Government servants on account of occupation of such bungalows and the charges that would be payable by a Government servant occupying the same bungalow.

*Note : The Rest Houses of Railways, Zilla Parishads and such others belonging to the Government or Semi Government Undertakings including Government Company of a State or the Central Government or Union Territories but not of Private Sector bodies may be treated on par with a P.W.D. or District Inspection Bungalow for claiming the difference in charges as envisaged in Service Regulation No.68(c).*

## LINE STAFF

69. (a) Service Regulations relating to Travelling Allowance on tour do not apply to an employee included in the Line staff detained for duty within the allotted area. If however, he is detained for duty outside the allotted area, Rules relating to Travelling Allowance on tour will apply.

(b) In the case of Line staff detained for duty within the allotted area, Daily Allowance shall be allowed as under-

- |       |  |                        |
|-------|--|------------------------|
| (i)   | For absence from Headquarters for visits for Line work to places beyond 8 Kms. From Headquarters for 8 hours or less.  | Nil                    |
| (ii)  | For absence from Headquarters for visits for Line work to places beyond 8 Kms. From Headquarters exceeding 8 hours but not exceeding 24 hours.                             | Full Rate              |
| (iii) | For absence from Headquarters for visits for Line work to places beyond 8 Kms. From Headquarters for any fraction of a day exceeding 8 hours after completion of 24 hours. | Rate as in (ii) above. |

## PERMANENT TRAVELLING ALLOWANCE

70. Competent Authority may grant Permanent Travelling Allowance with the prior sanction of the Company to employee who has to do extensive touring in a specified jurisdiction.

Provided that such allowance shall be in lieu of all other forms of Travelling Allowance for journeys within the jurisdiction. While fixing the Permanent Travelling Allowance, the Company, may prescribe the minimum kilometreage to be done for month and the kind of conveyance to be used for journeys. An employee who is in receipt of the Permanent Travelling Allowance and has to travel on duty outside his jurisdiction can claim such other kind of Travelling Allowance as may be admissible to him provided proportionate deduction is made in the Permanent Travelling Allowance for the relevant period inclusive of the journey days.

## CONVEYANCE ALLOWANCE

71. Conveyance Allowance may be granted by the Competent Authority to an employee who has to move about on duty frequently and intensely within the area of his jurisdiction.

*Note : If an employee receiving Conveyance Allowance uses staff vehicle for duty in the Headquarters' limits, the cost involved shall be deducted from the Conveyance Allowance at such rate per k.m. as the Competent Authority may decide.*

72. The Conveyance Allowance in each case shall be fixed by the Company at such rate as the travelling would justify and the Competent Authority may demand full details of travelling done and recommend any modification in the rate of Conveyance Allowance as may be deemed fit by the Company.

*Note : For purposes of these Regulations, movements from residence to office and back shall not constitute travelling on duty.*

## TRANSFER TRAVELLING ALLOWANCE RULES

**73.** An employee who is transferred from one station to another for the convenience of the Company's work shall be eligible to the joining time and Travelling Allowance as provided in Service Regulations No.74 to 81. A transfer at an employee's own request may not be treated as transfer for the convenience of the Company's work unless the authority sanctioning the transfer, for special reasons to be recorded, otherwise directs.

Provided that a transfer sanctioned in the case of an employee who has been continuously at one station for longer than 3 years, shall be deemed to be for the convenience of the Company's work and he shall be eligible to the joining time and Travelling Allowance as provided in Service Regulations No.74 to 81 even if the transfer is sanctioned at the employee's own request.

Provided further that transfer from one Station to another falls within the area of employee's normal transfer.

*Note :* In the case of an employee who has been continuously at one station for less than three years whose transfer is sanctioned at his own request and not for the convenience of the Company's work, the period of absence from duty between the date of handing over charge at the old station and that of reporting for duty at the new station shall be treated as leave that may be due to him and cost of travelling shall be borne by the employee himself.

## JOINING TIME

**74.** An employee may be allowed joining time which may include three days for preparation and one day for each 160 km. distance or part thereof from one station to another subject to the condition that aggregate period (including any intervening Sunday or Public Holiday) shall not exceed 8 days from the day the joining time commences. However, joining time shall be suffixed by Sunday, Public Holiday, non-working days etc. as the case may be. The Competent Authority may, however, curtail or increase the period of "joining time" in individual cases or in respect of any class of employees according to the exigencies of administration.

*Note 1:* If it is a case of transfer in the same grade or a promotion to a higher post, the employee during the joining time should be held eligible for the pay of the post he is vacating excluding, however, any special pay attached to the post. If the pay in the new post is less than that attached to the one he is vacating, he should be held eligible for the joining time to the pay of the new post excluding, however, any special pay attached to the post. The benefit of the higher pay of the post he is vacating will cease on the day he hands over the charge of the old post.

*Note 2 :* Time limit for handing over and taking over charge may be allowed as indicated below-

- (1) Upto 3 working days in case of an Officer handing over and taking over the charge of an independent unit;
- (2) One working day in all other cases.  
During the period of handing over and taking over charge, a supernumerary post shall be deemed to have been sanctioned and the person handing over the charge shall be deemed to have held the supernumerary post.

*Note 3:* a) Joining time may be granted to an employee to enable him to join a new post.

- i) On return from leave on average pay of not more than 4 months duration, or
  - ii) When he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in (i) above.
- b) The authority which ordered the transfer will decide whether the employee has had sufficient notice under (a)(ii) above.

*Note 4: Joining time of a Company's employee may be calculated as admissible for a journey by Rail of all journeys performed between stations connected by Rail as well as by other modes of transport.*

*Note 5: The employees who have been deprived of the facility of joining time on transfer due to administrative exigencies, under the specific direction in writing of the authority ordering the transfer, may be granted Special Casual Leave to the extent of un-availed portion of the joining time. The authority competent to grant Casual Leave shall be competent to grant such leave within a period of 1 year from the date of transfer.*

**75.(A)** An employee on transfer shall be eligible to kilometreage allowance at rate as specified below-

- i) a) Journey by Road performed in own or hired motor vehicle when permitted by the Competent Authority ...
  - ... Kilometrage specified in Service Regulation 63.
- b) Road Kilometrage ...
  - ... One Bus fare for the employee and one Bus fare for each member of the family, (one half fare for each child for whom it is payable).
- ii) Railway Kilometrage ...
  - ... One Train fare for the employee and one train fare for each member of the family and one half fare for each child for whom such charge is payable. The train fares will be admissible according to the train Mail/Express/Passenger by which he travels. The payment shall be subject to the production of the certificate to the effect that the journey was performed by the particular train and in the class for which the fare is claimed and in which he is eligible to travel on duty.
- iii) Steamer Kilometrage ...
  - ... One Steamer fare for the employee and one Steamer fare for each member of the family and one half fare for each child for whom such charge is payable.
- iv) (a) Air journey ...
  - ... The officer of the rank of Superintending Engineer and equivalent and above are eligible for one Air fare for himself and one Air fare for each member of his family provided the places are connected directly by Air and provided further that the journey is actually performed by Air. (Effective from 01/01/1986).
- (b) If the places are not connected directly by Air, travel by Air will be permissible to the above eligible officers and his family members from the nearest Airport of his Headquarter or to the nearest Airport of his place of transfer provided those Airport fall enroute of journey on transfer by the shortest route and provided further that the journey is actually performed by Air.

Note: Travel by Air under provision of Regulation 75(A)(iv) shall be permissible only by economy class.

**Illustrations:**

- 1) Chandrapur and Mumbai are not directly connected by Air, an eligible Officer transferred from Chandrapur to Mumbai can travel alongwith family members by Road/Rail by eligible class from Chandrapur to Nagpur and from Nagpur to Mumbai, he and his family members can travel by Air since Nagpur is the nearest Airport to Chandrapur and on en-route station of journey.
- 2) Mumbai and Jalna are not directly connected by Air, an eligible Officer transferred from Mumbai to Jalna can travel alongwith family members by Air from Mumbai to Aurangabad and thereafter from Aurangabad to Jalna he and his family members can travel by eligible class of Rail/Road since Aurangabad is the nearest Airport to Jalna and it is on en-route station of journey.

(B) For conveyance from residence to the nearest Railway Station, Harbour or Bus station and vice-versa, at the new Headquarters, an employee on transfer shall be eligible to actual Taxi fare, Tonga fare or Bus fare paid for the conveyance of the employee and members of his family limited to the rates prescribed, if any, by any statutory authority as the case may be.

(C) An employee on transfer shall be eligible to the actual cost of transporting his personal effects by Goods Train, by Steamer or other craft where two places are connected by Railway or Water Way communication, upto the limits of weights specified below-

Category Pay Group I	Limits of Weight
a) Those drawing basic pay above Rs.45900/- per month (w.e.f.01/04/2013)	6000 kgs. by Goods Train or full 4 Wheeler Wagon or one double container, if actually engaged.
b) Those drawing basic pay above Rs.45900/- per month (w.e.f.01/04/2013)	6000 kgs. by Goods Train or full 4 wheeler wagon or one single container, if actually engaged.
Pay Group II	3000 kgs. by goods Train
Pay Group III	2000 kgs. by Goods Train.
Pay Group IV	1500 kgs. by Goods Train.

*Note : Actual cost of transportation of personal kit by Goods Train at employee's risk shall be reimbursed as a part of Transfer Travelling Allowance. In the cases where kit has been transported by Passenger Train or by Road, between the places connected by Rail/Steamer route, the reimbursement shall be limited to the transportation charges admissible for maximum weight (kgs.)by Goods Train at owner's risk.*

(D) (1) **Transportation of personal effects by Road**

An employee carrying personal effects by Road between the places connected by Rail, shall be eligible to draw actual expenditure on transportation of personal effects by Road subject to the weight limits prescribed in Regulation 75(C) or the amount admissible on transportation by Rail increased by 25% whichever is less.

# (2) **Transportation of personal effects between places not connected by Rail**

If an employee transports his personal effects by Road between places not connected by Railway, he shall be eligible for kilometreage allowance as under -

Sr. No.	Pay Group	'A-1'/'A'/'B-1' Class Cities (Rs.per km.)	Other Cities (Rs.per km.)
1.	2.	3.	4.
1.	Pay Gr.I	Rs.48/-	Rs.30/-
2.	Pay Gr.II	Rs.24/-	Rs.15/-
3.	Pay Gr.III	Rs.12/-	Rs.7.50

*Note : The higher rates of transportation of personal effects as mentioned in Column No.3 above shall be allowed to the Cities of Class A-1/A/B-1 as classified for the purpose of grant of Local Compensatory Allowance by the State Government vide G.R.No घभाभ-१००५/प्र. क्र .१३/सेवा-५ दि.१७.०६.२००५.*

# Modified vide CS No.24 dated 02/04/2012.

(E) On production of proper receipt for payment of Octroi Duty by the employee on transfer, full reimbursement of Octroi Duty shall be made.

\$ (F) [Deleted]

# (G) Transfer Grant and Packing Allowance:

A combined transfer grant shall be paid to the employees on transfer as shown below-

(a) An amount equivalent to 1/3<sup>rd</sup> of the basic pay of the employee, if the distance between new and old Headquarters is less than 20 km..

(b) An amount equivalent to ½ of the basic pay of the employee, if the distance between new and old Headquarters is more than 20 km..

Provided that combined transfer grant shall be sanctioned only when it involves change in residence.

*Note 1: When an employee and/or eligible members of his family, travel by a class lower than the one in which they are eligible to travel, they will get one fare each of the class in which they actually travelled.*

*Note 2: An employee selected for a post to be filled by direct recruitment shall be eligible to Transfer Travelling Allowance as provided in these Regulations.*

*Note 3: For purposes of Regulations relating to Travelling Allowance on transfer, 'family' means the employee's wife or husband, as the case may be, parents and children (including step children and adopted child) solely dependent on the employee and actually travelling with or joining the employee within 12 months of his transfer.*

*Note 4: Wherever a conveyance owned by the Company is available for use by the employee transferred for transport of persons or personal effects, it shall be made available to him from his residence to the nearest Railway station, Bus stand or harbour (or to the place of transfer if it is within 50 kilometres from the place from which he is transferred) for transportation of his family and his personal effects and in case such conveyance is provided, the employee shall not be eligible for any conveyance charges from the residence to the above places and vice-versa. The conveyance shall be made available so long as it does not interfere with the Company's work.*

*\*Note 5: This combined transfer grant includes the expenditure incurred on travelling between old and new residence and Railway Station/Bus Depot/Airport.*

*\*\*Note 5(i): This combined transfer grant shall be applicable to an employee of the Company on his retirement, or in case of death of the employee, to his family members as per the provision made under S.R.81(A).*

# Modified vide CS No.24 dated 02/04/2012

\$ Deleted vide CS No.24 dated 02/04/2012

\* Added vide CS No.24 dated 02/04/2012

\*\* Added vide Addendum to CS No.24 dated 02/04/2012



**# 76.** (1) An employee on transfer shall be eligible for reimbursement in full of the actual expenses on transportation of conveyance owned by him by Good Train at owner's risk. Where the conveyance is transported under its own propulsion, an employee shall be eligible for the reimbursement at the following rates:-

(a) Motor Car	-	Rs.5/- per km.
(b) Motor Cycle/Scooter	-	Rs.1.60 km.
(c) Moped/Luna	-	Re.0.80 per km.
(d) Bicycle	-	Re.0.50 per km.

*Note : An employee is held eligible for transportation charges only for one vehicle for which he is entitled as shown in S.R.No.76(2). The expenditure on transportation of above vehicles shall not be more than the expenditure required for transportation of above vehicles by Goods Train/Steamer/any other vehicle.*

(2) An employee in Pay Gr.I shall be eligible for claiming transportation charges of Motor Car. An employee in Pay Gr.II & III shall be eligible to claim the transportation charges only of Motor Cycle, Scooter or Moped. An employee in Pay Gr.IV shall be eligible to claim transportation only of Bicycle @ 10 paise per kilometer.

(3) An employee claiming the cost of transporting a conveyance shall support his claim in the case of Railway or Steamer with actual voucher by a Certificate that the actual expenses incurred were not less than the sum claimed. Such a Certificate must also give details about the mode of transport.

The above amendment shall be applicable for transfers ordered on or after 01/04/1983.

**77.** An employee on transfer involving change of Headquarter from one station to another effected for the convenience of the Company's work becomes eligible to joining time and Travelling Allowance as provided in Service Regulations 74 to 76. If, however, the transfer is for any other reason, the employee shall not be eligible to such Travelling Allowance.

Provided that the Competent Authority may, for any special reasons to be recorded, sanction such allowance or any part thereof in any individual case.

**78.** (a) An employee receiving transfer order either before proceeding on leave or while on leave in or out of station, will be eligible to Transfer Travelling Allowance under these Regulations as from his old to his new station.

(b) An employee who proceeds on leave after receiving transfer order, will be eligible when he reports for duty at the new station, to Transfer Travelling Allowance as provided in these Regulations from his old to new station.

**79.** If an employee residing with his family is obliged to move them in consequence of his transfer to a place other than his new station, he may be reimbursed the actual cost limited to what would have been admissible, had the family proceeded to the new station.

Provided that he will not thereafter be eligible to be reimbursed the cost of travelling in respect of the family when members of the family subsequent join the employee at the station.

**80.** (a) If a member of an employee's family, follows him to the new station within 12 months from the date his taking over charge at the new station, the employee will subject to the restrictions provided in Service Regulation 81, be eligible to the Travelling Allowance admissible under Service Regulation 75 as if the member had travelled with the employee from the old station to the new station.

(b) (i) If the personal effects of the employee are transported to the new station within 12 months from the date of his taking over charge at the new station, the employee will be eligible to the reimbursement of the cost of transport from the old to the new station upto the limit provided in these Regulations.

(ii) If the employee is re-transferred for any reason, to a new station before expiry of the aforesaid period of 12 months and before he could transport his personal effects within that period, the period of 12 months shall be counted from the date of his taking over charge at the new station on such re-transfer and the employee shall be eligible to transport his personal effects to the re-transferred station only. (Effective from 19/10/1984).

*Note : The period mentioned in (a) & (b) above may be relaxed by the Competent Authority beyond 12 months in deserving cases.*

**81.** If a member of the family joins the employee from the place other than the old station from which the employee had been transferred, the Travelling Allowance payable to such member shall be limited to what would have been payable as for the journey from the old to the new station after taking into account any benefit that he already had under Service Regulation No.79.

**81.(A)** Transfer Travelling Allowance is admissible to an employee of the Company on his retirement, or in case of the death of the employee, to his family members (effective date 23.04.1992) as per the provisions of the Transfer Travelling Allowance Rules of the Company subject to the following:-

- (i) Actual fare of class of accommodation to which an employee is entitled for self and each member of the family shall be admissible.
- (ii) The above concession shall be admissible for the shortest route from the last place of duty to the employee's home town as declared by him or recorded in his Service Book.
- (iii) If the Company employee settles down at a place other than his home town then Travelling Allowance is admissible as above upto home town or upto the new place where he settles whichever is nearer to the last place of duty.
- (iv) The concession can be availed of at any time during leave preparatory to retirement, refused leave or within six months of the date of retirement.
- (v) The concession is not admissible to those who resign or who are dismissed or removed or compulsorily retired from service as a measure of punishment.
- (vi) Travelling Allowance to members of family on the death of Company's employee in service shall be admissible from the last place of duty of the employee to his normal place of residence, provided the journey is completed within 6 months after the death of Company's employee.

In the case of re-employed persons, the concession shall be available according to the terms of re-employment in each individual case.

(Above provisions of Service Regulation No.81-A are effective from 23/01/1990).

## GENERAL

**82.** Every employee travelling on duty or transfer is expected to use the cheapest and shortest route and it is the duty of the Competent Authority to see that every claim is carefully scrutinized and to disallow any claim which is excessive and not warranted by circumstances.

*Note 1: Wherever Company's Travelling Allowance Rules are silent on any particular issue, the provisions of the Maharashtra Civil Service Rules should apply in that particular case, till specific decision of the Company is obtained in regard to that particular issue.*

*Note 2: If an employee expires before he has preferred his T.A. claims for the official journeys undertaken by him on tour and transfer, his T.A. claims should be admitted on the basis of the following documents/evidences:-*

- i) Entries recorded in Company's vehicle Log Book, if any.*
- ii) Documentary evidence available in Company's official records.*
- iii) Movements known to the higher officer at whose instance the tours were undertaken by the deceased.*
- iv) Documentary reservation records of journeys undertaken by Rail/Road/Air by the deceased, if any.*
- v) Records of halts etc., available in Company's or Government's Rest House.*
- vi) Entries recorded by the deceased in his own handwriting in his personal diary or other personal records.*
- vii) Personal knowledge available with the Controlling Officer.*

*The T.A. bills so prepared shall be signed by the successor of the deceased. The Controlling Officers, who are competent to approve the T.A. Bills of the deceased prior to his death, shall be the Competent Authority to approve the same.*

*Note 2: Every employee travelling on duty or on transfer shall be required to quote Rail/Steamer/Bus ticket numbers and date of its purchase on the T.A. Bill as evidence in support of having performed the journey, failing which the claim to the extent to which the same is not supported by the required evidence, shall be disallowed. The employee travelling on duty or on transfer by Air shall attach the duplicate copy (jacket) of Air ticket to his T.A. Bill.*

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## CHAPTER VII

### CONDUCT, DISCIPLINE AND APPEAL REGULATIONS

**83.** Whenever any provision in these Regulations conflict with that in the Factories Act, the Industrial Disputes Act, the Bombay Industrial Relations Act, the payment of Wages Act or in the Rules there under or in any other Law applicable to the Company, the provisions in these Acts and Rules shall prevail in the case of the employee governed by these Acts.

**84.** In the case of an employee who has a lien on a permanent post in the service of Government and has been on deputation to the Company as on foreign service, proceedings for any misconduct for which fine, recovery from the salary or make up wholly or partly any pecuniary loss to the Company, withholding of increments, reversion to a lower post, suspension, removal or dismissal from service as provided in these Regulations, shall not be taken without the concurrence of the concerned Government Department where accused employee has a lien.

**85. General:** The following Rules of conduct shall be observed by the employees of the Company, breach of any of these Rules shall render the employees concerned liable to be dealt with in accordance with the provisions of these Regulations:-

- (a) Every employee of the Company shall discharge his duties and assignments with integrity, loyalty and promptitude.
- (b) Every employee shall be obedient to his superiors and shall behave courteously with the members of the public and also with his colleagues and subordinates.
- (c) Every employee shall observe the prescribed Rules of procedure in all matters and also abide by the Rules, Regulations, Orders and Circulars that may be prescribed by the Company or by any Competent Officer of the Company.
- (d) Every employee shall be at work punctually at the timing fixed and/or notified to him. An employee who, after presenting himself for work, is absent without permission from his proper place of work, during the prescribed hours of work, shall be liable to be treated as absent and shall be subject to disciplinary action as the Competent Authority may deem fit.
- (e) (1) Save as otherwise provided in these Regulations, no employee shall accept, or permit any member of his family or any person acting on his behalf to accept any gift.

**Explanation:** The expression “gift” includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

**Note: (i)** *A casual meal, lift or other social hospitality shall not be deemed to be a gift.*

**Note: (ii)** *An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from Government Departments / Servants, Industrial or Commercial Firms, Organizations or any similar Bodies.*

- (2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives, but he shall make a report to the Competent Authority if the value of any such gift exceeds -
- (i) Rs.500/- in the case of an employee holding any Pay Gr.I or Pay Gr.II post;
  - (ii) Rs.250/- in the case of an employee holding any Pay Gr.III post; and
  - (iii) Rs.100/- in the case of an employee holding any Pay Gr.IV post.
- (3) On such occasions as are specified in Sub-Regulation (2), an employee may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the Competent Authority if the value of any such gifts exceeds -
- (i) Rs.200/- in the case of an employee holding any Pay Gr.I or Pay Gr.II post;
  - (ii) Rs.100/- in the case of an employee holding any Pay Gr.III post; and
  - (iii) Rs.50/- in the case of an employee holding any Pay Gr.IV post.
- (4) In any other case, an employee shall not accept any gift without the sanction of the Competent Authority if the value thereof exceeds -
- (i) Rs.75/- in the case of an employee holding any Pay Gr.I or Pay Gr.II post;&
  - (ii) Rs.25/- in the case of an employee holding any Pay Gr.III or Pay Gr.IV post.
- (f) An employee of the Company shall not take part in the raising of any fund other than a fund for any social, educational, religious or charitable object, provided that no such employee uses his official position in raising subscription in aid of any such fund.
- (g) An employee of the Company shall not lend money to or, borrow money from, or otherwise place himself under a pecuniary obligation to any person or body who may have any connection or dealings with the Company. Further, an employee of the Company shall not lend any amount exceeding Rs.10,000/- to, or borrow any amount exceeding Rs.10,000/- from any person or body other than a Scheduled Bank or a Registered Financial Institution, Firm or Company or the Government without the prior permission of the Competent Authority. The Competent Authority for this purpose will be the Head of the Department in respect of the employees working in the Department and the Official Member concerned in respect of the Heads of Departments.
- (h) (1) An employee of the Company may continue to hold any immovable property actually held by him at the time of his entry into the service of the Company and may thereafter acquire any immovable property by succession, inheritance or bequest, or with the previous knowledge of the Company or of an Officer duly authorized by the Company, by lease, purchase or gift or otherwise either in his own name or in the name of any member of his family.

Provided that the prior permission of the Competent Authority shall be obtained by the employee if such transaction is made –

- i) with a person having official dealings with the Company's employees; or
- ii) otherwise than through a regular or reputed dealer.

- (h)(1)(a) An employee of the Company shall report to the Company or to an Officer duly authorized by the Company, every transaction entered into by him in his own name or in the name of any member of his family in respect of movable property if the value of such property exceeds Rupees Ten Thousand in case of an employee holding Pay Gr.I or II post or Rupees Five Thousand in case of an employee holding Pay Gr.III or IV post.

Provided that the prior permission of the Competent Authority shall be obtained by the employee if such transaction is made –

- i) with a person having official dealings with the Company's employees; or
  - ii) otherwise than through a regular or reputed dealer.
- (h)(2)(i)(1) The employees of the MSEDCL are required to submit the fresh declaration of initial property in Form I and II indicating the movable and immovable property held as on 31/12/2005 who are existing on Pay Roll as on 31/12/2005 and subsequently after completion of each five (5) years in Form III and IV prescribed. The returns submitted by employees earlier to the MSEB shall be filed and shall not be used against employees of the MSEDCL for inconsistencies with present returns. Similarly no action shall be taken against the employee for non-submission of past returns (for MSEB's period), if returns in pursuance of Adm.Cir.No.20 dt.27/02/2006 are furnished.
- (2) Accordingly, every employee (other than employee in Pay Gr.IV) shall submit his initial property returns as on 31/12/2005 in Form I and II on or before 31/05/2006 and subsequent returns at an interval of five years as on 31<sup>st</sup> December in Form III and IV indicating the changes which may have occurred in the movable and immovable property and reasons thereof on or before 31<sup>st</sup> March of the following years.
  - (3) In case new recruits or an employee promoted from Pay Gr.IV to Pay Gr.III post from 01/06/2006 and onwards shall submit such initial returns in Form I and II declaring property held as on the date of entry into the Company or on the date of joining to the post in Pay Gr.III from Pay Gr.IV post on promotion, within three months and thereafter as on 31<sup>st</sup> December in Form III and IV alongwith others who will be furnishing the same at the interval of five years.
  - (4) For submission of Property Returns after restructuring of MSEB proper procedure to furnish the Property Returns, fine for non-submission or for delay in submission of return authority, events to open sealed covers of the Returns etc. (Original Adm.Cir.No.20 dt.27/02/2006 shall be referred).
- (ii) [ Deleted ]
  - (iii) Every employee in Pay Gr.IV shall submit all details of his existing movable and immovable property indicating its sources whenever he is required to obtain permission to acquire new property.

- (h)(3) The Company or any authority appointed by it in this behalf may at anytime by general or special order require an employee to submit within a period specified in the order a full and complete statement of such movable and immovable property held or acquired by him or by his wife or any member of his family as may be specified in the order. Such statement shall, if so required by the Company or by the authority so empowered, include details of the means by which or the source from which such property was acquired.

*Note (i) For the purpose of this Regulation referred to above the expression “movable property” includes interalia the following property:-*

- (a) *Jewellery, Insurance Policies (the annual premium of which exceeds Rupees Two Thousand or one sixth of the total annual emoluments received by the employee whichever is less), Shares, Securities and Debentures, all types of Deposits (Fixed, Saving & Current) and investment in Banks, Mutual Fund, Companies and other similar bodies, Cash etc.;*
- (b) *Loans advanced by such employees whether secured or not;*
- (c) *Motor Cars, Motor Cycles, Horses or any other means of conveyance; and*
- (d) *Refrigerators, Air-conditioners, Record Players, Radios, Radiograms, T.V. Sets, V.C.Rs., V.C.Ps., Computers and like.*

#Note (ii) In all Returns movable property exceeding Rupees Forty Thousand (Rs.40,000/-) be shown separately item wise. Items of value less than Rupees Forty Thousand may be added and shown in lump-sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such Returns.

- (i) An employee of the Company shall not make or permit any member of his family to make any investment other than purchase of immovable property after obtaining previous permission under Clause (h)(i), for which there are reasonable grounds to believe that it may give him any private interest with which his duties as an employee of the Company are concerned or which would be likely to influence the discharge of his duties.

Provided that such employee may invest in a Registered Co-operative Society, Bank or Public Company or purchase stocks, shares or securities, but he shall not make any investment in any Co-operative Society or Public Company which has an interest in any electrical undertaking, or speculate in stocks, shares or securities.

- (j) An employee of the Company shall not contribute to the Press any matter relating to service matter or to affairs of the Company or any electrical undertaking. An employee may, however, contribute an article to the Press on any general matter but he must confine himself within the limits of temperate and reasonable discussion. This liberty is, however, liable to be withdrawn by the Company, if in its opinion his connection with the Press is contrary to the public interest or the interest of the Company.

- (k) Save where required by law, an employee of the Company shall not without the sanction of the Company or of such Officer as may be authorized by it, communicate directly or indirectly to any person any document or any particulars contained therein or any information which has come into his possession as an employee of the Company, except where such communication is necessary in the discharge of his duties as an employee of the Company.
- (l) An employee of the Company shall not approach Government or any Officer of Government or any Member of any Legislature for any question affecting him personally as employee of the Company or generally relating to any class of employee of the Company or relating to any affairs of the Company.
- (m) An employee of the Company shall not approach a higher Officer of the Company in connection with any question referred to in clause (l) except after obtaining previous permission from his immediate superior. Such permission shall not normally be denied, and if denied, the employee shall have a right of appeal to the higher authority which shall be submitted through the immediate superior.
- (n) An employee of the Company shall not stand as a candidate in any election to a Legislative Body or Local Authority or continue to be a Member of any such Body or Authority nor shall he take part in such election by canvassing or otherwise, except that he may vote at such election if qualified to do so.
- (o) An employee of the Company shall not apply for any post or seek any service outside the Company without the specific permission of the Company or of any authority appoint by it.
- (p)(1) No employee of the Company shall, except with the previous sanction of the Company, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee of the Company may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake, or shall discontinue, such work if so directed by the Competent Authority.

**Explanation:** Canvassing by an employee of the Company in support of the business of insurance agency, commission agency etc. owned or managed by his wife or any other member of his family shall deemed to be a breach of this sub-Regulation.

- (2) Every employee of the Company shall report to the Competent Authority if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) No employee of the Company shall, without the previous sanction of the Competent Authority except in the discharge of his official duties, take part in the registration promotion or management of any Bank or other Company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any Co-operative Society for commercial purposes.

Provided that an employee of the Company may take part in the registration, promotion or management of a Co-operative Society substantially for the benefit of the Company's employees, registered under the C-operative Societies Act 1912 (2 of 1912) or any other Law for the time being in force, or of a literary, scientific or charitable Society registered under the Societies Registration Act 1860, (21 of 1860) or any corresponding Law in force.



- (4) No employee of the Company may accept any fee for any work done by him for any public body or any private person without the sanction of the Competent Authority.
- (q) An employee of the Company shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the Competent Authority.
  - (r) No employee of the Company shall, except with the previous sanction of the Competent Authority have recourse to any Court or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
  - (s) An employee of the Company shall –
    - (a) strictly abide by any Law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
    - (b) not be under the influence of any intoxicating drinks or drugs during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
    - (c) not appear in public in a state of intoxication;
    - (d) not use any intoxicating drink or drug to excess.
  - (t) No employee of the Company under any circumstances shall practice or encourage to practice and/or follow untouchability in any of its form either in a private capacity as a member of the Society or in an official capacity during the course of his employment, while discharging his duties.
  - (u) (i) No person who has more than one wife living shall be eligible for appointment in the Company, provided that subject to the provision of any law in force, Competent Authority may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this Regulation.  
  
(ii) No employee who has a wife/husband living shall contract another marriage without obtaining prior permission of the Competent Authority notwithstanding that such subsequent marriage is permissible under the personal Law for the time being applicable to him.
  - (v) No employee of the Company shall sexually harass women employees at work places. Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implications) as -
    - a) physical contact and advances,
    - b) a demand or request for sexual favours,
    - c) sexually coloured remarks,
    - d) showing pornography,
    - e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
  - (w) No employee shall employ or permit any member of his family or any person acting on his behalf to employ any child below the age of 14 years for domestic or any other work.

## 86. CLASSIFICATION OF OFFENCES

- (1) Offences are classified in two categories as shown below-
  - (a) Minor lapses, and
  - (b) Acts of misconduct
- (2) Minor lapses are those mentioned in Schedule 'A' (with any modification that may be effected by the Company) which may result in a punishment upto the limit prescribed in (1) of the Statement below Regulation 91.
- (3) Acts of misconduct are those which have been listed in Schedule 'B' (with such modifications as may be specified by the Company from time to time) for which maximum penalty is as prescribed in (2) of the Statement below Service Regulation 91 according to the gravity of the misconduct.
- (4) Any minor lapse may be treated as an act of misconduct if repeated for a third time within the period of one year and may be dealt with accordingly.

*Note: Schedules A and B appended to the Service Regulations are only indicative of what could be deemed as a minor lapse or act of misconduct. The list is neither complete nor exhaustive. Such of the irregularities or offences committed by an employee not included in the list but commonly or generally known or understood to be against the cannon of good behavior and discipline, may be deemed to have been included in either of the two schedules according to the nature and gravity of the offence committed, at the discretion of the authority competent to order departmental proceedings.*

## 87. PROCEDURE FOR DEALING WITH MINOR LAPSES

- (a) Cases of minor lapses may be summarily dealt with without the necessity of following, the procedure prescribed in Service Regulation No.88 and a warning or reprimand may be issued; but in more serious cases, the Competent Authority may impose a fine not exceeding 1/3<sup>rd</sup> of the gross salary of the employee, provided that where a fine is being imposed, the employee's explanation in writing shall normally be obtained. Any reprimand or find imposed by the Competent Authority shall be entered into the personal record of the employee.
- (b) The following are the Competent Authorities to act under Sub-Regulation(a):-

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<b>CLASS OF EMPLOYEE</b>	<b>COMPETENT AUTHORITY</b>
1) Employees in Pay Group III & IV.	i) Sectional Head in the Corporate Office.  ii) The Officer In-charge of Units other than the Corporate Office.
2) Employees in Pay Group I and II other than those included in (3) below.	i) Head of Department for employees in respective Department in the Corporate Office.  ii) Superintending Engineer in respect of the staff in the respective Units so far as the case of employee in Pay Group II Executive Engineers and Officers of equivalent rank are competent to act.

# 3)	Superintending Engineer / Dy.General Manager (HR) and its equivalent and above other than those included in (4) to (7) below.	Concerned Executive Director.
#4)	Dy.General Manager & above in F&A and IT cadre.	Director (Finance)
5)	Chief Engineer	Concerned Director
6)	Chief General Manager (HR) and its equivalent other than those covered in (4) & (5) above.	Managing Director
7)	Executive Director	Managing Director

*Note: Heads of Department are those which are specified in the Nineteenth Schedule of the Service Regulations.*

(c) There shall be no appeal in case an employee is warned or reprimanded.

*Note: Fines in the case of the employees governed by the Factories Act and the Payment of Wages Act shall be subject to the limits prescribed in these Acts.*

## **88. PROCEDURE FOR DEALING WITH ACTS OF MISCONDUCT**

### **(a) SUSPENSION**

i) An employee charged for an act of misconduct or against whom a case in respect of criminal offence is under investigation, enquiry or trial is liable to be suspended by the Competent Authority if his continuance in the post held by him or in the office in which he is working is likely to vitiate the enquiry or to become otherwise detrimental to the proceedings or to the interest of the Organization. The Competent Authority may in its discretion direct an employee who has been suspended to report to it or to any other Officer at such interval as may be deemed necessary by it during the period of suspension. The suspended employee may be permitted by the Competent Authority to leave the Headquarter for any specified period if in its opinion, his presence during the period would not be required in connection with the enquiry and proceedings, subject to the condition that in case he is recalled during such period he shall present himself before the Competent Authority on the given date.

ii) (a) In case where an employee is suspended as provided in S.R.88(a)(i), the Competent Authority, who ordered suspension shall revoke the suspension, if preliminary enquiries instituted against him are completed and also disciplinary action completed within a period of six months.

(b) In case, where the preliminary enquiries are not completed and disciplinary action is yet to start and the suspension of an employee is continued beyond six months, then the case shall be referred to the next higher authority of the Suspending Authority with a detailed report giving the reasons for delay, if any, together with specific recommendations of the Suspending Authority for review of suspension. On receipt of such report, the next higher authority of the Suspending Authority shall consider the matter and take the appropriate decision as to whether the suspension is to be continued or revoked.

Where the disciplinary action is completed and final decision is taken then the Competent Authority itself may revoke the suspension (ordered for act of misconduct but not in ACB/Criminal case) even though the period of suspension exceeds six months without referring to the next higher authority.

(c) In case of employees facing investigations by Anti Corruption Bureau and / or criminal charges, the power to review and revoke suspension of employees under suspension for a period exceeding six months shall vest with the following Committees:-

A		
For employees in Pay Gr.I, II and III in Statewise Seniority		
1	Director (Operations)	Chairperson
2	Executive Director (HR)	Member
3	Chief General Manager (HR)	Member
4	Chief General Manager (F&A)	Member
5	Chief General Manager (Tech.Estt.)	Member
6	General Manager (DC)	Member
7	Assistant Director HQ (V&S)	Member
B		
For employees in Pay Gr.III (Circlewise Seniority) and Pay Gr.IV (Division Seniority) in Corporate Office and field		
1	Executive Director (HR)	Chairperson
2	Chief General Manager (HR)	Member
3	Chief General Manager (Tech.Estt.)	Member
4	Chief Engineer [as nominated by Director (Operations)]	Member
5	General Manager [as nominated by C.G.M.(F&A)]	Member
6	Manager (DC)	Member
7	Vigilance Officer HQ	Member

*Note:1) In case the Chairperson is not in a position to attend the meeting on date given by him, he may nominate Senior Officer as his representative to attend the meeting. In such case or in absence of the Chairperson or his nominee the meeting shall be presided over by the Senior Officer amongst the other members of the Committee who are present. The quorum for meeting shall be of three excluding nominee.*

*Note:2) In case of absence or inability of any Member to attend the meeting for any reason, the Chairperson of the Committee may co-opt of another Officer as a Member on the Committee, if he desires to do so.*

*Note:3) In case of revocation of suspension of employees where two or more than two employees are involved in common offence the case shall be referred to the Committee competent to deal with the case of highest level employee.*

*Note:4) After approval of the Suspension Revocation Committee, the Executive Director (HR) shall submit the list of employees in whose cases revocation of suspension is recommended by the Suspension Revocation Committee to the Managing Director for deciding as to whether to order revocation or otherwise.*

*However, if the period of suspension is less than six months, the Competent Authority, who ordered suspension shall not revoke suspension, unless the case is closed/decided by the ACB/Police/Court.*

- iii) An employee shall, during the period of suspension, be eligible to a Subsistence Allowance as the Competent Authority may decide which shall in no case exceed 50 percent of the Basic Pay that he was drawing prior to his suspension in addition to the full Dearness Allowance. Entitlement to Subsistence Allowance shall be dependent upon compliance by the employee under suspension or reporting his presence as directed in his suspension order subject to leave of absence that may be granted to him by the Competent Authority.

*Note: In case of a Company employee who is continued under suspension even after his conviction by the Trial Court, pending consideration of appeal filed against such conviction, normal Subsistence Allowance as admissible under sub-Regulation (a)(iii) above should be paid to him irrespective of the fact that during such suspension he is released on bail or is lodged in prison on conviction. (Effective from 25/05/1987).*

- iv) If after the proceedings are completed, the employee who had been suspended is reinstated.
- (a) If he is wholly exonerated, he will be eligible to get the full arrears of pay less any amount paid as Subsistence Allowance, and;
- (b) In any other case, the Competent Authority or the Appellate Authority as the case may be, shall decide whether any part of the arrears of pay and allowances for the period of suspension shall be paid or not.

*Note: It is necessary to obtain approval of the Competent Authority to the payment of pay and allowances in cases where reinstatement is ordered by setting aside an order of dismissal/removal from service on the ground that it was passed by, an authority subordinate to the Competent Authority or was so passed without giving reasonable opportunity to show cause in respect of such cases. In all such cases a report explaining why the proper procedure was not observed should invariably be sent to enable the Competent Authority to decide whether loss caused to Company should be recovered from the official concerned.*

- v) When an employee has not been wholly exonerated and the period of suspension has been treated as punishment, the employee shall not be eligible to any arrears of pay and allowances for the period of suspension not shall the Subsistence Allowance already paid or payable to the employee on any account be recoverable from the employee.
- vi) A Company's employee against whom proceedings have been taken either for his arrest for debt, or on a criminal charge, or who is detained under any law providing for preventive detention should be considered as under suspension for any period during which, he is detained in custody or is undergoing imprisonment and not allowed to draw any pay and allowances (other than Subsistence Allowance that may be granted in accordance with provision contained in the Maharashtra State Electricity Distribution Company Ltd. Employees' Service Regulations) for such period until the termination of the proceedings taken against him, or until he is released from detention and allowed to rejoin duty as the case may be. An adjustment of his allowances for such period should thereafter be made according to the circumstances of the case, the full amount being given only in the event of the employee being acquitted of the blame or if the proceedings taken against him were for arrest for debt or if it is proved that the employee's liability arose from circumstances beyond his control or the detention being held by any Competent Authority to be unjustified.

**(b) CHARGE SHEET**

An employee against whom action is proposed to be taken for any act of misconduct shall be provided with a copy of the charge or charges (Annexure 2) as well as a statement of allegations that have been made against him and over which enquiry is being held.

**(c) SUBMISSION OF WRITTEN STATEMENT**

The employee charged for an act of misconduct shall be required within 7 days of the receipt of the charge-sheet by him, to put in a written statement of his defense, if any, and to state whether he desires to be heard in person.

**(d) ORAL STATEMENT**

The employee charged shall be given an opportunity to make an oral statement if he so desires in addition to any written statement submitted by him.

**(e) INSPECTION OF DOCUMENTS**

Copies of the relevant documents, if any, should be supplied to the employee charged, free of cost alongwith the charge-sheet and the statement of allegations as far as practicable. Copies of recorded statement, if any, should also be supplied. If it is not practicable to supply copies, the employee charged may be allowed to take copies or have copies made at his cost and all reasonable facilities shall be given to him enable this to be done. Copies of documents and statements which are not to be used against the employee charged need not be supplied or allowed to be taken. In dealing with request for copies of relevant documents a liberal view as possible should be taken since the employee charged can put forth the plea that he was handicapped in preparing his defense for want of documents.

*Note: As far as possible the notice served on an employee should be self contained and should be accompanied by copies of documents which are not confidential and which are considered essential for the person concerned to prepare his explanation. If the employee concerned desires to inspect any proceedings in addition, the Enquiry Officer should decide whether it is really necessary for the employee concerned to inspect them and if so*

*in case copies thereof cannot be supplied to him, the Enquiry Officer should send the relevant papers to the Officer under whom the latter serves to make them available to the employee concerned for inspection under his supervision. In case, the Enquiry Officer finds it inconvenient to send the papers to the other office, he may instruct the employee concerned to come to his office to inspect them. In the latter case, the employee shall be eligible to one fare to and fro of the class to which he is eligible and also one day's Daily Allowance. Before asking the employee to come to his office, in addition to considering whether it is necessary for the employee concerned to inspect the documents, he should also consider whether the employee cannot prepare the explanation without inspecting the paper, i.e. whether it is essential for him to inspect the papers and his defense will suffer for want of those papers. In case he is satisfied that it is not essential for the employee to inspect the papers, the employee should be informed that he will have to travel at his own cost.*

#### **(f) PRODUCTION OF DOCUMENTS AND OTHER EVIDENCE BY THE EMPLOYEE**

An employee will be required to produce his documents if any, alongwith his written statement; but such evidence may not be rejected merely because it is produced late. The Enquiry Officer may admit relevant evidence, documentary or otherwise provided by either side at any stage before the final order is passed.

#### **(g) RECORDING OR ORAL EVIDENCE**

- i) Oral evidence may be recorded by the Enquiry Officer if he permits any witness to be produced by either side.
- ii) The evidence of such witness will be recorded in English or in the regional language. After the evidence of the witness is completed, it shall be read out to him and if necessary explained to him in the language in which it was given. It shall be corrected if necessary, and then signed both by the Enquiry Officer and the witness. If the witness denies the correctness of any part of the evidence when it is read out to him, the Enquiry Officer may correct the statement and if the Enquiry Officer does not agree, he may make a Memorandum thereof of the objection taken to it by the witness and may add such remarks as he deems necessary. The employee may be allowed to take copies of the statement.

#### **(h) NO PLEADER ALLOWED**

Pleader shall not be allowed to appear in the enquiry. An employee may, however, be assisted in the conduct of his defense by another employee nominated by him in writing or by a representative of a recognized Trade Union of which he is a Member.

- i) The expenses of witnesses called to give evidence against the employee shall be borne by the Company while those of the witnesses called by or at the instance of the employee shall be borne by him.

The Company may bear the whole of the cost on account of the witnesses called by or at the instance of the employee if the employee is completely exonerated.

- ii) When an employee charged is required to proceed from one station to another to appear before an Enquiry Officer, he will be entitled to Travelling Allowance and Daily Allowance in accordance with the Company's Rules on Travelling Allowance and his absence on such occasions shall be treated as on duty.

An employee of the Company will not be entitled to any Travelling Allowance if the enquiry is held at a place other than his place of working, expressly at his own request.

An employee under suspension will, however, be eligible for travelling expenses equal to Travelling Allowance/Daily Allowance to which he is eligible while on duty, in case the enquiry is held on administrative grounds, at any place other than the place where the employee was working at the time of suspension.

Before the enquiry is fixed at any place other than the place, where the employee was working at the time of suspension, the Enquiry Officer should record in writing the reasons for calling an employee under suspension for enquiry at a different place and hold the enquiry accordingly, after getting the concurrence of the Competent Authority, who has ordered the suspension.

- iii) When a person borne on Nominal Muster Roll is required to travel from his place of working to another place for giving evidence against the employee who is charge-sheeted on behalf of the Company, he should be held eligible for Travelling allowance and Daily Allowance as per Company's Rules on Travelling Allowance and for this purpose, his wages should be determined on the basis of what he would have drawn in the particular month in question. His absence on such occasion should be treated as on duty.

*Note 1: Ex-employee/Ex-NMR worker who is called as witness in a departmental enquiry on behalf of the Company and undertakes a journey for the said purpose will be held eligible for reimbursement of travelling expenses equivalent to Travelling Allowance / Daily Allowance to which he/she would have been eligible while on duty in accordance with the Company's Rules on Travelling Allowance. His/her pay/wages and scale of pay for this purpose will be deemed to be what he/she had drawn at the time of leaving the Company.*

*Note 2: An Enquiry Officer shall be free to conduct ex-parte enquiry in the event of absence of the charge-sheeted employee without intimation and valid reasons after ascertaining from the Company's representative that the charge-sheeted employee had received the notice of intimation and that it was received by him sufficiently in advance or in the event of charge-sheeted employee abandoning the enquiry proceedings without sufficient cause and without the permission of the Enquiry Officer.*

*#Note 3: Ex-Appointing Authority who is called as witness by the Hon'ble Court in the ACB/Police/Criminal case filed against the Company's employee, as well as ex-office/employee for appearance in the Hon'ble Court/Commission/Police Station/Government or Company pleader undertakes a journey for the said purpose will be held eligible for reimbursement of travelling expenses equivalent to TA/DA which he/she would have been eligible while on duty in accordance with the Company's Rules on Travelling Allowance. His/her pay and scale of pay for this purpose will be deemed to be what he/she had drawn at the time leaving the Company. However, the concerned Ex-Appointing Authority will not be held eligible for Air journey. Such Officer/Employee will be eligible for Rest Houses of the Company at the rates applicable to the existing employees.*



**(i) FINDINGS OF THE ENQUIRY OFFICER**

After completing the enquiry and giving the employee a further opportunity of making a written or oral statement, if the employee desires, the Enquiry Officer shall record his findings.

**(j) SHOW CAUSE NOTICE**

After the enquiry is completed, the Competent Authority shall serve a notice on the employee communicating to him its findings and asking him to show cause within a specified time as to why the contemplated punishment involving dismissal, removal or reversion or withholding of increment/s should not be inflicted on him. The employee may be supplied with a copy of the findings of the Competent Authority or of those of the Enquiry Officer, as the case may be, or he may be given an opportunity to take a copy of such findings. (Annexure-4).

**(k) DECISION TO BE COMMUNICATED**

On receipt of the explanation within the specified time or if no reply is received within the specified time, the Competent Authority shall within seven days thereafter, on the basis of its own findings or on the findings of the Enquiry Officer appointed under Service Regulation No.93 will pass such orders as it may deem fit. Every order imposing a punishment as provided in Service Regulation No.91 shall be communicated to the employee in writing. (Annexure-5).

**(l) SHOW CAUSE NOTICE**

The orders passed under Sub-Regulation (k) shall become effective forthwith, notwithstanding the provisions for appeal, unless the order is stayed by the Appellate Authority pending decision in appeal.

**(l) PROCEDURE TO DEAL WITH VIGILANCE INVESTIGATION REPORT**

# The substantiated Vigilance Investigation Report and Chief Investigation Officer's Report shall be sent by the Director (V&S) and Chief Investigation Officer respectively to Disciplinary Action Cell, Corporate Office for onward submission to the Competent Authorities. While forwarding the substantiated report, the Director (V&S) or Chief Investigation Officer respectively shall recommend as to under which category the alleged misconduct (s) falls viz. Minor or Major Act of Misconduct (s). The Competent Authority shall take action on the substantiated report and deal with the case as per the procedure laid down in Regulation No.88(a) to (l). If during the enquiry, the employee is found guilty of the charges, the major punishment/penalty as prescribed under Regulation No.91 shall be imposed.

In case the Competent Authority differs with the recommendations of the Director (V&S) or Chief Investigation Officer regarding imposing the major punishment / penalty at the stage of awarded final order of punishment, the case shall be referred to the Director (V&S) or Chief Investigation Officer respectively by the Competent Authority, giving reasons as to why he is differing with the recommendation of the Director (V&S) or Chief Investigation Officer. The Director (V&S) or Chief Investigation Officer will analyse the reasons intimated by the Competent Authority and inform the Competent

Authority, either agreeing or disagreeing with the decision. If there is no accord between the Director (V&S) or Chief Investigation Officer and the Competent Authority, the matter shall be referred to the next higher authority for decision by the Competent Authority concerned. If the difference of opinion still persists between the next higher Authority and the Director (V&S) or Chief Investigation Officer, the Executive Director(HR) shall decide the case and his decision shall be final.

Provided further in case where Executive Director (HR) himself is the Competent Authority or next higher authority is above the level of Executive Director (HR), the difference of opinion between the Director (V&S) or Chief Investigation Officer and Executive Director (HR) or next higher authority shall be resolved by the Managing Director and the decision of Managing Director shall be final.

#### **89. EXCEPTION TO THE PROVISIONS IN SERVICE REGULATION NO.88**

The procedure prescribed in Service Regulation No.88 need not be followed and all or any of its provisions may be waived in the following cases:-

- (a) When the employee has absconded or when it is, for other reasons impracticable or difficult to communicate with him;
- (b) When the Company decides to terminate the services of an employee in terms of Service Regulation No.24;
- (c) When an employee absents himself from duty without permission and fails to attend office in spite of being written to and/or;
- (d) When summary proceedings are held as provided in Service Regulation No.90.

#### **90. SUMMARY PROCEEDINGS**

The Competent Authority may hold summary proceeding/s in case,

- (a) Where the employee is caught re-handed having committed or while committing an act of misconduct,
- (b) Where there is obvious evidence of the act of misconduct having been committed or,
- (c) Where the misconduct or misbehavior is considered too grave and convincing to warrant or justify the normal procedure to be followed,
- (d) Where having regard to the surrounding circumstances and the gravity of the offence for which the employee is convicted in a Court of criminal Law, Competent Authority is of the opinion that summary proceedings are appropriate for deciding any punishment including dismissal or removal,
- (e) Where an employee is involved in misconduct of serious nature causing loss to the Company is due for retirement from the services of the Company within a period of three months.

Without following the procedure prescribed in Service Regulation No.88 and take a decision on the evidence available after charge-sheeting the employee concerned, as prescribed in Annexure-3 and after giving him an opportunity to make a statement.

The summary decision may be made effective forthwith unless stayed by the appellate Authority.

## 91. PUNISHMENTS FOR MINOR LAPSES AND ACTS OF MISCONDUCT

The following punishments are prescribed for minor lapses and acts of misconduct.

Sr. No.	Nature of offence	Punishment	Appealable or Non- Appealable		
1.	Minor lapses	(a) Warning (b) Reprimand } (c) Fine up to 1/3 <sup>rd</sup> of the gross salary of the employee. (d) Recovery from gross salary / or an encashment of leave at the time of retirement to make up wholly or partly the pecuniary loss caused to the Company due to negligence or breach of orders (amounts less than # Rs.50,000/-). (e) Withholding of increment without cumulative effect.	Non-appealable  Appealable  Appealable  Appealable		
		2.	Acts of misconduct	(a) As in (d) above but for loss in excess of # Rs.50,000/- according to the gravity of the offence and the loss incurred by the Company.	Appealable
				(b) Withholding of increment with cumulative effect.	- do -
				(c) Stoppage of promotion.	- do -
				(d) Suspension.	- do -
(e) Reversion to a lower post.	- do -				
(f) Removal from service.	- do -				
(g) Dismissal.	- do -				

*Note 1: In ordering withholding of an increment, the Competent Authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.*

*Note 2: recoveries of fines and losses in the case of employees governed by the Factories Act, shall be limited to the extent permissible under the Payment of Wages Act.*

*Note 3: Reversion as a measure of punishment shall be for a specified period, on the expiry of which the delinquent employee shall be restored to his former position, without the case being placed before Competent Selection Committee again. Stoppage of promotion as a measure of punishment shall be with respect to specified period, on the expiry of which the delinquent employee shall become eligible for consideration for promotion.*

*Note 4: The act of grave misconduct like theft of energy / abetment in theft of energy, obtaining or attempting to obtain illegal gratification, misappropriation of Company's property or money or stores, theft, fraud, falsification of account, tampering with official document, gross irregularity or negligence in discharging of official duties with a dishonest motive act of disloyalty, sabotage etc. (The list is illustrative and not exhaustive and is intended to serve as guide) shall necessarily merit action of imposing one of the major penalties as prescribed for the acts of misconduct and the Competent Authority shall not have any discretion to convert the act of misconduct into minor lapses and impose the punishment prescribed for the minor lapses.*

## **92. APPEALS**

A person who has been punished under any of the foregoing provisions may, if the punishment is appealable, appeal to the appropriate Appellate Authority prescribed in the Schedule 'C' within a period of 30 days from the date on which the order has been communicated to the employee, in the manner prescribed below –

- (a) Every appeal shall be submitted through the Officer under whom the Appellant has been working and through the authority against whose orders the appeal is being preferred.
- (b) The Appellate Authority or any authority higher than the Competent Authority prescribed in Schedule 'C' may suo-motu call for the enquiry papers even in the absence of any appeal from the employee and review the decision of the Competent Authority given in accordance with the provision in Service Regulation No.88.
- (c) In the case of an appeal preferred against the order imposing a punishment as provided under the foregoing Service Regulations, the Appellate Authority or the authority reviewing the punishment as provided in Sub-Regulation (b) above, shall take into account all the recorded facts and also other facts subsequently disclosed find out –
  - (i) Whether the prescribed procedure in essential respects had been followed by the Enquiry Officer or the Competent Authority.
  - (ii) Whether the order was based on established facts and;
  - (iii) Whether the punishment is excessive, adequate or inadequate, and after taking into consideration the findings on the above issues, may, if considered proper, amend or repeal the order, provided that in case the punishment ordered by the lower authority is considered inadequate, the employee shall be given an opportunity to be heard before the punishment is enhanced. If the Appellate Authority or any higher authority than the Competent Authority finds that there has been a material procedural omission, it may direct the Competent Authority or the First Appellate Authority, as the case may be, to supply the omission or to rehear the case.
- (d) Where a Second Appeal is provided, the same procedure shall be followed as in the case of the First Appeal.
- (e) The decision in appeal shall be immediately operative unless it is stayed by any higher authority and otherwise altered by the said higher authority.

- (f) Every person preferring an appeal shall do so separately and in his own name.
- (g) Every appeal shall contain only material statement and arguments on specific relevant issues on behalf of the Appellant and shall contain no disrespectful or improper language and shall be completed in itself.
- (h) An appeal may be disallowed in writing -
  - (i) If the punishment is not appealable,
  - (ii) if the appeal has not been submitted within 30 days from the date on which the punishment order or order of the First Appellate Authority has been communicated to the employee, the First Appellate Authority or the Second Appellate Authority; as the case may be, may condone the delay in submission of appeal upto a period of 60 days from the date of communication of the order, provided he is convinced that there are sufficient reasons for not preferring the appeal in time. Where an employee prefers appeal beyond 30 days but within 60 days he/she must give cogent reasons for the same;
  - (iii) If it is worded in disrespectful or improper language and/or;
  - (iv) If it is not submitted through proper channel.
- (i) When an appeal is disallowed for any of the reasons mentioned in Sub-Regulation (h), the Appellant shall invariably be informed of the reasons for the disallowance.
- (j) There shall be no appeal against disallowance of appeal but the authority higher than the prescribed Appellate Authority or the Company, as the case may be, review the decision and amend the order regarding disallowance of appeal.
- (k) # (i) When an employee resigns from the service of the Company, his right to prefer an appeal stand ceased. Any appeal pending at the time of resignation shall stand disposed of as infructuous.
  - (ii) An employee retires from the services of the Company on attaining the age of superannuation or retires voluntarily/compulsorily has right to prefer an appeal within stipulated time i.e. 30 days from the date on which the punishment order or order of the First Appeal has been communicated to the employee. Any appeal pending at the time of retirement on attaining the age superannuation, voluntary/compulsory retirement shall be disposed of by following the procedure as under -
    - (a) An employee shall prefer an appeal within 30 days from the date on which the punishment order or order of the First Appeal has been communicated to the employee.
    - (b) The retired, voluntary/compulsory retired employee shall not have right for delay in preferring appeal beyond stipulated time of 30 days and such appeals shall stand disposed of as infructuous.
    - (c) The appeal preferred shall be decided by the Competent Authority as prescribed in Regulation No.92 (including decision regarding revising the punishment).
    - (d) An employee who is retiring on attaining the age of superannuation or retires voluntarily/compulsorily shall give the under taking that in case of enhancement in the punishment, he shall be liable to make the loss good to the Company. For this purpose, the leave encashment entitled to such employee shall be withheld by the disbursing authority.

**93. COMPETENT AUTHORITIES TO DEAL WITH ACTS OF MISCONDUCT AND POWERS TO APPOINT AN ENQUIRY OFFICER**

The Competent Authority prescribed in Schedule 'C' shall be competent to hold departmental proceedings against an employee for any act of misconduct or to appoint an enquiry to hold such proceedings. The Competent Authority on its own findings or on the findings of Enquiry Officer, as the case may be, may impose punishment or otherwise give a decision (Annexure-I).

**94. APPELLATE AUTHORITIES**

Appellate Authorities prescribed in Schedule 'C' shall be competent to hear appeals and also to review the decisions of the Competent Authorities. Where a decision is taken by an authority prescribed in the Schedule, an appeal shall lie to next higher authority.

**95. VALIDITY OF DECISION IN CASE OF TECHNICAL DEVIATIONS**

No decision given by the Competent Authority or the Appellate Authority shall be called in question and no action taken shall be reversed merely for reasons of immaterial and inconsequential deviations from the prescribed procedure and in all such matter, the decision of the Managing Director shall be final.

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## CHAPTER VIII

### REGULATIONS RELATING TO WORK CHARGED STAFF AND CASUAL WORKERS

**96.** A person shall be deemed to be work charged employee if he is appointed as such, temporarily for a special period for a specific work connected with new scheme or expansion of an existing scheme or for repairs to any plant machinery or any specific work connected with distribution irrespective of whether the expenditure in respect of employment charged to the capital cost of the works or not.

**97.** (a) Notwithstanding any provisions in the foregoing chapters, monthly rated work charged employee will be eligible for –

- (i) A monthly wage in the prescribed time scale,
- (ii) A paid weekly off,
- (iii) Travelling expenses as admissible to the member of Line staff,
- (iv) Wound or injury compensation as provided under the Workmen's Compensation Act, 1923.

(b) A monthly rated work-charged employee who has been in continuous service for more than 12 months shall in addition to above, have the same privileges as a permanent employee of the Company in regard to leave, increment, notice pay and subscribing to the Provident Fund, subject to the provisions of the Employees' Provident Fund Act, 1952.

**98.** The tenure of a work-charged employee shall not exceed 180 days and his services are liable to be terminated without notice at any time before the expiry of 180 days. Retention of work-charged employee beyond 180 days shall be subject to the following conditions:-

- (a) That, before the expiry of period of 180 days he is selected by the Competent Selection Committee for continuance on the work-charged establishment or for absorption in the regular establishment, as the case may be.
- (b) Persons selected by the Competent Selection Committee may be absorbed in the regular establishment if there are vacancies. If there are no vacancies in the regular establishment they may be continued on the work-charged establishment till such time the work on which they are engaged lasts or till they are absorbed in the regular establishment. In the event, work on which they are engaged comes to an end before they are absorbed in the regular establishment, their services should be terminated and they should be paid retrenchment compensation if they are found entitled to it under the Industrial Disputes Act, 1947.
- (c) If a work-charged employee is retained in service on work-charged establishment, he will be eligible for leave at the rate of 1/22 of the period of continuous duty performed during the first 12 months and thereafter to leave facilities as admissible to a permanent employee of the Company.
- (d) The service of the work-charged employee who has been in the service for less than one year shall be terminable at any time with 24 hours notice except where otherwise provided in law. The services of the work-charged employee who has been in continuous service for one year or more shall be terminable with such notice period or salary in lieu thereof as is prescribed for regular employees of the Company.

**99.** No transfer T.A. shall be payable to a work-charged employee, as transfer from one work to another shall be deemed to be a fresh employment.

**100.** An employee borne on work-charged establishment when appointed to a post as regular employee shall be treated as new entrant for all purposes. He shall however, be eligible to carry forward the un-availed portion of leave earned during the period he worked as a work-charged employee provided there is no break in service. He is also eligible to get the same pay which he was getting on the work-charged establishment, provided he is appointed to a similar post carrying an identical scale of pay. If not, he will start on the minimum of the pay scale.

*Note: Break caused due to intervening Sunday / Holiday declared by the Company / Erstwhile MSEB and / or actual travelling period after ceasing to be work-charged establishment and / or actual travelling period after ceasing to be work-charged establishment and before reporting for duty on temporary / permanent establishment at the destination shall be regularized by granting leave admissible and accrued by an employee during the period of service on work-charged establishment. If there is no leave at his credit or his leave record for the past period of service is not available, such intervening period shall be treated as E.O.L. The Competent Authority to grant such leave would be the authority to which employee reports for duties on regular / temporary appointment.*

**101.** The work-charged employee shall be governed by the Company's Conduct, Discipline and Appeal Regulations.

**102.** A person who is appointed on daily wages shall be deemed to be a casual worker and shall be eligible only to the wage for the day on which he is actually engaged for work and shall not be eligible to any other benefit of the service conditions prescribed in the foregoing Service Regulations.

Provided that an employee on Nominal Muster Roll, selected by the Competent Selection Committee and not absorbed in the regular establishment may be continued on the Nominal Muster Roll establishment for a specified period on the expiry of which his services shall be terminated.

Provided further that if an employee on Nominal Muster Roll is retained in service as provided in the above proviso and ultimately absorbed in a temporary or a permanent post, the period of his continuous service on Nominal Muster Roll shall count for leave at the rate of 1/22<sup>nd</sup> of the period of duty performed and limited to one month at a time.

Nominal Muster Roll Workers who have put in five years or more continuous service on N.M.R. as on 31<sup>st</sup> December, 1983 or thereafter but have not yet been absorbed in or against a supernumerary / temporary / permanent post shall be eligible to earn leave with wages (Earned Leave) at the rate of 1/22<sup>nd</sup> of the period of duty performed on N.M.R. subject to the limit of accumulation of 300 days and of availment of 30 days at a time on the following conditions viz.:-

- (a) The Competent Authorities shall have discretion of granting / refusing leave, considering exigencies of the project or other Company's work;
- (b) Such N.M.R. worker may be allowed to avail of leave with wages standing to his credit while working on N.M.R. for not more than two occasions during a calendar year;
- (c) If any worker is retained in the service and subsequently absorbed in a supernumerary / temporary / permanent post, the un-availed portion of Earned Leave will be carried forward in his leave account;
- (d) Head of the Division / Major Stores or any Officer in Pay Group I authorized by him shall be the authority competent to grant leave to N.M.R. worker.

No encashment of Earned Leave on the lines of the provisions contained in General Order No.59 (Personnel) dated 27/06/1970 should be allowed to any N.M.R. worker.

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## CHAPTER IX

### MISCELLANEOUS

**103.** The Company may delegate powers to grant advance increments, prizes and awards, for outstanding work, resulting in yielding any benefit or profit to the Company.

(A) The Company may also grant cash rewards to its employees whose information leads to detection of case(s) of power theft. The amount of such reward will be restricted to the extent of 5% of the total amount recovered from the concerned defaulting consumers/members of public, etc. as charges for the energy stolen. The employee of the Company whose information leads to the detection of a case of power theft will be considered eligible for such rewards irrespective of the fact whether he has detected it while discharging his duty or not.

\$(B) [Deleted]

\$(C) [Deleted]

**104. (a)** The Company may build up a Staff Welfare Fund for the benefit of the employees under a separate account head. The contributions to this fund may be from:

- (i) Fines recovered from the employees.
- (ii) Donations received from the public.
- (iii) Unclaimed and lapsed salaries and allowances.
- (iv) Funds contributed by the Company.
- (v) Amount recovered from employees who have resigned without giving due notice (i.e. amounts recovered in lieu of notice period).

*Note 1: As regards amounts recovered from employees deputed for foreign studies who have failed to fulfill the conditions of the contract, the amounts recovered shall be credited to the capital cost of the work concerned and not to the Staff Welfare Fund.*

*Note 2: The contribution payable to the Welfare Commissioner, as per the provisions of the Bombay Labour Welfare Fund Act, in respect of the establishment to which this Act applies, shall not be credited to the Staff Welfare Fund.*

(b) The Company may prescribe Regulations and procedures regarding the Administration of the Fund, and the method and limit of distribution of the benefits to the employees.

**105.** Subject to the provisions of these Service Regulations, the Competent Authority shall have power to frame Service Regulations to supplement the foregoing Regulations and also to prescribe procedures, forms, statements, returns and such other records for the purposes of implementing these Service Regulations and any supplementary Regulations that may be framed by the Company from time to time.

**106.** Appeal against the decision of the Competent Authority may be heard by the Appellate Authority that may be appointed by the Company generally or in specific cases.

Provided that the Director (Operations), the Director (Projects), the Director (Finance), the Executive Directors and the Executive Director (HR) shall have powers to review the actions / decisions of the Officers of the respective Wings viz. Technical, Accounts and HRD cadre including their own, while the Managing Director may at his discretion review the decisions of the Executive Directors and the Company Directors including his own.

**107.** The terms of a specific contract with an employee may be deemed to override all or any of the provisions of these Service Regulations as the Company may decide.

**108.** The Company may prescribe special Regulations relating to employment and service conditions of Apprentices and Probationers in the service of the Company and such Regulations may be deemed to override all or any of the provisions of these Regulations as Company may decide.

**109.** Notwithstanding anything contained in foregoing Service Regulations, the Company may issue an order from time to time imposing any limitation or restriction permitting relaxation or granting exemption or prescribing procedure generally or in any particular case relating to the conditions of service under the Company and such an order shall have, so far as the specific case is concerned, the same force as it it were a part of these Service Regulations.

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## **SCHEDULE 'A'**

### **MINOR LAPSES**

[See Service Regulation 86(2)]

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<b>Sr.No.</b>	<b>Nature of Offence</b>
1.	Late attendance on more than 3 occasions in a month.
2.	Irregular attendance.
3.	Asking for extension while on leave without sufficient cause.
4.	Absence without prior permission.
5.	Untidiness and slovenliness.
6.	Instances of carelessness of minor nature.
7.	Minor negligence in the discharge of duties assigned.
8.	Instances of slack supervision.
9.	Dilatory disposal.
10.	Laxity and impromptitude in attending to assignments.
11.	Act of indiscretion in minor matters.
12.	General inefficiency in disposal.
13.	Instances of lack of normal courtesy towards colleagues and subordinates.
14.	Lacking in sense of respect towards superiors (not amounting to disrespect or insubordination).
15.	Discourtesy and undignified behavior with the members of the public (not amounting to insolence or insult).

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*Note: Any of the above instances of misbehavior may, at the discretion of the Competent Authority, be treated as an act of misconduct according to the circumstances and gravity of the misbehavior.*

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## **SCHEDULE 'B'**

### **ACTS OF MISCONDUCT** [See Service Regulation 86(3)]

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<b>Sr.No.</b>	<b>Nature of Offence</b>
1.	Leaving Headquarter without prior permission.
2.	Unauthorized use of vehicles of the Company.
3.	Abuse or misuse of the Company's property.
4.	Collusion with any person with a view to depriving the Company of its revenues or other dues.
5.	Causing loss of Company's materials or property.
6.	Gross negligence resulting in or likely to result in loss to the Company.
7.	Causing damage to the property of the Company or failure where it was reasonably necessary and possible to prevent damage to or loss of Company's property.
8.	Failure to exercise efficient control and supervision on the subordinate resulting in general inefficiency of the Branch or Unit.
9.	Indiscipline.
10.	Any disruptive activity in the organization.
11.	Unruly behavior in the course of official duty.
12.	Insubordination, insolence, impertinence, rude and uncivil behavior or commission of any act subversive of good behavior.
13.	Disobedience of any order of the superior officer or a senior officer.
14.	Theft, embezzlement, fraud, falsification of account, tampering with official documents, breach of trust, misappropriation or dishonesty in connection with the affairs or property of the Company.
15.	Acts of disloyalty to the Company.
16.	Instigating other to stay away or to disobey orders or to strike work except in accordance with the provisions of any law for the time being in force.
17.	Unauthorized stoppage of work or any other action in furtherance of stoppage of work (except in accordance with the provision of any law for the time being in force) or willful slowing down in performance of work and / or abetment or instigation thereof.
18.	Creating disaffection among the staff or workers or holding meetings in and outside the Company's premises which are likely to cause disaffection in the organization.

Sr.No.	Nature of Offence
19.	Sabotage.
20.	Unauthorized disclosure of any official information or documents or information acquired in the course of duty.
21.	Accepting or permitting any member of his family to accept any gifts without the sanction of the Competent Authority [except as provided in the S.R.No.85(e)], or failing to report to the Competent Authority of the gifts accepted in excess of the limits prescribed in the S.R.No.85(e), gratuity or reward or gratification or bribe or any favour or promise of favour, or for doing or not doing any official act or for maintaining a congenial relation for any future advantage or favour, indirectly from any member of the staff or from any member of the public.
22.	Breach of any Rules, Regulation, Circulars, Orders or Instructions.
23.	Negligence or neglect of work.
24.	Collection of subscriptions or canvassing membership for any Trade Union or for any Institution or Body or Organization or holding meetings within the premises of the Company, without prior permission of the Company or of the Competent Authority appointed by it, except in accordance with the provision of any law for the time being in force.
25.	Failure to sever completely his connection with any private business, trade or vocation or service at the time of taking up employment under the Company.
26.	Doing any private business or being engaged in trade or vocation directly or indirectly or in partnership in any manner while in the Company's service.
27.	Accepting an appointment or office in any outside Institution or Body either as paid Officer or in any honorary capacity without prior permission of the Company or any authority appointed by it in this behalf.
<i>Note 1: Honorary Secretaryship of a Club or a Social or Professional Institution does not constitute an employment in the sense of the clauses 25, 26 &amp; 27, provided that it does not interfere with the duties under the Company.</i>	
28.	Failure or reluctance to give full and correct information which the employee possesses with regard to his own antecedents and record or any other matter connected with the Company's affairs or in connection with any offence or any irregularity committed by himself or any other person within his knowledge when demanded by his superior officers or any other appropriate authority.
29.	Making a false statement or making false complaint.

Sr.No.	Nature of Offence
30.	Adjustment or declaration of the employee as insolvent.
31.	Habitual indebtedness.
32.	Gambling and speculation in investments or Satta.
33.	Bidding or tendering for supply to the Company or for purchasing any property of the Company either in person or through any agent or in partnership with any other person. (The Competent Authority appointed by the Company in this behalf may give permission in specific cases for purchase by the employee of any articles of the Company that are to be disposed of).
34.	Making an unauthorized statement to the Press or contributing any article in the Press or any magazine or writing a letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical or participation in a radio broadcast on any official matter without the sanction of the Company or any authority empowered by it for ventilating grievances through the Press or leaflets.
Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic, scientific character.	
35.	Neglecting to use safety equipments, devices and to abide by the safety instructions issued from time to time while on duty.
36.	Use of any printed, manuscript, typed or cyclostyled material, except the Text Books, Circulars, General Orders, Correction Slips, etc. as are prescribed for the Departmental Examinations or resorting to any unfair means so as to induce or pressurize or threaten the Examiner or any other authority connected with the Departmental Examination, including the Entrance Examination and Test, to obtain favourable results in the said Examination/Test.
37.	<p>Having a close link with any of the organizations declared by the Government of India to be indulging in activities prejudicial to internal security, public safety and maintenance of public order or membership of or association with anybody or organization declared unlawful after it was so declared or participating in or associating with any activity or programme -</p> <ul style="list-style-type: none"> <li>i) aimed at the subversion of the Constitution ; or</li> <li>ii) aimed at the organized breach or defiance of the law involving violence; or</li> <li>iii) prejudicial to the interests of the sovereignty and integrity of India; or</li> <li>iv) which promotes, on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different section of the people or association with organizations engaged in subversive activities in secret, organizations which while professing to work in a democratic way in fact engage in activities to overthrow the present political system or organization which have foreign inspiration and liaison for similar objectives.</li> </ul>

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Sr.No.	Nature of Offence
38.	Practicing bigamy and / or contracting second / subsequent marriage having spouse living notwithstanding any provision under personal law applicable to employee without prior approval of the Competent Authority.
39.	Sexual harassment of women employees at work place.
40.	Employment of any child below the age of 14 years for domestic or any other work by him or permit any member of his family or any person acting on his behalf.

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## SCHEDULE 'C'

### COMPETENT AUTHORITIES TO IMPOSE PUNISHMENT AND HEAR APPEALS

(See Service Regulation 92, 93 & 94)

Sr. No.	Category of employees	Competent Authority	Appellate Authority (for 1 <sup>st</sup> Appeal)	2 <sup>nd</sup> Appellate Authority if 2 <sup>nd</sup> appeal is permitted by the Appellate Authority
1.	2.	3.	4.	5.
#1.	i) Executive Director	Managing Director	Managing Director in consultation with concerned Functional Director.	Committee of Board of Director comprising of M.D., Director (Finance), Director (Operations) and Director (Projects).
	ii) Chief Engineer and equivalent in Finance and Accounts and IT cadre.	Director concerned for their respective wings.	Managing Director	Committee of Board of Directors comprising of M.D., Director (Finance), Director (Operations) and Director (Projects).
	Chief General Manager (HR) and its equivalent other than those covered in (ii) above.	Managing Director	Managing Director in consultation with Executive Director (HR).	Committee of Board of Directors comprising of M.D., Director (Finance), Director (Operations) and Director (Projects).
	iii) All other Officers of the rank of G.M. & equivalent, S.E./Dy.G.M. & equivalent.			
	a) Technical posts.	E.D. concerned for their respective Wings.	Director concerned for their respective Wings.	Managing Director
	b) HRD / Training/ IR/ PR/ Legal & allied posts.	C.G.M. concerned for their respective Wings.	E.D.(HR)	Managing Director
	c) Finance & Accounts/IT cadre	C.G.M. concerned for their respective Wings.	Director(Finance)	Managing Director



Sr. No.	Category of employees	Competent Authority	Appellate Authority (for 1 <sup>st</sup> Appeal)	2 <sup>nd</sup> Appellate Authority if 2 <sup>nd</sup> appeal is permitted by the Appellate Authority
1.	2.	3.	4.	5.
2.	# i) Employees in Pay Gr.I (excluding S.E., equivalent and above and also excluding HRD, Accounts, Vigilance & Security cadre).	Chief Engineer concerned.	E.D. concerned for their respective wings.	Director concerned.
	## ii) Employees in Pay Gr.I – HRD/LIR/ Legal/ Sports and Publicity & allied posts  a) Sr.Manager equivalent & above.  b) Manager equivalent.  c) Legal Advisor	C.G.M.(HR)  G.M.(HR) (as nominated by E.D.(HR).  C.L.A.	E.D.(HR)  C.G.M.(HR)  E.D.(HR)	M.D.  E.D.(HR)  M.D.
	# iii) Employees in Pay Gr.I of Finance & Accounts/IT cadre.	C.G.M.(F&A)/C.G.M.(IT)/C.G.M.(IA) as the case may be.	Director (Finance)	M.D.
	## iv) Employees in Pay Gr.I of Vigilance & Security cadre working under Director(V&S).	Director (V&S)	M.D.	M.D. in consultation with Director (Finance).
	a) Employees In Pay Gr.I of Vigilance & Security cadre working under Chief Investigation Officer in Investigation Wing.	C.I.O.	E.D.(HR)	M.D.
	b) Employees in Flying Squad Pay Gr.I (excluding V&S cadre) working under Director(V&S).	Director(V&S)	M.D.	M.D. in consultation with Director (Finance).
	c) Employees in Pay Gr.I (excluding V&S cadre) working under Chief Investigation Officer in Investigation Wing.	C.I.O.	E.D.(HR)	M.D.

# Revised vide CS No 4 dated 17.07.2009

## Revised vide CS No 12 dated 26.11.2010

Sr. No.	Category of employees	Competent Authority	Appellate Authority (for 1 <sup>st</sup> Appeal)	2 <sup>nd</sup> Appellate Authority if 2 <sup>nd</sup> appeal is permitted by the Appellate Authority
1.	2.	3.	4.	5.
3.	i) Employees in Pay Gr.II in Corporate Office.	Officers of the rank of A.G.M.(HR)/ A.G.M.(F&A)	Head of Department	Director(Finance)/ E.D.(HR).
	a) Non-Technical/ Non-Accounts/ Accounts allied posts.			
	ii) Employees in Pay Gr.II in the Field (Excluding employees of Security Deptt.)  (Excluding employees of Security Deptt).	Officers of the rank of S.E./ equivalent or above.  (In respect of employees working in the Office of C.E.,Nagpur).	Head of Department	<b>Tech.Posts:</b> Director(Operations)/ E.D.I/II/III concerned for their respective Wings. <b>Accounts Posts:</b> Director(Finance) <b>Non-Accounts/Non-Tech.posts:</b> E.D.(HR).
3.	# iii) Employees in Pay Gr.II in V&S cadre working under Director (V&S).	Dy.Director(V&S) in respect of employees working under them.	Director (V&S)	M.D.
	a) Employees in Pay Gr.II in V&S cadre working under Regional Investigation Officer, Corporate Office & Field.	C.I.O.	E.D.(HR)	M.D.
	b) Employees attached to Flying Squad Pay Gr. II / III (Excluding V&S cadre).	Dy.Director (V&S) of the Region.	Director (V&S)	M.D.
	c) Employees attached to Investigation Wing in Pay Gr.II/III (Excluding V&S cadre).	Regional Investigation Officer.	C.I.O.	E.D.(HR)
4.	i) Employees in Pay Gr.III in Corporate Office (Tech.)	Officers of the rank of E.E. & above.	Officers of the rank of S.E., equivalent and above.	Head of Department.

# Revised vide CS No 12 dated 26.11.2010

Sr. No.	Category of employees	Competent Authority	Appellate Authority (for 1 <sup>st</sup> Appeal)	2 <sup>nd</sup> Appellate Authority if 2 <sup>nd</sup> appeal is permitted by the Appellate Authority
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1.	2.	3.	4.	5.
	ii) Employees in Pay Gr.III in Corporate Office (Non-Tech.)	Officers of the rank of Sr. Manager (HR)/Manager (F&A) equivalent and above.	Officers of the rank of A.G.M.(HR)/(F&A) or equivalent & above.	Head of Department.
	iii) Employees in Pay Gr.III in the Field (excluding employees in Security Deptt.)	Officers of the rank of E.E./A.C.P.O./ E.E.(Stores)/ A.C.O.S. or equivalent & above.	Officers of the rank of S.E. or equivalent & above.	Head of Department.
	iv) Employees in Pay Gr.III in Corporate Office and Field (V&S cadre).	Officers of the rank of Security Officer/ Vigilance Officer or Asstt. Director (V&S) in respect of employees working under them.	Dy. Director (V&S) in respect of employees working under them.	Head of Department. Director (V&S).
	a) Employees attached to Flying Squad [Excluding (V&S) cadre] Pay Gr.III.	Incharge of Flying Squad Pay Gr.I Officer.	Dy.Director of the Region (V&S)	Director (V&S)
5.	i) Employees in Pay Gr.IV in Corporate Office.	Officers of the rank of Manager (HR)/(F&A)/ A.E.E. or equivalent and above.	Officers of the rank of A.G.M.(HR)/(F&A)/ Dy. Director (V&S) or equivalent and above in respect of Non-Tech. posts and S.E. in respect of Technical Posts.	Head of Department.
	ii) Employees in Pay Gr.IV in Field.	Officers of the rank of Manager (HR)/(F&A)/ A.E.E. or equivalent and above /Dy.E.E. Incharge of Sub-Division.	Officers of the rank of E.E. or equivalent and above.	Officers of the rank of S.E. or equivalent and above.
	<b>iii) [Deleted]</b>			

*Note 1: i) In case of common misconduct or incident involving more than one employee and / or falling under the jurisdiction of more than one Competent Authority specified above, the authority competent to initiate disciplinary action against the employee of the highest rank amongst the employees involved in such a case and under whose jurisdiction the incident occurred, shall be the Competent Authority to initiate / take disciplinary action against all the employees involved. The appeal against the decision of the Competent Authority shall lie with the Authority immediately next above in the same hierarchy.*

*However, a case of disciplinary action of common acts of misconduct or incident involving more than one employee arises where highest ranking employee has ceased to serve the Company for any reasons as on the date of initiating disciplinary action, the Competent Authority in such cases shall be decided on the basis of residual serving employees only, (excluding employees who are not in service for any reason) on the date of initiating disciplinary action.*

*However, if the actions are already initiated by any authority higher than the Competent Authority in view of involvement of highest ranking employee who cease to be an employee of the Company for any reason, for those cases shall continued to be dealt with any the same authority in view of proviso to SR 5.*

*ii) Where employees of the equivalent rank from different cadres are involved in the case of common misconduct or incident and belong to the category of Superintending Engineer equivalent or above, the Managing Director shall decide as to who should act as the Competent Authority to initiate / take disciplinary action against them.*

*iii) a) Where Pay Gr.I employees of equivalent rank from different cadres belonging to the category below the level of S.E. or equivalent are involved in the case of common misconduct or incident, the E.D.(HR) shall decide as to who should act as the Competent Authority to initiate / take disciplinary action against them.*

*b) Where Pay Gr.II, III & IV employees of equivalent rank from different cadres are involved in the case of common misconduct or incident, the Head of Department or any lower authority who is competent to initiate action against the employee of the highest rank involved in the incident shall decide as to who should act as the Competent Authority.*

*Note 2: In the event of an employee committing an act of misconduct within the jurisdiction of one Competent Authority and the employee subsequently getting transferred within the jurisdiction of another Competent Authority or placed under the administrative control of another Competent Authority for any administrative reason, the Competent Authority indicated in Schedule 'C' under whose jurisdiction the incident has occurred shall be Competent Authority in this case also.*

*Note 3: Managing Director shall be Competent Authority to decide cases which are not covered by the provision contained in Note 1 & 2 above.*

*Note 4: Deleted.*

*Note 5: Deleted.*

*Note 6: Deleted.*

*Note 7: The appeal preferred against the decision of the Competent Authority or the First Appellate Authority who has, in the meantime, become the First Appellate Authority or the Second Appellate Authority, respectively (due to promotion/appointment) should be submitted to the next higher authority and such next authority shall be competent to decide the First or the Second Appeal, as the case may be.*

*The Company authorized the Managing Director in consultation with Director (Finance), Director (Operations) and Executive Director (HR) to revise / alter any of the existing provisions as stipulated under SCHEDULE 'C' appended to the MSEDCL Employees' Service Regulations.*

*Note 8: The Officers in IT Department shall exercise all administrative powers on par with the equivalent Officers belonging to other cadres (G.O.128(P) dated 07/07/1992).*

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## **ANNEXURE 1**

### **FORM FOR APPOINTMENT OF ENQUIRY OFFICER (See Service Regulation 93)**

Whereas on an examination of the materials available I, \_\_\_\_\_  
\_\_\_\_\_*(mention name and designation here)* am satisfied that a prima facie  
case exists for a departmental enquiry against Shri \_\_\_\_\_  
\_\_\_\_\_*(mention name of the accused employee and designation)* in respect of or  
on charges of \_\_\_\_\_  
*(mention the charges here)*

it is hereby ordered that a departmental enquiry be held against him in respect of said conduct.

Shri \_\_\_\_\_  
*(here mention the name of the Officer & designation)*

is appointed to hold the departmental enquiry. He should strictly follow the Regulations of the holding of  
departmental enquiry.

**Signature of the Competent Authority.**

## ANNEXURE 2

### MODEL FORM OF CHARGE SHEET [See Service Regulation 88 (b)]

You, Shri \_\_\_\_\_  
working as \_\_\_\_\_ at \_\_\_\_\_  
are hereby charged with having committed the following irregularities/offences that you on or  
about \_\_\_\_\_

*(Mention date)*

1)

2)

*(Mention here the definite charges)*

You are directed to state whether you admit that you are guilty of the charge/charges mentioned above. If not, you are directed to put in your written statement together with such documents as you propose to rely on, in support of your defense within \_\_\_\_\_ days from the date of the service of this charge-sheet.

You are further directed to state whether you desire to be heard in person and also whether you desire to produce any witnesses in defense in which case, their names and addresses should be furnished with your statement indicating the nature of their evidence which is intended to prove or disprove the case to enable the undersigned to decide whether you should be permitted to produce the witness or witnesses.

In case your written statement as mentioned above is not received within the above mentioned period, ex-parte decision shall be taken.

(A brief statement of the allegation on which the charge or charges is/are based may be given below if considered necessary).

### ANNEXURE 3

#### FORM OF CHARGE-SHEET IN SUMMARY PROCEEDINGS (See Service Regulation 90)

You, Shri \_\_\_\_\_  
working as \_\_\_\_\_ at \_\_\_\_\_  
are hereby charged for the following irregularities / offences, that you on or about \_\_\_\_\_  
*(Mention date)*

- 1)
- 2)

*(Mention here the definite charges)*

Questions:

Answers:

- 1) Do you admit the charge or Charges mentioned above?
- 2) Have you anything to say?

**Competent Authority**

**Signature of the  
charge-sheeted employee**

**ANNEXURE 4**

**FORM OF SHOW CAUSE NOTICE WHEN THE COMPETENT AUTHORITY  
ACCEPTS THE FINDINGS OF THE ENQUIRY OFFICER  
[See Service Regulation 88 (j)]**

From : \_\_\_\_\_

*(Name and Designation of the Competent Authority)*

To

\_\_\_\_\_

**Shri** \_\_\_\_\_

*(Name and Designation of the accused employee)*

Sub : Disciplinary Action.

On the basis of the findings of the Enquiry Officer, Shri \_\_\_\_\_ who  
conducted the Departmental Enquiry in your case in respect of the charges mentioned in the charge-sheet,  
I \_\_\_\_\_

*(mention Name and Designation of the Competent Authority)*

have come to the conclusion that the charges mentioned in the charge-sheet served on you have  
been proved against you and I, therefore, propose to impose the punishment

\_\_\_\_\_  
*(Specify the punishment here)*

on the ground that you have been found guilty of the aforesaid charges.

You are hereby called upon to show cause within 4 days from the date of the receipt of this  
notice, why the proposed punishment should not be imposed. On your failure to show cause within the  
time allowed to you, it will be presumed that you do not wish to show cause.

You are requested to acknowledge a receipt of this letter.

**Name and Designation of  
the Competent Authority**



**ANNEXURE 5**

**FORM OF ORDER OF PUNISHMENT  
[ See Service Regulation No.88 (k) ]**

I, Shri \_\_\_\_\_

*(Mention name and designation of the Competent Authority)*

hereby order the following punishment:-

\_\_\_\_\_  
*(Mention the nature of punishment here)*

on Shri \_\_\_\_\_  
*(Mention the name and designation of the employee accused)*

for the charges proved against him.

This order shall take effect from \_\_\_\_\_  
*(Mention the date)*

**Signature of the Competent Authority**

Place : \_\_\_\_\_

( \_\_\_\_\_ )

Date : \_\_\_\_\_

Name and Designation of the  
Competent Authority

## FIRST SCHEDULE

### DELEGATION OF POWERS : Creation of posts and allied matters

Sr.No. 1	Category of Post 2	Competent Authority 3	Remarks 4
<b>A+B Permanent Posts &amp; Temporary Posts:</b>			
	i) Head of Department and above	Company	
	ii) All other posts in Pay Gr.I, II, III & IV.	M.D. in consultation with the Director (Operations)/ (Projects) / (Finance).	The proposal will be put up by E.D.(HR).

*Note 1: In the event of any difference of opinion amongst the Directors for sanction of any post or opening of an office/unit etc., the decision of the M.D. shall prevail.*

*Note 2: Appropriate Appointing Authority as specified in the MSEDCL Employees' Service Regulations will be the Competent Authority to downgrade temporarily a sanctioned post to facilitate appointment of available person, for such period till it becomes possible to fill in the particular post by appointing a suitable candidate.*

*Note 3: For continuance of all temporary posts beyond the initial tenure or extended tenure, same authorities as are prescribed above shall be the Competent Authorities.*

*Note 4: Authorities (other than the Company) shall be Competent to sanction temporary and permanent posts as indicated above PROVIDED provision exists in the budget estimate for the said posts and the proposal is based on the approved norms, save in cases, where no norms have been prescribed.*

#### **C. Work-charged Staff:**

- i) Corporate Office No provision is made for Corporate Office as occasions do not arise warranting employment of work-charged staff.
- ii) Field Offices Officers in charge of execution of works and schemes shall be competent to sanction posts on work-charged establishment as provided in the estimates of works/schemes. Where no estimates have been approved, officer not below the rank of Superintending Engineer/Dy.C.P.O/ S.E.(Stores) shall be Competent Authority.

*Note: No work-charged staff shall be engaged on O&M Works and clerical work in administrative offices.*

#### **D. Daily Rated Staff:**

- i) Corporate Office E.D.(HR)/G.M./Chief Engineer/Asstt.General Manager(HR)
- ii) Field Office Officers In-charge of units not below the rank of an Officer in Pay Gr.I

Sr.No. 1	Category of post 2	Competent Authority 3	Remarks 4
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**Delegation of powers to Officers in the Stores Organization:**

- 1) The officer-in-charge of a Major Stores shall be competent to appointment N.M.R. staff upto the maximum of three Clerks for a Major Stores & one Clerk for each Stores Centre and Minor Stores; ten Jr.Technicians/Helpers for each Major Stores and three Helpers for each Stores Centre and Minor Stores and four Watchmen for each Stores Dump outside the premises of Major Stores, Stores Centres and Minor Stores, subject to the following annual limits:
  - i) Lower Division Clerk/ Office Assistant Two months for each Clerk for each Major Stores/Stores Centre/Minor Stores.
  - ii) Helper /Jr. Technician 1000 (One Thousand) man days.
  - iii) Watchman Three months for each Dump.
- 2) The Chief Engineer(Stores) has been authorized to exceed the limit referred to in (1) above upto six months only, for which reasons are to be recorded in each case.
- 3) The Executive Engineer (Stores) in the Corporate Office and in the Field Offices shall exercise the same powers as are being exercised at present by an A.C.O.S. in the Stores Purchase Section of the Corporate Office and an Executive Engineer in a field office respectively.
- 4) An Additional Executive Engineer (Stores) shall exercise the same powers as are vested at present in Additional Executive Engineer in the Stores Purchase Section of the Corporate Office and a Sub-Divisional office in the field.

- |           |   |  |  |
|-----------|---|--|--|
| <b>E.</b> | <b>To approve the continuance of a Temporary Estt./Office/ Unit alongwith the staff sanctioned there under.</b> | M.D. in consultation with Director(Finance)/(Operations)/(Projects).   | The proposal will be put up by E.D.(HR). |
| <b>F.</b> | <b>For upgradation of an existing sanctioned post.</b>  | Authority competent to create the higher posts on permanent /temporary basis shall be the Competent Authority. |  |
| <b>G.</b> | <b>For transfer of a post from one place to other.</b>  | Authority competent to create the permanent/temporary post shall be the Competent Authority.                   |  |

Sr.No. 1	Category of post 2	Competent Authority 3	Remarks 4
H.	<b>For transfer of Administrative control of any Unit/Office due to Administrative reasons.</b>	M.D. in consultation with the Director (Operations)/(Projects)/(Finance).	The proposal will be put up by E.D.(HR).
I.	<b>i) For opening an Office of a status of Zonal/Circle/Division/ Major Stores 'A'.</b>	Company.	
	<b>ii) For opening of Sub-Division/Major Stores 'B' &amp; 'C'/Section/Unit/Minor Stores Centres, etc..</b>	M.D. in consultation with the Director (Operations)/(Projects)/(Finance).	The proposal will be put up by the E.D.(HR).
J.	<b>Fixation of Headquarters of a post, Unit etc. not specifically determined by the authority sanctioning it.</b>	C.G.M.(T/E) in consultation with the Chief Engineer concerned.	
K.	<b>Closing of any Establishment of the Company.</b>	M.D. in consultation with the Director (Operations)/(Projects)/(Finance).	The proposal will be put up by E.D.(HR).
L.	<b>Shifting of Headquarters: i) Shifting of Headquarters of Units from one Circle to another.</b>	Director(Operations)/(Projects)/ M.D.	
	<b>ii) Shifting of Headquarters of Units within the Circle</b>	Chief Engineer of the Zone concerned in consultation with Asstt. General Manager (HR) and with an intimation to the C.G.M.(T/E).	
	<b>iii) Shifting of Headquarters of Circle Office/Zonal Office from one place to another.</b>	M.D. in consultation with the Director(Operations)/(Projects)/(Finance).	The proposal will be put up by the E.D.(HR).
M.	<b>Renaming of the existing Offices:</b>	M.D. in consultation with the Director(Operations)/(Projects)/(Finance).	The proposal will be put up by the E.D.(HR).

## SECOND SCHEDULE

### SELECTONS

#### The Constitution of various Selection Committees.

Sr.No.	Category of post	Composition of Selection Committee	
1.	2.	3.	
<b>I Post in State-wise Seniority</b>			
(a)	<b>For posts of Executive Director</b>	1. Managing Director	Chairman of the Selection Committee
		2. All Functional Directors	Member
		3. Executive Director (HR)	Member
(b)	<b>For posts in Pay Gr.I of the level of Superintending Engineer equivalent and upto Heads of Department in all cadres</b>	1. Managing Director	Chairman of the Selection Committee
		2. All Functional Directors	Member
		3. Executive Director (HR)	Member
		4. Executive Director (as may be nominated by the Managing Director)	Member
<i>Note : The Managing Director may nominated one more Member of the status of Executive Director or above on the Selection Committee if he considers necessary, such Member may even be an outsider.</i>			
(c)	<b>Technical Posts: For posts in Pay Gr.I of the rank of Executive Engineer and below and also posts in Pay Gr.II and Pay Gr.III (State-wise seniority).</b>	# 1. Director (Operations) and Director (Projects) alternately.	Chairman of the Selection Committee.
		2. Executive Director (HR)	Member
		3. Executive Director (as may be nominated by the Chairman of the C.S.C.)	Member
		4. Chief Engineer (as may be nominated by the Chairman of the C.S.C.)	Member
		5. C.G.M. (HR)	Member
		6. [ Deleted ]	-
		7. C.G.M.(T/E)	Member

*Note:i) Chairman of the Selection Committee may nominate one Member on the Selection Committee, if considered necessary.*

*:ii) In absence of the Chairman of the Selection Committee, Executive Director (HR) shall preside over the meeting.*

*iii) The Social Welfare Officer and Project Officer / Tribal Development Officer should be nominated for selecting candidates for the post of Sub-Engineer.*

Sr.No.	Category of post	Composition of Selection Committee
1	2	3

**(d) HRD / LIR (including Sports)/Publicity/Legal cadres**

**For posts in Pay Gr.I of the rank of Asstt.General Manager(HR) & below and Pay Gr.II posts.**

- |  |                        |
|--|------------------------|
| 1. Executive Director(HR)  | Chairman of the C.S.C. |
| 2. Chief General Manager (HR)  | Member                 |
| 3. Director(V&S)/CGM(CC)/CIRO/*CLA/Medical Advisor<br>(For their respective cadre only). | Member                 |
| 4. General Manager (HR) [as may be nominated by the Chairman of the C.S.C.)              | Member                 |

*Note: The Chairman of the Competent Selection Committee may nominate one more Member on the Selection Committee, if considered necessary.*

**# (i) Vigilance and Security Cadre:**

a) For post in Pay Gr.I of the rank of Vigilance Officer and below Pay Gr.II of V&S cadre.

- |   |                        |
|---|------------------------|
| 1. Director (V&S)   | Chairman of the C.S.C. |
| 2. Executive Director (HR)  | Member                 |
| 3. Chief General Manager (HR)   | Member                 |
| 4. Dy. Director (V&S) [as may be nominated by the Chairman of the C.S.C.] | Member                 |

*Note: The Chairman of the Competent Selection Committee may nominate one more Member on the Selection Committee if considered necessary.*

(b) For the post in Pay Gr.I of the rank of Vigilance Officer and below and Pay Gr.II.

- |  |                        |
|--|------------------------|
| 1) Director (V&S)  | Chairman of the C.S.C. |
| 2) Chief General Manager (HR)  | Member                 |
| 3) Dy. Director (V&S)<br>(As may be nominated by the Chairman of the C.S.C.) | Member                 |

*Note: The Chairman of the Competent Selection Committee may nominate one more Member of the Selection Committee, if considered necessary.*

\* Added vide CS No.23 dated 03/01/2012

# Revised vide CS No.3 dated 13/05/2009 (Adm.Cir.No.224 dated13/05/2009)

Sr.No. 1.	Category of post 2.	Composition of Selection Committee 3.	
<b>(e) Accounts / IT Posts</b>			
	For posts in Pay Gr.I of the rank of Asstt.General Manager (F&A) and below and Pay Gr.II posts.	1. Functional Director concerned	Chairman of the Selection Committee
		2. Executive Director (HR)	Member
		3. C.G.M.(F&A)/(IA)/(IT) [As may be nominated by the Chairman of the C.S.C.]	Member
		4. C.G.M. (HR)	Member
		5. General Manager (IT)	Member [For IT cadre posts only].

*Note: The Functional Director may nominate one more Member, if considered necessary.*

**(f) Stores Posts :**

For posts in Pay Gr.I [excluding post of the rank of Dy. C.P.O., S.E.(Stores) & above] and Pay Gr.II posts.	1. Functional Director concerned	Chairman of the Selection Committee
	2. Executive Director (HR)	Member
	3. Executive Director (Stores)	Member
	4. C.G.M. (HR)	Member
	5. C.G.M.(T/E)	Member

*Note: The Functional Director concerned may nominate one more Member on the Selection Committee, if concerned necessary.*

Sr.No.	Category of post	Composition of Selection Committee	
1	2	3	
(g)	<b>For posts in Pay Gr.II State-wise seniority of HRD</b>	<ol style="list-style-type: none"> <li data-bbox="727 352 906 380">1. C.G.M.(HR)</li> <li data-bbox="727 453 1097 548">2. G.M.(HR) [as may be nominated by the Chairman of the C.S.C.]</li> <li data-bbox="727 621 1097 716">3. G.M.(HR) [as may be nominated by the Chairman of the C.S.C.]</li> <li data-bbox="727 789 1097 884">4. G.M.(HR) [as may be nominated by the Chairman of the C.S.C.]</li> <li data-bbox="727 915 1097 1016">5. Asstt.General Manager (F&amp;A) [as may be nominated by the Chairman of the C.S.C.]</li> </ol>	<p data-bbox="1122 352 1430 415">Chairman of the Selection Committee</p> <p data-bbox="1122 453 1224 480">Member</p> <p data-bbox="1122 621 1224 648">Member</p> <p data-bbox="1122 789 1224 816">Member</p> <p data-bbox="1122 915 1224 942">Member</p>
(h)	<b>For posts in Pay Gr.III State-wise seniority in Accounts / IT cadre.</b>	<ol style="list-style-type: none"> <li data-bbox="727 1087 1097 1161">1. C.G.M.(F&amp;A)/C.G.M. (IT) [in case of IT posts]</li> <li data-bbox="727 1255 1097 1350">2. G.M.(F&amp;A) [as may be nominated by the Chairman of C.S.C.]</li> <li data-bbox="727 1423 867 1451">3. G.M.(IT)</li> <li data-bbox="727 1556 1097 1650">4. Dy.G.M.(HR) [as may be nominated by the Chairman of C.S.C.]</li> </ol>	<p data-bbox="1122 1087 1430 1150">Chairman of the Selection Committee.</p> <p data-bbox="1122 1255 1224 1283">Member</p> <p data-bbox="1122 1423 1430 1486">Member [For IT cadre posts only]</p> <p data-bbox="1122 1556 1224 1583">Member</p>



Sr.No.	Category of post	Composition of Selection Committee	
1	2	3	
(i)	<b>For posts in Pay Gr.III State-wise seniority in Stores cadre.</b>	1. Chief Engineer (Stores)	Chairman of the Selection Committee
		2. Supdtg. Engineer (Stores) [as may be nominated by the Chairman of the C.S.C.]	Member
		3. G.M.(HR)[as may be nominated by the Chairman of the C.S.C.]	Member
		4. Asstt. General Manager (F&A) [as may be nominated by the Chairman of C.S.C.]	Member
(j)	<b>For posts in Pay Gr.III State-wise seniority in Vigilance and Security cadre.</b>	1. Director (V&S)	Chairman of the Selection Committee
		2. G.M. (HR) [as may be nominated by the Chairman of the C.S.C.]	Member
		3. Dy. Director [as may be nominated by the Chairman of the C.S.C.]	Member
(k)	<b>For posts in Pay Gr.III State-wise seniority in Publicity cadre.</b>	1. C.G.M.(HR)	Chairman of the C.S.C.
		2. C.G.M.(Corporate Communication)	Member
		3. Sr. Manager (F&A) [as may be nominated by the Chairman of C.S.C.].	Member

Sr.No.	Category of post	Composition of Selection Committee	
1	2	3	
<b>II.</b>	<b>Posts in Pay Gr.III Circle-wise Seniority</b>		
<b>(A)</b>	<b>Corporate Office</b>		
<b>(a)</b>	<b>Technical Posts</b>	1. C.G.M.(T/E)	Chairman of the C.S.C.
		2. Dy.G.M.(HR) [as may be nominated by the Chairman of C.S.C.].	Member
		3. Executive Engineer [as may be nominated by the Chairman of C.S.C.].	Member
<b>(b)</b>	<b>HRD Posts</b>		
		1.G.M.(HR) [as may be nominated by the C.G.M. (HR)].	Chairman of the C.S.C.
		2. Dy.G.M.(HR) [as may be nominated by the Chairman of C.S.C.].	Member
		3. Asstt. General Manager (F&A) [as may be nominated by the Chairman of C.S.C.].	Member
<b>(c)</b>	<b>Accounts Posts</b>		
		1. G.M.(F&A) [as may be nominated by the C.G.M.(F&A)].	Chairman of the C.S.C.
		2. Dy.G.M.(HR) [as may be nominated by the Chairman of C.S.C.].	Member
		3. Asstt.General Manager (F&A) [as may be nominated by the Chairman of C.S.C.].	Member

Sr.No.	Category of post	Composition of Selection Committee	
1	2	3	
(d)	V&S Posts	1. Director (V&S)	Chairman of the C.S.C.
		2. Dy.G.M.(HR) [as may be nominated by the Chairman of C.S.C.].	Member
		3. Dy.Director (V&S) [as may be nominated by the Chairman of C.S.C.].	Member
(e)	Publicity Posts	1. C.G.M.(Corporate Communication)	Chairman of the C.S.C.
		2. Sr.Manager (F&A) [as may be nominated by the Chairman of C.S.C.]	Member
		3. Sr.Manager (HR) [as may be nominated by the Chairman of C.S.C.]	Member
(B)	Field Offices		
	For posts in Circle-wise seniority in Pay Gr.III	1. Chief Engineer of concerned District Zone	Chairman of the Selection Committee.
		2. Supdtg. Engineer as may be nominated by the Chief Engineer.	Member
		3.Asstt. General Manager (HR)/ Sr.Manager(HR) of the Zone.	Member
		4. Head of HR/Accounts Deptt. not below the rank of Manager (HR) /(F&A) in Circle Office / Urban Zone for HR / Accounts posts respectively as may be nominated by the Chief Engineer concerned.	Member

*Note: In case where Head of HR / Accounts not below the rank of Sr.Manager (HR), Manager (HR) / (F&A) is not available in Circle / Zone for whatsoever reason, an Officer of the same post from the adjoining Circle / Zone should be co-opted as a Member on the Competent Selection Committee.*

Sr.No.	Category of post	Composition of Selection Committee
1	2	3
<b>III</b>	<b>For posts in Division wise seniority (Pay Gr.IV)</b>	
<b>(A)</b>	<b>Corporate Office</b>	<p>1.Asstt.General Manager (HR) Chairman of the C.S.C. [as may be nominated by the C.G.M.(HR)].</p> <p>2. Sr.Manager (F&amp;A) [as may be nominated by the Chairman of C.S.C.]. Member</p> <p>3. Ex.Engineer (as may be nominated by the Chairman of C.S.C.) [only for Technical Posts]. Member</p>
<b>(B)</b>	<b>Field Offices</b>	<p>1. Officer of the rank of Executive Engineer of the concerned Office. Chairman of the Selection Committee.</p> <p>2.Addl.Ex.Engineer or Dy.E.E. Member to be nominated by the Chairman of the C.S.C.</p> <p>3. Sr.Manager (HR) Member</p>

Note: (i) [Deleted]

(ii) Chief Engineer (Urban) Zone/Chief Engineer and Supdtg.Engineer for Pay Group IV posts in Circle Office shall nominate the Officer of the rank of Ex.Engineer who will act as Chairman of the Selection Committee.

(iii) In case Addl.Ex.Engineer/Dy.Ex.Engineer/Sr.Manager(HR) is not available in the concerned Office for whatsoever reasons, an Officer of the same post from the adjoining Office should be co-opted as a Member of the C.S.C.

(iv) In case of selection of Watch and Ward staff, the Dy.Vigilance Officer or Vigilance Officer of the Circle/adjoining Office shall be included as Member.

## GENERAL NOTES

- 1) Absence of any Member of the Selection Committee for any reasons whatsoever shall not render the selection/s invalid.
- 2) In the event of the Chairman of the Selection Committee not being able to present at the time of meeting he may nominate another Member of the same Selection Committee to preside over that meeting.
- 3) Selection Committee shall function only when there is a quorum of atleast two Members including the Chairman or the nominated Chairman.
- 4) The same Committee shall be competent –
  - (a) to decide cases of promotion of posts.
  - (b) to select suitable candidates for temporary posts and also to post on work-charged and Nominal Muster Roll establishment.
- 5) Selection Committee for posts of Asstt.General Manager (HR)/Asstt.General Manager (F&A) and equivalent and below may be modified/alterd or new Committee constituted by the Managing Director in consultation with the Director (Operations), Director (Finance) and Executive Director (HR) whenever deemed necessary. The C.G.M.(HR) shall be the authority competent to notify the changes made in the Constitution of the Selection Committee.
- 6) The Managing Director of the Company is delegated with powers to condone, in consultation with Executive Director (HR) any irregularity committed in constituting improper Selection Committees in respect of categories of post included in the MSEDCL Classification and Recruitment Regulations.
- 7) The Chairman of the Selection Committee shall nominate an Officer belonging to one of the Backward Classes preferably from SC, ST, VJ-A, NT-B, C, D or SBC of the rank of Executive Engineer equivalent and above where selection is to be made against the post reserved for Backward Class candidates for Pay Gr.I, II & III employees.
- 8) On Selection Committee for Pay Gr.IV employees, both in the Corporate Office and Field Offices, the Chairman of the said Selection Committee shall nominate one of the Officers from Backward Class Communities preferably from SC, ST, VJ-A, NT-B, C, D or SBC of the rank of Addl. Executive Engineer / Dy. Executive Engineer / Manager (F&A) / (HR) or Sr. Manager (F&A) / (HR) as a Member.
- 9) For selection of candidates under direct recruitment to Pay Gr.III & IV posts, an Officer of the Government Social Welfare Department of the respective Districts not below the rank of Class II Gazetted Officer and the Project Officer, Integrated Tribal Development Project/Tribal Development Officer not below the rank of Class II Officer as enlisted in Twenty Forth Schedule of the Service Regulations, shall be nominated and invited to be the two additional Members of the Competent Selection Committee by giving notice to them 15 days in advance. The selection of the candidates for Pay Gr.III & IV posts which are made in the absence of an Officer of Social Welfare Department of respective Districts not below the rank of Class II Gazetted Officer and the Project Officer, Integrated Tribal Development Project/Tribal Development Officer, not below the rank of Class II Officer is liable to be treated as irregular.
- 10) [ Deleted ]

- 11)** The Chairman of the Selection Committee is authorized to sanction honorarium of Rs.500/- to the outsider if nominated on the Selection Committee and to reimburse the expenditure equivalent to the Travelling Allowance as admissible to Pay Gr.I Officer as per the existing Travelling Rules of the Company.
  - 12)** The Functional Director concerned as indicated in the Composition of Selection Committee means Director (Operations), Director (Projects) or Director (Finance) as the case may be for their respective cadre posts. In the eventuality of non-availability of one of the Functional Directors for whatsoever reason, the Managing Director shall nominate the Functional Director for the respective cadre for presiding over the Selection Committee.
  - 13) a)** The Chairman of the Selection Committee shall nominate an Officer belonging to the Minority Community not below the rank of Pay Gr.II Officer as an additional Member for making selections to 10 or more vacancies in Pay Gr.III & IV categories and where the number of vacancies is less than 10, no effort should be spared in finding a Minority Community Officer to such Committees.
  - b)** The Chairman of the Selection Committee shall nominate Woman Representative belonging to either Open or Backward Class category not below the rank of Pay Gr.II Officer as an additional Member of the Selection Committee for Pay Gr.III & IV categories.
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## THIRD SCHEDULE

### APPOINTING AUTHORITIES

[See Service Regulation No.9(2)(A)]

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.
<b>I. Appointments to Permanent &amp; Temporary Posts:</b>			
1.	a) Executive Director / Head of Department	Managing Director	
	b) All posts of the rank of Asstt.General Manager (HR) or equivalent & above except Heads of Department/ Executive Directors.	Director(Operations)/(Projects)/(Finance)/E.D.(HR) as the case may be.	
	c) Other posts in Pay Gr.I	Head of the Department	
	d) [ Deleted ]		
<b>2. Posts in Pay Gr.II</b>			
	i) Posts in the Technical cadre/Stores cadre.	C.G.M.(T/E)	
	ii) Posts in Accounts cadre.	G.M.(F&A)	
	iii) Posts in HR cadre.	G.M.(HR)	
	iv) Posts in V&S cadre.	Dy.Director(V&S)	
	v) Posts in IT cadre	G.M.(IT)	
	vi) [ Deleted ]		

Sr.No.	Category of post	Competent Authority	Remark
1	2	3	4
3.	<b>a) Posts in Pay Gr.III</b> Falling in Statewise seniority.	Asstt.General Manager (HR)/Sr.Manager(HR).	
	aa) [ Deleted ]		
	<b>b) Posts in Pay Gr.III</b> Falling in Circlewise seniority.		
	i) For posts in Corporate Office, Circle seniority.	Asstt.General Manager (HR)/Sr.Manager (HR).	
	ii) For posts in Circle seniority other than Corporate Office	Concerned Head of the respective Circles.	
	iii) [ Deleted ]		
	iv) [ Deleted ]		
	v) For posts in Stores Organization in Circle seniority	Supdtg.Engineer (Stores)/Dy.C.P.O.	
4.	<b>Posts in Divisionwise seniority:</b>		
	i) In Corporate Office	Manager (HR) concerned in Estt.Section	
	ii) [ Deleted ]		
	iii) In Circle Office / Zonal Office	Manager (HR) attached to the respective Circle or the Head of the Circle where Manager (HR) is not posted.	
	iv) [ Deleted ]		
	v) In Divisional Office / Major Stores A, B & C.	Executive Engineer / Officer Incharge of Major Stores, i.e. Asstt.Controller of Stores/ E.E. (Stores)/Stores Officer/ Additional Executive Engineer (Stores) as the case may be.	



*Note:(i) The Authorities prescribed above as Appointing Authorities shall be competent to make appointment to Temporary or Permanent posts after the candidates are selected by the Competent Selection Committee.*

*(ii) [ Deleted ]*

*(iii) Orders of appointment in respect of posts referred to in 1(b), (c), 2 & 3(a), (b-i) shall be signed by an Officer not below the rank of Sr.Manager(HR).*

*(iv) Orders of appointment in respect of Head of the Department shall be signed by the Managing Director.*

*(v) Orders of appointment in respect of posts referred to in 3(b) except (b-i) and 4 shall be signed by the respect Appointing Authorities.*

*(vi) The Director(V&S) shall be the Appointing Authority in case of the Security staff from the level of Jr.Vigilance/Security Officers and onwards and orders of appointments in respect of these posts shall be signed by an Officer not below the rank of Sr.Manager(HR).*

*(vii)&(viii) [ Deleted ]*

<b>Sr.No.</b>	<b>Category of post</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>

**II. Appointment to work-charged (Monthly Rated) Posts:**

A)	Corporate Office	No Appointing Authorities are prescribed for Corporate Office as occasions do not arise warranting employment of work-charged staff.
B)	Field Offices (including Stores Organization):	Appointing Authorities prescribed for making appointment to permanent and temporary posts as indicated at Sr.No.1 above shall be the Appointing Authorities making appointment to work charged posts provided the posts are created by the Competent Authority.

*Note: Appointments are to be made after selections are made by appropriate Selection Committee. If due to urgency of work if any person is appointed on work-charged establishment, such appointment shall be subject to condition that he is placed before the appropriate Selection Committee within 3 months (and not in any case later than 6 months complete) and his retention in service shall be subject to selection to the post by respective Selection Committee.*

Sr.No.	Category of post	Competent Authority	Remark
1	2	3	4

**III) Appointments to N.M.R. (Daily Rated) Posts:**

- |   |  |
|---|--|
| A) Corporate Office                                       | Head of the respective Unit/Office not below the rank of Pay Gr.II shall be the                                    |
| B) Field Offices (including Stores Purchase Organization) | Appointing Authorities for making appointments on NMR provided the posts are created by the Competent Authorities. |

**IV)** Appointing Authorities prescribed above shall on their own, also be competent to order reversions of the employees in specified categories of posts stated above, except in cases where Competent Authorities to impose punishment by way of reversion to a lower post are prescribed under Schedule 'C' of Service Regulations.

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## FOURTH SCHEDULE

### PROMOTIONS

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.
1.a)	For promotions against clear vacancies and for officiating promotions in case the duration of vacancy is likely to exceed 4 months.	Same procedure and delegations shall be operative to prescribe for 'Selections' to the post of permanent and temporary establishment under the Second Schedule. (Selection Committee shall have discretion to call departmental candidates for interview or to decide on basis of Confidential Reports and other records, consistent with principles prescribed in the MSEDCL Classifications Recruitment Regulations and the MSEDCL Employees' Seniority Regulations).	
b)	Officiating promotions (provided the vacancy is of duration exceeding one month but not exceeding 4 months).		
2.	Heads of the Departments and Executive Directors.	Managing Director	
3.	<b>Corporate Office:</b>		
i)	Posts in Pay Gr.I, II & III in Statewise seniority.	Appointing Authority as prescribed in Third Schedule.	
ii)	For other posts in Pay Gr.III & for posts in Pay Gr.IV.	Appointing Authority as prescribed in Third Schedule.	

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.

4.	<b>Field Office:</b>		
	i) Posts in Pay Gr.I	Appointing Authority	
	ii) Posts in Pay Gr.II	Appointing Authority	
	iii) For posts in Pay Gr.III in Statewise seniority:		
	Zonal Office	Appointing Authority	
	Circle Office	Appointing Authority	
	Divisional Office	Appointing Authority	
	iv) For posts in Circlewise & Divisionwise seniority:		
	Zonal Office	Appointing Authority	
	Circle Office	Appointing Authority	
	Divisional Office	Appointing Authority	

*Note:1) G.M.(F&A) shall have the powers of C.G.M.(F&A)/(Finance) for Corporate Office posts in Pay Gr.III in Statewise seniority in so far as Account staff is concerned.*

*2) Copies of orders issued in respect of employees in Pay Gr.I should interalia be endorsed to the Directors of the Company for their information.*

*3) No officiating promotion shall be continued beyond a period of six months without the approval of the following Authorities:-*

- |   |  |  |
|---|--|--|
| 1) Posts in Pay Gr.I of the rank of S.E. or equivalent and above. | Managing Director  |  |
| 2) Other posts in Pay Gr.I & II.                                  | i) Director(Operations)/(Projects)/ Executive Director for Technical post in their respective Wings. | In areas of over- lapping authorities the issue will be decided by the M.D. if there is difference of opinion. |
|   | ii) Director(Finance) for Accounts posts.  |  |
|   | iii) Executive Director(HR) for HR & Allied cadres.  |  |
| 3) Posts in Pay Gr.III (Statewise seniority).                     | Head of Department.  |  |
| 4) [ Deleted ]  |  |  |

<b>Sr.No.</b>	<b>Category of post</b>	<b>Competent Authority</b>	<b>Remark</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
4)(a)	<i>All posts in Pay Gr.III &amp; IV Corporate Office.</i>	<i>Head of Department.</i>	
(b)	<i>All posts in Pay Gr.III &amp; IV Field Offices.</i>	<i>S.E. or equivalent and above.</i>	

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## FIFTH SCHEDULE

### TRANSFERS

(See Service Regulation No. 15)

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.
<b>Statewise Seniority:</b>			
1.	a) All employees of Technical, HR & Accounts cadre upto and including the level of Additional Executive Engineer & equivalent posts. b) To transfer Ex.Engineers in the field.	Concerned Chief Engineer in the field within his jurisdiction.  1) Chief Engineer of the Zone for transfer within Zone.  2) Executive Director for inter-zone transfer within the area of jurisdiction of concerned Executive Director.  3) Director(Operations): Inter-zone transfers from the area of one Executive Director to the area of another Executive Director.  4) Managing Director in consultation with Director (Operations): Cases not covered in 1, 2 & 3 above.	

*Note 1: The Chief Engineer shall continue to exercise the powers already delegated to him vide G.O.No.157(P) dt.18/08/2003, until further orders.*

#### 2. a) Technical cadre:

- i) All employees upto and including AEE's level outside the jurisdiction of the concerned Chief Engineers in the Field. C.G.M.(T/E)
- ii) All employees above the level of A.E.E. except the Heads of the Departments. Managing Director
- iii) Head of the Departments Managing Director

<b>Sr.No.</b>	<b>Category of post</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>

**b) Accounts cadre:**

- |   |   |  |
|---|---|--|
| i) All employees upto and including the level of Sr.Manager(F&A) outside the jurisdiction of concerned Chief Engineer in the Field. | Director of Finance                                     |  |
| ii) All employees above the level of Sr.Manager(F&A) except Head of the Departments.  | Managing Director [Inclusive of employees in IT cadre]. |  |
| iii) Head of the Departments  | Managing Director                                       |  |

**c) Human Resource Department**

- |  |  |   |
|--|--|---|
| i) All employees upto and inclusive of Sr.Manager(HR) level outside the jurisdiction of concerned Chief Engineer in the Field. | i) G.M.(HR) - For employees upto the level of Dy. Manager(HR).<br>ii) C.G.M.(HR)-For employees above the level of Dy.Manager(HR) and upto the level of Sr.Manager(HR). |   |
| ii) All employees of the rank of Asstt.General Manager(HR) and equivalent and above.   | Managing Director  | Inclusive of employees in Legal, Publicity & Industrial Relations cadres. |

**d) Stores cadre**

- |   |                   |   |
|---|-------------------|---|
| i) All employees in Pay Gr.I except Heads of Departments. | Managing Director | For posts in Pay Gr.I and above the level of ACPO/ACOS/EE(Stores) only. |
| ii) All employees in Pay Gr.II & III.                     | S.E.(Stores)      |   |

<b>Sr.No.</b>	<b>Category of post</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
	<b>e) Security &amp; Vigilance</b>		
	i) All employees of the rank of Asstt. Director & above.	Managing Director	
	# ii) All employees of the rank of Jr. Vigilance Officer and above upto the level of Vigilance Officer.	Director(V&S)	

*Note: If two Head of the Departments disagree, Managing Director shall be the Competent Authority.*

**f) [ Deleted]**

**3. Field**

**i) Circlewise Seniority**

a) Within the Circle	S.E. Incharge of the Circle.	Executive Engineer Incharge of Division can order transfer within the jurisdiction of the Division.
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b) Outside the Circle but within Zone.	Chief Engineer Incharge of Zone.	These powers are to be exercised with reference to the provision of Seniority Regulation No.21(b).
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**ii) Divisionwise Seniority**

a) Within the Division	Executive Engineer	Dy.E.E./A.E.E. Incharge of Sub-Dn. Can order transfer within the jurisdiction of the Sub-Division.
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b) Outside the Division	Superintending Engineer	
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c) Outside the Circle but within Zone.	Chief Engineer Incharge of the Zone.	These powers are to be exercised with reference to the provisions of Seniority Regulations No.21(b).
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*Note: In so far as the Divisions placed under the administrative control of the Sectional Head / Heads of the Departments in the Corporate Office are concerned, the respective Regional Superintending Engineers in whose territorial jurisdiction the Divisions would be operating, will be responsible for the posting, promotions, confirmation etc., in respect of the staff working in such Divisions and in respect of all other matters, the Sectional Heads/Heads of the Departments in Corporate Office to whom the Divisions are attached will be responsible and intimate all transfers and cases of disciplinary action to the concerned Regional Superintending Engineers.*



#### 4. Corporate Office

**For other employees in Pay Gr.III & IV. Dy.G.M.(HR)**

*Note 1: Transfer orders in case of all categories of posts in Pay Gr.I (excluding Heads of Departments & G.M.) and Pay Gr.II & III in the Statewise Seniority and Circlewise Seniority and Divisionwise Seniority in Corporate Office shall be signed by the Officer not below the rank of Sr.Manager(HR).*

*Note 2: Copies of orders issued in respect of employees in Pay Gr.I should interalia be endorsed to the Directors of the Company for their information.*

*Note 3: Stores organization is to be treated as one Circle for the purpose of posting of staff, transfer and other administrative matters.*

*Note 4: C.G.M.(T/E) and Dy.G.M.(HR) shall be the Competent Authority for Technical staff and Non-Technical staff respectively to decide inter Circle voluntary/mutual/individual transfers of employees in Pay Gr.III & IV in the Circlewise and Divisionwise Seniority where change of Zone is involved or in other words where transfer of employee in Pay Gr.III or IV in Circlewise Seniority and Divisionwise Seniority from one Circle to another Circle in the Zone under a different Chief Engineer. Such inter Circle request transfers (mutual/individual) may be ordered by the Zonal Chief Engineers within their respective Zones subject to Rules regarding availability of vacancies and foregoing seniority. All orders of transfers in such cases shall be signed by a Officer not below the rank of Sr.Manager (HR).*

*Note 5: Copies of transfer orders in respect of all employees in Statewise seniority issued by the Chief Engineers in accordance with the powers delegated so they should be endorsed to Corporate Office.*

*Note 6: [ Deleted ]*

*Note 7: The authorities competent to make appointment/promotion to posts of Executive Engineer and above in all cases under the Third and Fourth Schedules appended to the MSEDCL Employees' Service Regulations, shall be required to obtain approval of the Managing Director while deciding the place of posting.*

*Note 8: "In the event of –*

- i) a Zone/Circle/Division etc. being abolished or becoming inoperative and when it is not possible for the concerned Chief Engineers to accommodate/adjust the employees elsewhere in his Zone, and*
- ii) bifurcation/realignment of existing Zone/s, Circle/s, Division/s, Sub-Division/s or transfer of administrative control from one Office / Unit to another, the employees working in the geographical jurisdiction of the concerned Zone / Circle /Division /Sub-Division, who opt for retention of his / her seniority in the parent Zone / Circle / Division, the G.M.(HR) for Non-Technical employees and Chief General Manager(T/E) for Technical employees in Divisionwise, Circlewise and Zonewise seniority shall be the Competent Authority to order their transfers out of Zones on ex-cadre basis / option basis on administrative grounds. However, their seniority will be regulated as per MSEDCL Employees' Seniority Regulation No.21(b) and 22 on their absorption in the Division/Circle or Zone to which such employees are transferred."*

## **SIXTH SCHEDULE**

### **INCREMENTS**

**(See Service Regulations No.30, 31 & 32)**

Routine increments shall be drawn as a matter of course without the necessity of any specific sanction of any Competent Authority unless in any case an increment or increments are withheld by Competent Authority by a specific order for any proved irregularity after following prescribed procedure.

It is also not necessary to issue any order in writing to any individual employee sanctioning an increment.

All increment certificates shall however, be subject to pre-audit before making payments.

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## SEVENTH SCHEDULE

### CONFIRMATION

[See Service Regulation No.9(22), 11(c)]

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.
a)	Head of Department	Managing Director	
b)	All Technical employees in Pay Gr.I (excluding Head of the Department)	Director(Operations)/Executive Director concerned for employees in their respective Wings.	
c)	All Technical employees in Pay Gr.II & III (in Statewise seniority).	Chief Engineer concerned.	
	i) [ Deleted ].		
<i>Note: Confirmation in respect of employees who are not controlled by the Chief Engineer but by an Officer of lower rank directly reporting to Director (Operations) / (Projects) would be decided by such Officer provided he is of the rank of Superintending Engineer or above. In other cases, such matters should be referred to Director (Operations) / (Projects).</i>			
d)	All other employees in Pay Gr.I other than those covered in (b)		
	i) HR i.e. Administrative, Industrial Relations, Legal, Publicity etc.	i) C.G.M.(HR) for HR, E.D.(HR) for others.	
	ii) Accounts / IT	ii) C.G.M.(F&A)/(IA)/(IT) as the case may be.	
	iii) Security & Vigilance	Director (V&S)	

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.
e)	All employees in Pay Gr.I & II in Statewise seniority and Pay Gr.III employees in Corporate Office (excluding those covered in 'c' above).	Concerned Officer of the rank of Supdtg.Engineer or above.	
	For Technical Posts	Concerned Officer of the rank of Supdtg.Engineer or above.	
	For HR Posts	Dy.G.M.(HR) in Corporate Office and Asstt.General Manager(HR) in the field where there is no Asstt.General Manager(HR), Dy.G.M.(HR) in Corporate Office will be the Competent Authority.	
	For Stores Posts	Officer of the rank of Supdtg.Engineer or above.	
	For Vigilance & Security Posts	Officer of the rank of Dy.Director (V&S).	
	For Accounts Posts	Officer of the rank of Asstt.General Manager (F&A) or above.	
f)	Employees in Pay Gr.IV in Corporate Office.	Manager (HR) concerned.	
g)	[ Deleted ]		

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.

**IN FIELD OFFICES**

i) Employees in Circlewise seniority including Security staff but excluding Vigilance staff.

Zonal Office Chief Engineer

Circle Office Superintending Engineer

Vigilance staff in Field i.e. in Pay Gr.II, III & IV. Dy.Director(V&S)

ii) Employees in Divisionwise seniority Executive Engineer and equivalent

**General Note:** Please refer to Note 2 to the Fifth Schedule (Copies of orders issued in respect of employees in Pay Gr.I should inter alia be endorsed to the Directors of the Company for their information).

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## EIGHTH SCHEDULE

### I. GRANT OF HIGHER STARTING SALARY ON INITIAL APPOINTMENT:

- i) The authorities empowered under the second Schedule i.e. Selections shall be competent to fix the starting salary of any employee in the Pay scale applicable to him on initial appointment in respect of posts in Statewise seniority.
- ii) In respect of the posts in Circle and Divisionwise Seniority lists, the Circle Selection Committees shall be competent to sanction advance increments to persons in Circlewise seniority on initial appointment not exceeding two increments. Similarly, they shall be competent to consider and sanction upto two advance increments to staff in Divisionwise seniority on recommendations of the Divisional Selection Committee. Cases involving grant of more than two advance increments but not more than four advance increments in respect of Technical / Non-Technical posts shall be decided by the Director (Operations)/ Director(Projects)/Director(Finance)/Executive Director(HR)/Executive Director concerned as the case may be.
- iii) In case of appointment of Licensee's staff consequent on undertaking being taken over by the Company, the Special Selection Committee shall be competent to grant such number of advance increments as may be necessary in pursuance of Company's Rules in force on the subject of protection (or otherwise) of the emoluments of such staff on their initial appointment in the Company.

### II. PAY FIXATION ON PROMOTION AND REVISION OF PAY SCALES:

[See Service Regulations No.28(b), 29(a) & (b), Recruitment Regulations No.30(a) & (b)]

Sr.No.	Category of post	Competent Authority
1.	2.	3.
1)	In respect of employees in Pay Gr.IV working in Division.	Executive Engineer and equivalent with the concurrence of Audit.
2)	In respect of employees in Pay Gr.III & IV working in Circle Office.	Dy. Manager (HR) with the concurrence of local Manager(F&A)/Dy. Manager(F&A).
3)	In respect of the employees in Pay Gr.I & II in the Field except Officers of the rank of S.E. & above.	Manager(HR) /Executive Engineer[Office] from the Circle Office with the concurrence of Audit Unit.
4)	In respect of all employees working in Corporate Office and Officer of the rank of S.E. & above.	Asstt. General Manager(HR)/Sr.Manager (HR) with the concurrence of Audit Unit.

*Note 1: In case difference of opinion between HR and Audit Unit, Competent Authority to decide such cases shall be Director (Finance).*

- 2: *Asstt. General Manager(HR)/Sr.Manager(HR) shall be the Competent Authority to decide cases of advancing the dates of increments in respect of employees in the Statewise seniority as per S.R.30 Note-2(a)(iii).*

## NINTH SCHEDULE

**GRANT OF LEAVE**  
(See Service Regulations 38 to 53)

Sr. No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.
<b>A. i) Leave (other than Casual Leave, Study Leave and Leave Not Due).</b>			
Heads of the Departments			
	Chief Engineer	Director (Operations)/ (Projects)/Executive Director concerned for Chief Engineer in their respective Wings.	
	C.G.M.(F&A)/(IA)/IT.	Director(Finance)	
	All other Heads of the Departments	Managing Director	
<b>Corporate Office</b>			
	a) Employees in Pay Gr.I of the rank of E.E. & above other than the Heads of the Departments.	Head of the Department.	
	b) [ Deleted ]		
	c) Other employees in Pay Gr.I.	Officer not below the rank of C.G.M.(T/E) / G.M.(HR)/ Dy.G.M. & equivalent.	
	d) [ Deleted ]		
	e) Employees in Pay Gr.II.	Officer of the rank of Asstt.General Manager(HR)/ (F&A)/ Dy.Director (V&S) & above.	

<b>Sr. No.</b>	<b>Category of post</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>

f) [ Deleted ]

g) Employees in Pay Gr.III & IV. Officer of the rank of Manager(HR) in consultation with Sectional Heads.

h) [ Deleted ]

ii) Extra Ordinary Leave without pay in relaxation of limitations in Service Regulation 46. Same as above.

**Field:**

1) Employees in Pay Gr.I of the rank of S.E. equivalent & above, other than Head of Department. Head of the Department.

2) Officers of the rank of E.E. & above but below rank of S.E. Superintending Engineer

3) Other employees in Pay Gr.I in Circle. Officer of the rank of S.E./E.E. (Office) & equivalent and above.#

# While granting leave for more than 30 days to employees in Pay Gr.I concurrence of the Head of Department shall be obtained.

4)(a) Employees in Pay Gr.II & III in Statewise seniority in the Field. Officer of the rank of E.E. equivalent & above.

# While granting leave for more than 30 days to employees in Pay Gr.II concurrence of the concerned S.E. shall be obtained.

(b) Other employees in Pay Gr.III and employees in Pay Gr.IV in the Zonal/Circle in field. Officer of the rank of Manager(HR)/(F&A) equivalent & above as the case may be.



<b>Sr. No.</b>	<b>Category of post</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>

5) Employees in Pay Gr.IV.	Officer of the rank of Manager (HR)/(F&A)/A.E.E. or any Officer not below the rank of Pay Gr.II nominated by the Officer Incharge of Unit.
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*Note : Except in (1) above, cases involving relaxation of limitations prescribed in S.R.46, shall be referred to the next higher authority.*

**B. LEAVE NOT DUE:**

i) Head of Department & above.	i) Director(Operations)/(Projects)/(Finance)/ E.D.(HR) as the case may be.
ii) All other staff in all categories	ii) Head of the Departments.

**C. CASUAL LEAVE:**

**i) Corporate Office**

i) Executive Directors	Managing Director
ii) Heads of Department	Director(Finance)/(Operations)/(Projects)/ E.E.(HR) as the case may be.

**ii) Field Offices**

Head of Department	Executive Director concerned.
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**Corporate Office**

i) All employees of the rank of S.E. & above, excluding their own case.	Head of the Department.
ii) [ Deleted ]	
iii) All employees of the rank of E.E. & above, excluding their own case.	Officers of the rank of S.E., equivalent and above.
iv) All other employees in Pay Gr.I & II.	Officers of the rank of E.E. concerned and above.
v) Employees in Pay Gr.III & IV.	Concerned Pay Gr.I Officer.

Sr.No.	Category of post	Competent Authority	Remarks
1.	2.	3.	4.

vi) [ Deleted ]

**Field Office:**

- |   |  |
|---|--|
| a) Officer of the rank of S.E. equivalent and above Incharge of Circle. | Head of the Department.  |
| b) Employees in Pay Gr.I of the rank of E.E. equivalent & above.        | Officer of the rank of S.E. equivalent & above.                  |
| c) Other employees in Pay Gr.I & II.                                    | Employees in Pay Gr.I of the rank of E.E. & above concerned.     |
| d) Employees in Pay Gr.III & IV.  | Pay Gr.I & II Officer.   |
| e) Employees in Pay Gr.III & IV attached to Section Offices.            | Dy. Executive Engineer / Asstt.Engineer Incharge of the Section. |

**D. DISABILITY LEAVE:**

The authorities competent to sanction leave on Average Pay and Half Average Pay leave to various categories of employees shall be competent to grant Disability Leave.

**STUDY LEAVE (In India):**

**E.**

For all employees.	Managing Director.
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*Note : Powers to grant leave which is applied for by employees who have been transferred after they have handed over charge of the post but before reporting for duty at new station shall vest with following authorities:-*

- |   |  |
|---|--|
| i) Employees in Pay Gr.I/II and employees in Pay Gr.III in Statewise seniority. | Heads of the Departments concerned and in case of transfer from one Department to another, the Head of the Department under whose jurisdiction the said employee is transferred. |
| ii) Other employees in Pay Gr.III & IV  | Authority competent to order transfer –  |
|   | a) for the inter- Divisional Transfers S.E. & equivalent.  |
|   | b) for inter-Circle Transfers C.E./Head of the Department concerned.   |

## TENTH SCHEDULE

( See Service Regulations No.56 & 73 )

Salary Bills and Competent Authorities to authorize an employee to go on tour to grant of T.A. advance and to approve T.A. Bills for journey both on tour and on transfer.

Sr.No.	Category of post	Competent Authority
1.	2.	3.

a) **Salary Bills:**

**Bill Preparing Officer**

**Corporate Office:**

All employees

Manager (HR) authorized by the Asstt.General Manager (HR) in-charge.

*Note:* i) Salary Bills need not be countersigned.  
ii) Audit Unit will pass and pay the Bills.

**Field:**

All employees in Pay Gr.I, II, III & IV.

Establishment Section of the various offices.

*Note:* There is no necessity of counter signature. An Officer authorized by the Officer Incharge of the Unit not smaller than a Division will sign the salary bills prepared by the Establishment Section and pass on the Bill to Audit Unit for passing payment.

b) **T.A. Bills:**

**1. For Journeys within the State:**

**A) Corporate Office:**

1. Heads of the Department

Head of the Department may proceed on tour for exigencies of work within the State without necessity of special sanction.

2. Employees in Pay Gr.I of the rank of G.M.

Head of Department.

3. Other employees in Pay Gr.I of the rank of Executive Engineer & above.

Immediate Controlling Officer.

4. Other employees in Pay Gr.I & II.

Officer of the rank & equivalent of Asstt.General Manager(HR)/(F&A) and above.

5. Employees in Pay Gr.III & IV.

Officer of the rank and equivalent to Sr.Manager(HR)/Manager(HR) & above.

*The immediate Controller Officer shall mean "Immediate Supervisory Officer".*

<b>Sr.No.</b>	<b>Category of post</b>	<b>Competent Authority</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>B.</b>	<b>Field:</b>	
	1. Chief Engineer	Chief Engineer
	2. Officer of the rank of S.E. & above	
	a) For travel in their jurisdiction	Officer of the rank of S.E. equivalent & above as the case may be i.e. Self.
	b) For tour outside jurisdiction	Head of the Department
	3. Officer of the rank of E.E.	
	a) For travel in their jurisdiction	Officer of the rank of E.E. & equivalent.
	b) For tour outside jurisdiction	Officer of the rank of S.E. equivalent & above.
	4. Other employees in Pay Gr.I, II, III & IV	
	a) For tour within the jurisdiction	
	i) For Officer of Pay Gr.I	The Officer of the rank of E.E. equivalent & above.
	ii) For others	Officer not below the rank of Pay Gr.I
	b) For tour outside the jurisdiction	Officer of the rank of E.E. & above.
<b>II.</b>	<b>JOURNEYS IN INDIA OUTSIDE THE STATE:</b>	
<b>A)</b>	<b>Corporate Office &amp; Field:</b>	
	1. Head of the Department	Director(Operations)/(Projects)/(Finance)/E. D.(HR) as the case may be.
	2. Employees of the rank of Executive Engineer and above, excluding Head of the Department.	Head of the Department.
	3. For all other employees.	Immediate Controlling Officer not below the rank if Asstt.General Manager(HR) and equivalent.
<b>B)</b>	[ Deleted ]	

Sr.No.	Category of post	Competent Authority
1.	2.	3.

### III. JOURNEYS OUTSIDE INDIA:

For all employees

Company

*Note 1) A Controlling Officer may not normally pass TA Bills unless previous permission for the tour is obtained except in exceptional cases and except when a general permission is obtained for routine works.*

*2) a) Whenever Competent Authorities in Corporate Office to sanction T.A. advance are not available, then the next available Officer not below the rank of Pay Gr.I Officer in the respective Section can grant T.A. advance to employees in Corporate Office.*

*b) When Officer of the rank of Superintending Engineer and Executive Engineer are not available being on tour, powers to approve journey and grant T.A. advance can be exercised by the Executive Engineer (Office)/Manager(HR)/(F&A) or by the A,E.E./Dy.Manager(F&A) as the case may be and as applicable.*

*3) The Managing Director is authorized to decide all matters relating to the grant of T.A. advance including delegations of powers in respect thereof.*

*4) All employees will prepare their own T.A. Bills and send them to the Establishment Section duly signed by the Controller Officer for record in Bill Register. The Establishment Section will then forward the Bill to the Audit Unit for passing and payment.*

*5) No T.A. advance shall be granted unless TA Bill for previous advance is submitted.*

*6):”(i) Time limit for submission of TA Bill shall be –*

*a) Three months from the date of completion of journey where no TA advance was taken; and*

*b) One month from the date of completion of journey, where TA advances was taken.*

*(ii) a) The time limit of one month, as aforesaid, shall be reckoned from the date of actual return from journey;*

*b) In cases where TA advance is taken and TA Bill is not submitted by the employee within the aforesaid time limit of one month, the entire amount of advance shall be recovered from his salary in one lump sum;*

*c) If on completion of journey, any amount from TA advance remains in balance, it shall be remitted to the Company at the earliest and number and date of Money Receipt of such remittance shall be mentioned by the employee on his TA Bill.”*

*7) To permit recovery of TA advance in suitable installments, not exceeding 10, in the event of loss of the amount of TA advance drawn by an employee due to theft, dacoity and robbery on production of satisfactory evidence thereof.*

<b>Sr.No.</b>	<b>Category of post</b>	<b>Competent Authority</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>

*Delegation of powers for above:*

**I. For employees in Corporate Office:**

**Category of Employees**

**Authority**

a) For all employees of the rank of G.M. concerned / G.M.(HR), C.G.M.(HR)/ Asstt.General Manager(HR) equivalent & C.G.M.(T/E) below.

b) For all other employees above the rank of C.G.M.(HR) Asstt.General Manager (HR) & equivalent.

**II. Employees in Field –**

All categories of employees

Chief Engineer concerned

8) The following shall be the Competent Authorities for condonation of delays in submission of TA Bills beyond “prescribed time limit”.

i) Head of the Department

i) Director (Operations)/(Projects)/Executive Director concerned for the Heads of Department of their respective Wings.

ii) Director (Finance) for the Heads of the Department of Accounts side.

iii) E.D.(HR) for the Heads of Department of Non-Technical/Non-Account side.

ii) For all employees in Pay Gr.I & II in the Corporate Office and in the Field excluding Heads of the Department. Head of the Departments

iii) For employees in Pay Gr.III & IV in the Corporate Office. Officer of rank of Asstt.General Manager (HR)/(F&A) and above.

iv) For employees in Pay Gr.III & IV in the field. Officer of the rank of S.E. equivalent and above.

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## ELEVENTH SCHEDULE

### COMPETENT AUTHORITIES TO ACT UNDER VARIOUS PROVISIONS OF THE SERVICE REGULATIONS

Sr. No.	Regln. No.	Subject	Competent Authority	Remarks
1.	2.	3.	4.	5.
1.	9(2)(a)	To admit evidence of date of birth for purpose of computing age.	Appointing Authority mentioned in Third Schedule.	
2.	9(2)(c)	To certify age in the case of a person whose year of birth is not known.	a) Medical Advisor for Company's Offices situated in Mumbai or such other authority as the standing Committee may prescribe.  b) i) Company's Doctor in-charge of Company's own dispensaries or (ii) Where there is no Company's Doctor, Govt. District Medical Officer (whatever may be his designation).	
3.	9(6)	To fix rates and conditions of Compensatory Local Allowance.	Company.	By a Resolution of the Company it is decided that Government Rules should be followed in fixing C.L.A.
4.	9(9)	To fix standard daily wage rates.	a) E.D.(HR) for Corporate Office wherever necessary. b) S.E. in Circle in Field.	
5.	-	To fix rates and conditions of Dearness Allowance.	Company.	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1.	2.	3.	4.	5.
6.	9(13)	To declare a Holiday.	Company #	
		# i) In emergent situation, the Managing Director is competent to grant a Holiday subject to a report to Company. ii) Officers not below the rank of Executive Engineers are authorized to declare a Holiday on account of demise of National Leaders and Holidays declared under the Negotiable Instruments Act after obtaining Government order in this respects from the Collector of District concerned and subject to suitable arrangement being made for disposal of urgent work.		
7.	9(14)	To fix rates and condition of House Rent Allowance.	Company.	By a Resolution of the Company, it is decided that Govt. Rules should be followed in fixing H.R.A.
8.	9(15, 16 & 17)	To grant leave.	As prescribed in Ninth Schedule	
9.	9(18)	To classify an employee or a category of employees as coming under Line staff.	Company.	
10.	9(20)	To make officiating appointments.	As provided in Third Schedule.	
11.	9(22)	To confirm a person on satisfactory completion of the probation period.	Authority prescribed in Seventh Schedule.	
12.	9(24)	To grant Personal Pay.	Company, where not provided in the Service Regulations.	
13.	9(25)	To appoint a Probationer.	Appointing Authority prescribed in Third Schedule.	#
		# Under S.R.11, all appointments and promotions are to be made on probation for one year unless the period is extended by the Competent Authority.		
14.	9(26)	To grant Special Pay.	Technical Posts - Accounts Posts - Non-Accounts/Non-Tech.Posts	Director (Operations)/ (Projects)/ Executive Director concerned for their respective Wings. Director(Finance) E.D.(HR)



<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>

15. 9(27) To specify sphere of duty.

For purpose of T.A.

**1) CORPORATE OFFICE:**

**Categories**

**Competent Authority**

Chief Engineer/CGM (F&A)/  
CGM(HR).

Jurisdiction covers whole State  
and no Competent Authority is  
needed to specify sphere of duty.

Head of Sections and other  
staff.

Head of Department.

**2) FIELD:**

Chief Engineer

Jurisdiction shall be Zone.

Supdtg.Engr./Ex.Engr. and  
equivalent.

Circle or Division of which they  
hold charge, as the case may be.

For other staff

Officer In-charge of the Zone,  
Circle or Division as the case may  
be.

**3) GENERAL:**

For purpose of realignment of jurisdiction.

i) For major jurisdictional  
changes down to and including  
Division.

Company.

ii) For Units within Division.

Supdtg.Engineer of Circle.

iii) For Line staff.

Executive Engineer.

Sr. No.	Regln. No.	Subject	Competent Authority	Remarks
1.	2.	3.	4.	5.
	9(27)	(1) [ Deleted ]		
		(2) Realignment in sanctioned pattern of Offices/Units/Sections and deployment of staff. For Major/Minor changes in the staff from one Office/Unit/Section to another or for adjustment in the Sanctioned Strength of Office/Unit/Section.	<b>Deployment:</b> 1) For staff in Circlewise seniority, only for one Unit to another - The Chief Engineer (Dist.) of the Zone. 2) For staff in Statewise seniority - The concerned Functional Director.	For a period not exceeding one. (Ref. Cir.No.GAD/JDE/VII-Deploy/40344 dated 16/09/199).
16.	9(28)	To grant Subsistence Allowance.	As prescribed in Schedule 'C'.	
17.	9(29)	To appoint a person as a temporary employee.	As provided in Third Schedule.	
18.	9(30)	To create temporary post.	As provided in First Schedule.	
19.	9(31) (a)	To fix a time scale for a post.	Company.	
20.	9(31) (b)	To prescribe any conditions not specifically mentioned in the Service Regulations but made conditional to earning increments or to merit promotion.	Company.	
21.	9(32)	To fix rates and conditions of Travelling Allowance.	Company.	
22.	9(33)	To appoint persons on work-charged establishment.	As provided in Third Schedule.	
23.	10	To make appointments to various posts.	As provided in Second and Third Schedules.	

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
24.	10(b) (i)	To grant permission for appointment to a person who has more than one wife. (a) For posts in Pay Gr.IV & III. (b) For posts in Pay Gr.II & I.	Head of Deptt. concerned. Director (Operations)/(Projects)/(Finance)/E.D.(HR) as the case may be for their respective Wings.	
25.	10(b) (ii)	To grant permission for contacting another marriage to an employee who has a wife/husband living. (a) For posts in Pay Gr.IV & III. (b) For posts in Pay Gr.II & I.	Head of Deptt. concerned. Director (Operations)/ (Projects)/(Finance)/E.D.(HR) as the case may be for their respective Wings.	
26.	11(a)	To extend probation period.	Competent Authority as prescribed in Seventh Schedule.	
27.	11(b)	To terminate services of a probationer.	Competent Authority as prescribed in Seventh Schedule.	
28.	11(c)	To terminate probation period after satisfactory completion of probation period and to appoint such a person substantively or to ask him to officiate in a temporary or a Permanent Post.	Competent Authority as prescribed in Seventh Schedule.	
29.	11(d)	[ Deleted ]		
30.	12	To grant extension of time to produce Physical Fitness Certificate.	Appointing Authority as prescribed in Third Schedule.	
31.	12 Note (b)	To prescribe any authority to conduct medical examination other than that prescribed in Note to S.R.12.	Standing Committee.	

<b>Sr. No.</b>	<b>Regn. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
32.	15	To transfer an employee within or outside the sphere of duty or place of employment or to any place in India.  (a) Within State limits: (b) Outside State:	As specified in Fifth Schedule. Managing Director	
33.	16(a)	To permit an employee to quit service after due notice is given or an amount of salary in lieu of notice is paid.	Appointing Authority as prescribed in Third Schedule.	
34.	16(b)	To relax the condition of notice and to pay salary in lieu of notice.	Appointing Authority as prescribed in Third Schedule.	
35.	17 (Note 2)	To accept request for voluntary premature retirement on medical ground.  1) Heads of the Departments.  2) Other employees in Pay Gr.I of the rank of E.E. equivalent & above.  3) Other employees in Pay Gr.I, II & III (Statewise seniority).  4) Pay Gr.III & IV (Circlewise/Divisionwise seniority).  5) For Pay Gr.III & IV (Corporate Office)	Managing Director  Director(Operations)/(Projects)/(Finance)/E.D.(HR) as the case may be.  Heads of the Departments.  Officer of the rank of Supdtg. Engineer or equivalent & above.  Officer of the rank of Asstt. General Manager (HR) or equivalent or above.	
36.	19(a)	To prescribe categories of employees in whose case non-working day may be any day other than Sunday.	E.D.(HR) at Corporate Office and Officer not below the rank of Supdtg. Engr. in the field offices.	Full powers.
37.	19(b)	To grant compensatory holiday in case of individual employees who are called for work on a Sunday on account of exigencies of work.	Head of Section in Corporate Office and the Officer in-charge of the particular Unit in the field.	

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
38.	20(1) (a)	To extend the normal period of working hours due to exigencies of work.	Officer In-charge of Unit.	*
<p>* Except in case of Technical Personnel on Lines during emergencies or during work exigencies such occasions to detain employees for overtime work should be few, if any. A Non-Technical employee should not normally be asked to work overtime in excess of concessions given to him on occasions to come late or leave Office early by the Officer under whom he is working.</p>				
39.	20 Note 2(a)	To decide whether overtime work is justified and to sanction Overtime Allowance at the prescribed rates.		
		i) 12 hours per month per employee in respect of all employees excluding Vehicle Drivers/Cleaners and 75 hours per month per employee in respect of Vehicle Drivers/Cleaners.	Officer In-charge of the Unit not below the rank of Ex.Engr. and Sectional Head in Corporate Office.	
		ii) Beyond 12 hours per month per employee in respect of all employees excluding Vehicle Drivers/Cleaners and beyond 75 hours per month per employee in respect of Vehicle Drivers/Cleaners.	Head of the Department.	
40.	21	To decide whether the overtime work is justified and to sanction Overtime Allowance at the prescribed rates and above prescribed limits wherever necessary.	Chief Engineer concerned in consultation with the senior most Office in the Accounts cadre in the Zonal Office or in the Office of the Chief Engineer concerned.	
41.	Provis o to 21	To reject claim for overtime payment in the case of employees who were negligent of the work during the scheduled working hours.	Officer In-charge of the Unit.	

<b>Sr. No.</b>	<b>Regn. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
42.	Note below SR 23	To decide the deemed date of promotion- i) Technical employees in Pay Gr. I & II. ii) Employees in Pay Gr.I & II on Accounts side. iii) Employees in Pay Gr.I & II of Non-Accounts/Non-Technical cadre. iv) Employees in Pay Gr.III & IV.	Director(Operations)/(Projects)/ E.D. for their respective Wings. Director(Finance). E.D.(HR). Heads of the Departments.	
43.	24	To terminate the service by giving notice or by paying salary in lieu of notice period.	Appointing Authority as prescribed in Third Schedule.	
44.	25	To dismiss or remove from service after following the prescribed procedure.	Appointing Authority as prescribed in Third Schedule. OR The Competent Authority prescribed in Schedule 'C'.	
45.	Note below SR 28(a)	To authorize posting of employees in higher grade against posts in lower grade or vice-versa without affecting their existing grade and pay and to fix their pay to protect their total emoluments in their substantive posts.  For Pay Gr.I employees.  For all other Pay Gr.II, III & IV employees.	E.D.(HR).  C.G.M.(T/E)/G.M.(HR).	
46.	29	To fix pay on promotion to a higher post or on transfer from one post to another over lapping pay scale.	Competent Authority prescribed in Eighth Schedule (subject to pre-audit).	

*Note: To give option to retain original scale of pay or to accept revised scale of pay.*

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
47.	30(a)	To release routine increments when due subject to scrutiny and audit.		As prescribed in Sixth Schedule.
48.	30(b)	To prescribe conditions not specifically mentioned in the Service Regulations but made conditional upon earning increments. [See Regulation 9(31) & Sr.No.20].		Company.
49.	Note 2 (a)(iii) below SR.30	To regulate date of increment consequent on the operation of Rule regarding refixation of pay in the revised scale.		Authority prescribed in Eighth Schedule.
50.	32(a)	To permit an employee of Company to count period of Extra Ordinary Leave for increment when such leave is granted for reasons of ill health.		
		i) For all Technical employees.		Chief Engineer concerned.
		ii) For employees in HR & allied like LIR, Legal, Sports, Publicity etc..		C.G.M.(HR)
		iii) For all Accounts staff.		C.G.M.(F&A)
		iv) For all Stores staff.		Chief Engineer(Stores)
51.	33	[ Deleted ]		
52.	34(a)	To condone period of over stay of leave or joining time and to permit the period to be counted for increment.		Authority competent to grant leave or authority competent to order transfer as the case may be.
53.	34(b)	Continued absence from duty or overstay of sanctioned leave or joining time for a period exceeding 15 days without permission of the sanctioning authority as per SR 34(a) inspite of warning letter.		Competent Authority as prescribed in Schedule 'C' of MSEDCL Employees' Service Regulations.

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
54.	34(c)	Without sufficient satisfactory reason, either over stayed the period of leave sanctioned to him or has absented himself without prior permission or is found to be in the habit of absenting himself frequently from duty inspite of warning etc..	Competent Authority as prescribed in Schedule 'C' of MSEDCL Employees' Service Regulations.	
55.	36	To order holding of additional charge with special pay at 10% of the minimum of scale of pay of the additional post for period exceeding 15 consecutive days.		
		<b>a) For posts in Divisional seniority:</b>		
		i) In Corporate Office	Sr.Manager(HR)	
		ii) In Field-Zonal Office	Chief Engineer	
		Circle Office	Superintending Engineer	
		Divisions & Sub-Divisions	Executive Engineer	
		<b>b)For posts in Circlewise seniority:</b>		
		i) Corporate Office	Officer of the rank of S.E. equivalent & above.	
		ii) Field	As in (a)(ii) above.	
		<b>c) For posts in Statewise seniority:</b>		
		i) Corporate Office	Officer of the rank of C.G.M. (T/E)/G.M.(HR) equivalent & above.	
		ii) Field		
		In case of Pay Gr.III	As in (a)(ii) above.	
		In case of employees in Pay Gr.I & II excluding Officer of the rank of S.E. & above.	Chief Engineer / Superintending Engineer or Officer of equal rank.	
		In case of employees of the rank of S.E. & above.	Concerned Head of Department.	
		d) For Heads of Departments & equivalent posts.	Director (Operations)/(Projects)/(Finance)/ED(HR) as the case may be.	



<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
56	38	To grant leave.		As prescribed in Ninth Schedule.
57	Note below SR 38	To decide past cases of T.A. claims of employees undergoing second medical examination.		As prescribed in Ninth Schedule.
		For Technical posts.	Director (Operations)/(Projects)/ E.D. concerned for their respective Wings.	
		For Accounts posts.	Director(Finance).	
		For Non-Accounts/Non-Technical posts.	E.D.(HR).	
58.	43	To permit an employee to carry forward un-availed portion of leave.		Officer competent to grant leave as prescribed in Ninth Schedule.
59.	44	(i) To grant leave under S.R.44.		As prescribed in Ninth Schedule.
		(ii) To sanction leave on private affairs under sub-clause (b) exceeding 2 months.		
		1) Heads of the Department.	Managing Director.	
		2) All other employees.	Heads of the Departments.	
60.	45	(i) To grant leave under S.R.45.		As prescribed in Ninth Schedule.
61.	45	(ii) To grant leave on private affairs under sub-clause (b) in excess of 2 months.		Heads of the Departments.
62.	46	To relax the restriction against sanctioning of Extra Ordinary Leave without pay to employees for any satisfactory reason.		As prescribed in Ninth Schedule.

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
63.	50	To grant Disability Leave.	Authorities competent to sanction leave as prescribed in Ninth Schedule.	
64.	51	To grant Casual Leave.	As prescribed in Ninth Schedule.	
65.	51(2)	To take disciplinary action for absences from duty frequently.	As prescribed in Schedule 'C'.	
66.	53.	To grant Maternity Leave.	Authority competent to sanction leave as specified in the Ninth Schedule.	
67.	56	To authorize journey on tour.	As prescribed in the Tenth Schedule.	
68.	60(2)	To certify that extended stay upto 15 days beyond 15 days permissible under S.R.No.61(i) was necessary in the interest of Company's work.		
		<b>Corporate Office:</b> Employees in all Pay Groups.	Head of the Department.	
		<b>Field:</b> Employees in all Pay Groups.	Superintending Engineer.	
69.	Note 1 under SR 60	To permit an employee to be on tour for a period beyond 120 days.  In respect of Field staff. In case of all employees in Corporate Office.	Circle Heads. Head of Department/C.G.M. (HR) / (T/E)/G.M.(HR).	
70.	60(3)	To permit an employee to draw Daily Allowance at the full rate for any period upto 90 days instead of at the 3/4 <sup>th</sup> rate for any special reasons to be recorded in writing.		
		i) Pay Gr.I Officers of the rank of S.E. & above.	Managing Director.	
		ii) All other employees.	Head of Departments.	

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
71.	63 Note (2)	To certify non-availability of staff vehicle.	Officer Incharge of Unit.	
72. a	67(a)	To permit an employee in Pay Gr.I & II to travel by Air.	Heads of Departments for employees in their respective Departments.	
72. b	67(b)	To permit an employee in Pay Gr.III & IV to travel by Air.	Managing Director.	
73.	68(b)	To sanction extra cost incurred on account of transport of records, taxi fare paid for extensive movements for visiting various offices at places like Delhi, Kolkata, Chennai & Mumbai or any other charges which an employee has to incur over and above the normal expenses that he has to meet within Daily Allowance.  i) Heads of Departments to draw under their own signature.  ii) Other employees in Pay Gr.I of the rank of E.E. & above.  iii) Other employees in Pay Gr.I, II & III.	Head of the Department.  Officer of the rank of Asstt. General Manager (HR) / (F&A) and above.	
74.	70	To grant permanent Travelling Allowance.	Company.	
75.	71	To grant Conveyance Allowance.	Company.	
76.	72	To demand details of travelling for purpose of reviewing Conveyance Allowance fixed.	C.E. / C.G.M. (F&A)/C.G.M.(HR)/ G.M.(HR)/G.M.(F&A) as the case may be.	
77.	74	To curtail or increase joining time in individual cases.	Competent Transferring Authority as prescribed in Fifth Schedule.	

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
78.	Note-2 below SR 74	To fix the time limit for handing over and taking over charge.	Competent Authority as prescribed in Fifth Schedule.	Transferring
79.	75A(i) (a)	To permit an employee to travel in his own Car or Hired Car.	Authority competent to order transfer.	
80.	77 (Proviso)	To grant T.A. and joining time in case of an employee transferred at his own request in special circumstances.		
		i) Pay Gr.I Officers of the rank of E.E. & above.	Managing Director.	
		ii) For all other employee.	Head of Departments.	
81.	Note below S.R.80 (b)	To relax limit of 12 months provided for transport of personal effects and for bringing family members of employees from old to new Station.		
		i) For Executive Directors.	Managing Director.	
		ii) For Head of Department and all other employees.	Director (Operations) / (Projects)/ (Finance)/E.D.(HR) and Executive Directors as the case may be.	
82.	82	To see that every claim is carefully scrutinized and to disallow exceptionable claim.		As prescribed in Tenth Schedule.
83.	85(e)	To report the gift accepted in excess of the limit or to grant permission to accept the gift in excess of the limit.		
		1) E.D. & the Head of Deptt.	Managing Director.	
		2) Other employees in Pay Gr.I of the rank of E.E. & above.	Director (Operations) / (Projects)/ (Finance)/E.D.(HR) as the case may be.	
		3) All other employees in Pay Gr.I, II, III & IV.	Head of the Department.	

<b>Sr. No.</b>	<b>Regn. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
84.	85(h)(i)	To grant permission to acquire property.		
		i) Head of the Departments.	Managing Director.	
		ii) Employees in Pay Gr.I of the rank of E.E. & above.	i) Director (Operations)/ (Projects)/ E.D. for employee of their respective Wings. ii) Director (Finance)/E.D.(HR) for employees of their respective Wings.	
		iii) All other employees in Pay Gr.I, II, III & IV.	Head of the Deptt. in Corporate Office/Concerned Chief Engineers in the Field.	
85.	85(h)(3)	To require an employee to submit a statement of movable and immovable property held or acquired by an employee or any Member of his family.		
		i) Heads of the Department.	Managing Director.	
		ii) Employees in Pay Gr.I of the rank of E.E. & above.	Director (Operations)/ (Projects)/ (Finance)/ E.D. for employees in their respective Wings.	
		iii) All other Pay Gr.I employees and employees in Pay Gr.II.	Heads of the Deptts. In Corporate Office/Concerned Chief Engineers in the Field.	
		iv) All employees in Pay Gr.III & IV in Corporate Office.	Officer of the rank of Asstt.General Manager (HR) and above.	
		v) All employees in Pay Gr.III in Field.	Concerned Officer of the rank of S.E. & above.	
		vi) Pay Gr.IV employees in the Field.	Concerned Officer of the rank of E.E. & above.	
86.	85(j)	To withdraw liberty of contributing articles to press if found contrary to public interest or interest of Company.	Managing Director.	

Sr. No.	Regn. No.	Subject	Competent Authority	Remarks
1.	2.	3.	4.	5.
87.	85(k)	To authorize an employee to communicate directly or indirectly to any person any document or particulars contained therein.	Managing Director.	
88. / 89	85(o)	To permit an employee to apply for any post or to seek service outside Company.		
		i) Heads of the Departments.	Managing Director.	
		ii) Employees in Pay Gr.I of the rank of S.E. & above excluding Heads of the Department.	Director(Operations)/(Projects)/(Finance)/E.D.(HR) as the case may be.	
		iii) In respect of all employees in Pay Gr.I & II excluding Officers of the rank of S.E. & above.	Head of the Department.	
		iv) All employees in Pay Gr.III & IV in Corporate Office.	Officer of the rank of Asstt.General Manager (HR) and above.	
		v) All employees in Pay Gr.III in Field.	S.E. or Officer of an equivalent rank and above Incharge of a Circle.	
		vi) Employees in Pay Gr.IV in Field.	E.E. or Officer of an equivalent rank Incharge of a Division / Stores etc..	
		<i>Note: While forwarding applications of employees for outside posts, due care should be taken to see that the Company's work will not be unduly impaired by their relief and or that the Company shall not let itself into any financial liability directly or indirectly or incur loss in any kind or in cash by their relief. The Officer concerned will also have the right to refuse to forward the application if the refusal is in the interest of the Company.</i>		
90.	Proviso to S.R. 85(p)(1)	Prohibiting an employee to undertake or directing him to discontinue honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character.		
		i) For employees above the rank of Executive Engineer.	Managing Director.	
		ii) Pay Gr.I employees of the rank of E.E. & equivalent.	Director(Operations)/(Projects)/(Finance)/E.D.(HR) as the case may be.	
		iii) Other employees.	Head of the Department.	

<b>Sr. No.</b>	<b>Regln. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
91.	85(p)(2)	Report to be made if any member of the employee's family is engaged in a trade or business or owns or manages an insurance agency or commission agency. [As under 85(p)(1)].		[As under 85(p)(1)]
92.	85(p)(3)	Previous sanction to take part in the registration, promotion or management of any Bank or other Company which is required to be registered under the Companies Act 1956 or any other Law for the time being in force or any Co-operative Society for commercial purpose.		As above.
93.	85(p)(4)	Acceptance of any fee for any work done by an employee for any public body or any private person.		As above.
94.	85(q)	To whom an employee who is subject of legal proceeding is required to report full facts.		E.D.(HR)
95.	85(r)	To permit an employee to have recourse to any Court of Law or to press for a vindication of an official act this has been the subject matter of adverse criticism or an attack of the defamatory character.		
		Pay Gr.I Officers of the rank of Executive Engineer & above.		Managing Director.
		Other employees.		E.D.(HR).

<b>Sr. No.</b>	<b>Regn. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
96.	Note to S.R.86	To decide whether behavior of an employee can be deemed to be minor lapse or major act of misconduct and whether departmental proceedings should be taken against him.	Competent Authorities as prescribed in Schedule 'C'.	
97.	87 to 95	For purposes prescribed in these Regulations.	As prescribed in Regulation 87(b) for minor lapses and as prescribed in Schedule 'C' for other purposes mentioned in these Regulations.	
98.	88(iv) Note 1	To decide whether loss caused to the Company in cases, where the orders for dismissal or removal from services are passed by the authority subordinate to the Competent Authority or orders passed without giving reasonable opportunity to show cause in respect of such cases.		
		i) Pay Gr.I Officers of the rank of E.E. & above.	Managing Director.	
		ii) Other employees.	Heads of the Department.	
99.	88(h)(iii) Note 2	To sanction the reimbursement of travelling expenses equivalent to T.A./D.A. to ex-employees/ex-NMR workers on production of Certificate from Enquiry Officer stipulating the reason for calling for ex-employees/Ex-NMR worker during the departmental enquiry.	Respective Circle Heads and authorities equivalent to them.	
99. (a)	88 (h) (iii) Note 2	To sanction the reimbursement of travelling expenses equivalent to T.A./D.A. to ex-appointing authority of the Company, on production of documentary evidence from the Police, Court/ACB authorities when called out as a witness in Criminal Cases filed against Company's employees.	Concerned Head of the Department.	



<b>Sr. No.</b>	<b>Regn. No.</b>	<b>Subject</b>	<b>Competent Authority</b>	<b>Remarks</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
100.	103	Grant of advance increment prizes/awards to employees for outstanding work.	Managing Director in consultation with Director (Operations)/(Projects)/(Finance) / E.D.(HR)/ Executive Directors.	
101.	103(a)	Grant of cash rewards for detection of case(s) of power theft to employees.	Superintending Engineer/Director (Vigilance & Security).	
102.	103(b)	<p>§[Deleted]</p> <p>Grant of advance increment on acquiring Post Graduate qualification.</p> <p>i) For Pay Gr.I Officers.</p> <p>ii) For other staff in Corporate Office.</p> <p>iii) For other staff in Field.</p>	<p>Director(Operations)/(Projects)/(Finance)/E.D.(HR) as the case may be.</p> <p>E.D.(HR).</p> <p>Chief Engineer concerned.</p>	
103.	Sch.'B' Sr.No. 38	Practicing bigamy and or contracting second/subsequent marriage having spouse living notwithstanding any provisions under personal law applicable to the employee without prior approval of the Competent Authority.	E.D.(HR)	
		Note: [ Deleted ]		

§ Deleted Vide CS No. 29 date 20.02.2013

## TWELFTH SCHEDULE

[ See Service Regulations 9(18) & 69]

### LINE STAFF

- i) Senior Technician
- ii) Technician
- iii) Junior Technician
- iv) Wireman
- v) Electrician working on the lines
- vi) Line Foreman
- vii) Line Inspector
- viii) Vehicle Driver and Cleaner
- ix) Bill Collector
- x) Meter Reader
- xi) Dy. Executive Engineers/Assistant Engineers detained for Line Construction work only. Border Line cases to be decided by the Competent Authority.
- xii) Mason and other Artisan Group employed and detained for work on the Lines.
- xiii) Any other employees or category of employees who may be classified by the Competent Authority from time to time as coming under category of Line Staff.
- xiv) Estimator

*Note: The Chief Engineer concerned shall be the Competent Authority to decide individual Border line cases for eligibility of Daily Allowance as per Line staff or otherwise to Dy.Executive Engineers/Assistant Engineers detained for Line Construction work or Construction-cum-O&M work on the merit of each case.*

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## THIRTEENTH SCHEDULE

(See Service Regulation 12)

### # I. Competent Authorities to conduct Medical Examination on first appointment.

<u>Competent Medical Officer</u>	<u>Categories of Posts</u>
(1) Medical Advisor	(a) For candidates for posts in Pay Gr.I to be appointed in Corporate office and field, excluding female candidates.  (b) For candidates for posts in Pay Gr.II, III & IV to be appointed in Corporate Office, excluding female candidates.
(2) Medical Officer Incharge of Sir J.J.Group of Hospital, Mumbai.	(a) For female candidates for posts in Pay Gr.I to be appointed in Corporate Office and field offices.  (b) For female candidates for posts in Pay Gr.II, III & IV in Corporate Office.
(3) Medical Officer Incharge/Civil Surgeon of Govt. Civil Hospital.	For candidates in respect of posts in Pay Gr.II, III & IV (including female candidates) in field offices.
(4) [ Deleted ]	
(5) [ Deleted ]	

### II. Authorities competent for Medical Examination in respect of employees seeking voluntary premature retirement.

(1) Medical Officer of the Company or Government.	For employees in Pay Gr.III & IV in field.
(2) Medical Advisor of the Company.	For employees in Pay Gr.III & IV in Corporate Office.
(3) Director of Medical Education & Research, Mumbai or Dean of Govt. College in Mumbai.	For employees in Pay Gr.I & II.

**FOURTEENTH SCHEDULE**  
**PHYSICAL FITNESS STANDARDS**  
[ See Service Regulation 12 ]

Every employee has to be physically fit throughout his service under the Company in order to be able to perform efficiently the duties for which he is employed and continue in the service of the Company. For this purpose, as required under Regulation 12 of the Service Regulations physical standards are prescribed for the guidance of the Competent Medical Authorities who are called upon to test candidates and employees of the Company for physical fitness.

**I. GENERAL STANDARD OF PHYSICAL FITNESS:**

(a) The general examination as to the physical fitness of candidates for appointment in the service of the Company shall consist of routine examination into the healthy and bodily condition of the candidates with reference to the points noted below -

- (i) General Conformation.
- (ii) Presence or otherwise of haemorrhoids or fistula.
- (iii) Presence or otherwise of hernia or weakness of the inguinal rings and canals.
- (iv) Presence of venereal, hydrocele or other affections of the testicle.
- (v) Presence of pyorrhoea alveolaris.
- (vi) Any evidence of venereal disease.
- (vii) Presence of Trachoma.
- (viii) Any inveterate skin disease.
- (ix) Any tubercular disease.
- (x) A neurotic temperament.

(b) In the case of Choukidars and Watchmen who have to grapple and deal with intruders and trespassers and Hamals and others such as Mazdoors, who have to do manual work including lifting of heavy weights higher standard of vision, physique and general conditions of health than those who have to do desk work or those (such as Peons) who have to do light manual work, is necessary.

**II. VISUAL TEST:**

(1) For posts requiring a very high degree of vision acuity glasses and moderate degree without glasses -

- (i) Visual acuity –  
6/24 each eye without glasses  
6/6 each eye with 2.5 Diopter correction
- (ii) Normal colour vision as tested with “Ishihara” test.
- (iii) No evident signs of infectious conditions of the external eye eg. Trachoma.

These posts will normally be in Pay Gr.I & II and those employed in Drawing Section and also such of the Artisan Groups such as Line Staff, Drawing staff and such other categories whose nature of duties call for high standard of vision, as may be specified by the Competent Authority.

- (2) For posts requiring a high degree of visual acuity with glasses:

Visual acuity  
6/6 each eye  $\pm$  4 OD after correction.  
The rest as in (1) above.

Choukidars, Watchmen and Machine Worker such as Mechanics, Fitters, Machine Operators, Welders, employees handling inflammable substances and such other employees as may be specified by the Competent Authority, will come under this category.

- (3) For posts where moderate degree of visual acuity is tolerable:

Visual acuity.  
Better eye 6/6 with + 4 OD.  
Worse eye 6/24 with glasses.  
All categories not included in (1) & (2) will come under this head.

**III.** The examining Medical Officer should note in the Certificate of physical fitness the fact of vaccination having or not having been performed and should also takes the left-hand thumb impression of candidate thereon. The examining Medical Officers are responsible for this.

**IV.** The existence of any of the following conditions will also disqualify, viz.

- (a) Any Tubercular disease.
- (b) A neurotic temperament.
- (c) The loss of an eye.
- (d) Any chronic affectation of the eyes or ears or any acute affectation of these organs until it be cured.
- (e) Considerable varicosity of the veins of either leg.
- (f) Veneral disease.

**V.** X-ray report of the chest is compulsory in all cases to check up any tubercular infection of the lung of pleura.

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## **FIFTEENTH SCHEDULE**

**[ See Service Regulation 76(1) ]**

Posts, the incumbents of which are eligible to the concessions provided in Service Regulation 76(1).

- (i) All posts in Pay Gr.I.
  - (ii) Any other post that may be declared by the Company in this behalf.
-

## SIXTEENTH SCHEDULE

### MISCELLANEOUS MATTERS

Sr.No.	Subject	Competent Authority
1.	2.	3.

#### I. DEPUTATION:

##### 1. a) Deputation on Foreign Service (In India)

- |   |   |
|---|---|
| i) Employees in Pay Gr.I of the rank of Superintending Engineer & equivalent and above in all cadres. | Managing Director.  |
| ii) Employees in Pay Gr.I & II excluding employees as at (1) above.                                   | Director (Operations)/(Projects)/(Finance)/ E.Ds./E.D.(HR) for Technical, Accounts & HR staff as the case may be. |
| iii) Employees in Pay Gr.III & IV.  | Executive Director (HR).  |

b) Deputation for training or refresher courses for short duration not exceeding 15 days for the courses conducted by Power Engineers Training Society, Nagpur or Training & Research Department of Company. Course like First-Aid, Fire Fighting, Safety Measures, Civil Defense etc. conducted by various organizations in Maharashtra and also AVTs courses conducted by Director (Technical Education) Govt. of Maharashtra.

- |   |  |
|---|--|
| i) Employees in Pay Gr.I (above the level of E.E. & equivalent).  | Functional Director concerned/Executive Director or equivalent concerned.  |
| ii) Other Pay Gr.I employees not covered under (i) above and all employees in Pay Gr.II & III on Statewise seniority. | Head of Department concerned at Corporate Office and in the field offices. |
| iii) Pay Gr.III employees not covered under (ii) above and all Pay Gr.IV employees.                                   | S.E. or equivalent and above.  |

Sr.No.	Subject	Competent Authority
1.	2.	3.
	c) Deputation to attend Workshops, Seminars, Conferences, etc. in India. Also long term Training Courses duration exceeding 15 days, induction Course etc..	Functional Directors concerned/Executive Director or equivalent concerned.
	i) Employees in Pay Gr.I & II.	Functional Directors concerned/Executive Director or equivalent concerned.
	ii) Employees in Pay Gr.III & IV.	Heads of the Department.
	2) Deputation for Training / or to attend Seminar/Workshop or for Testing/Inspection/ attending work etc. (Outside India).	Managing Director.
	For all employees.	(A report to the Company to be put up for information).
	3) Grant of Study Leave to all employees and to decide about the programs/courses which are of definite advantages to the Company.	M.D. in consultation with E.D.(HR), Director (Operations) & Director (Finance) concerned.
<b>II.</b>	<b>Re-employment (no extension in Company's service) beyond the age of superannuation as per Note-3 below S.R.17.</b>	M.D. in consultation with Director (Operations)/(Projects)/(Finance)/E.D.(HR) (HR) as the case may be. (This is subject to approval of Government).
	Employment in Pay Gr.I, II & III.	E.D.(HR) will put up the cases.
<b>III.</b>	<b>Fixation of installments for recovery of over payments to employees:</b>	
	For recoveries in not more than 12 installments:	
	1.i) For all staff below the rank of Asstt. General Manager (HR) in Corporate Officer.	G.M.(HR).
	ii) For staff of the rank of Asstt.General Manager (HR) and above.	E.D.(HR)/C.G.M.(HR)/(T/E)/G.M.(HR).
	2. For staff of Zonal Offices.	Chief Engineer.
	3.For staff in Circles/Divisions/Major Stores/Stores Centres/Minor Stores/Sub-Division Offices.	Chief Engineer / Superintending Engineer/ Incharge of the Circle.
	For recoveries in more than 12 installments on merit of each case:	
	HR, Accounts & Technical staff.	E.D.(HR) / Director (Finance) / (Operations)/ (Projects) as the case may be.



Sr.No.	Subject	Competent Authority
1.	2.	3.
IV.	Exemption from medical examination for reason to be recorded in writing.	E.D.(HR) or C.G.M.(HR)/(T/E).
V.	[ Deleted ]	
VI.	[ Deleted ]	
VII.	Declaring a holiday on account of demise of a National Leader.	Managing Director and in his absence E.D.(HR)/C.G.M.(HR).
VIII.	To decide cases for grant of Special Leave to the employees who are invited to participate in conference of international repute.	Managing Director.
IX.	To appoint a suitable person as Medical Adviser of the Company on such terms and conditions and for such duration as may be expedient in the circumstances whenever honorary Medical Adviser of the Company proceeds on leave or is otherwise not able to attend work.	Managing Director.
X.	To decide matters of organizing Workshop, Training courses etc. for Central Electricity Authority, Central Board of Irrigation and Power etc. where the required expenditure would be borne by the original sponsoring authority.	Managing Director.
XI.	i) To incur expenditure on Seminars, Refresher courses, Training courses etc. and to decide terms and professional fees of visiting lecturers/outside agencies for conducting Seminars, Refresher courses, Training courses etc..	C.E.(Training & Safety) shall be competent to incur expenditure on departmental Training courses, Refresher courses, Seminars etc. arranged by the Training Department within the budgeted amount.
	Other than Training Department to incur expenditure on concerned Seminars, Refresher courses, Training courses, Workshops etc. and to decide terms and professional fees of visiting lecturer from outside agencies and for conducting Seminars, Refresher courses, Training courses in Corporate Office and field.	Functional Director.

Sr.No.	Subject	Competent Authority
1.	2.	3.

ii) To prepare syllabus for different courses being conducted by Training Department and also make changes in course contents of various courses to be conducted by Training Department.

Chief Engineer (Training & Safety) in consultation with Director concerned – Full powers.

XII. To permit the employees of the Company to attend meetings of the Committee or Commission on which he may be nominated by the Central/State Govt. or Central Electricity Authority or Central Board of Irrigation and Power etc..

i) Directors of the Company & Executive Directors. M.D.

ii) Technical employees. Director(Operations)/(Projects)/E.D. concerned.

iii) Accounts employees. Director(Finance).

iv) HR employees E.D.(HR)

(The period of absence of such employee/member to such meeting may be treated as on duty and wherever possible such nomination may be with prior permission of the aforesaid concerned authority. The aforesaid decision would not apply where any employee/member is nominated in his official capacity in the Company as in such cases the employee/member is already deemed to be on duty. T.A. and D.A. for the above purpose will not be payable by the Company).

Notes- 1, 2 & 3 [Deleted].

XIII. To co-sponsor Seminars/Workshops etc. organized by various Institutes/Organizations/Firms etc. and to incur expenditure for co-sponsoring such Seminars/Workshops.

a) Where the amount to be paid is upto Rs.25,000/- Director (Finance)/ (Operations)/ (Projects)/ E.D.(HR) as the case may be.

b) Where the amount to be paid is more than Rs.25,000/- but upto Rs.1,00,000/- (One Lakh). M.D. in consultation with Director (Finance)/ (Operations)/(Projects).

c) Where the amount to be paid above Rs.1,00,000/- (One lakh). Company.

XIV. To permit persons deputed by Government of outside countries to visit the Distribution Projects of the Company for study and Training purposes.

M.D. in consultation with the Director (Operations)/(Projects)/E.D. concerned.

Sr.No.	Subject	Competent Authority
1.	2.	3.
XV.	To appoint expert Consultants on special terms of contract under the provisions of Regulation 6, in the interest of administration as and when required.	Managing Director.
XV(a)	<b>Deputation.</b>	
	Deputation of services of employees of any State or Central Government or other body on mutually agreed terms and conditions.	Managing Director.
XVI.	To accept the change in the name of employee.	Appointing Authority prescribed under Third Schedule.

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## SEVENTEENTH SCHEDULE

### RULES FOR GRANT OF SPECIAL DISABILITY LEAVE TO THE COMPANY EMPLOYEES WHO MEET WITH ACCIDENT WHILE ON DUTY

(See Service Regulation 50)

- A. i) Subject to the condition here in specified, the Company may grant Special Disability Leave to the Company employee, [including Veej Sevak appointed under G.O.162(P) dated 15/03/2005] whether permanent or temporary who is disabled by injury intentionally inflicted or caused in, or in consequences of, due to performance of his official duties or in consequence of his official duties.
- ii) Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed and the *person* disabled acted with due promptitude in bringing it to notice. But the Company may, if satisfied as to the cause of the disability, permit leave to be granted in case where the disability is manifested itself more than three months after the occurrence of its cause.
- iii) The period of leave granted shall be such as it certified by the Medical Officer of the Company's establishment or by the Civil Surgeon or Government Hospital Authorities or by the Private Registered Medical Practitioner in which case the Certificate should be countersigned by the Government Hospital Authorities. It shall not be extended except on the Certificate of the appropriate authorities and shall in no case exceed twenty four months.
- iv) Such leave may be combined with the leave of any other kind.
- v) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than twenty four months of such leave shall be granted in consequence of anyone disability.
- vi) Such leave shall be counted as duty for calculating service for pension, gratuity and the Company's share of C.P.F. and shall not except, half the period of leave on half average pay (other than Special Disability Leave) or on quarter average pay or of Special Disability Leave on average pay, be debited against the leave account.
- vii) The leave salary during the Special Leave shall be equal to:
- a) For the first four months of any period of Special Leave including a period of such leave granted under clause (v) of this rule to average pay; and
- b) For the remaining period of any such leave on half average pay or at the Company employee's option for a period not exceeding the period of average pay which should otherwise be admissible to him, to average pay.

viii) In the case of person to whom the Workmen's Compensation Act 1923 and the Employees' State Insurance Act 1948 apply, the amount payable under these rules shall be reduced by the amount of compensation payable under Section 4(i)(d) of the Workmen's Compensation Act and the amount of sickness benefit payable under Section 49 of the Employees' State Insurance Act.

ix) Provisions of this Rule apply to:

- a) The Company employees disabled in consequences of the service with military force, if he is discharged as unfit for further military service but he is not completely and permanently incapacitated for further Company's service and
- b) A Company employee, not so discharged, who suffers a disability which is certified by the Medical Officer of the Company's establishment or by the Civil Surgeon or Government Hospital Authorities or by Private Registered Medical Practitioner (in which case the Certificate should be countersigned by the Civil Surgeon or the Government Medical Authorities) to be directly attributable to his service with a military force.

But in either case, any period of leave granted to such person under Military Rules in respect of that disability shall be reckoned as leave granted under this Rule for the purpose of calculating the period admissible.

**B.** The Company may extend application of these rules at (A) referred to above to the Company employees, where permanent or temporary who is disabled by injury incidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official post or by illness incurred in performance of any particular duty which has the effect of increasing his liability to illness as or injury beyond the ordinary risk attached to the post which he holds. The grant of this concession is subject to the further conditions:-

- i) That the disability if due to disease must be certified by Medical Officer of the Company's establishment or by the Government Civil Surgeon or by the Government Hospital Authorities or by the Registered Medical Practitioner (in which case the Certificate should be countersigned by the Government Medical Authorities) to be directly attributable due to performance of official duty.
- ii) That if the Company employee has contracted such disability during the service otherwise than the military force which must be in the opinion of the Company exceptional in character.
- iii) That the period of absence should be recommended by the Medical Officer of the Company's establishment or by the Government Civil Surgeon or by Government Hospital Authorities or by the Registered Medical Practitioner (in which case the Certificate should be countersigned by the Government Medical Authorities) may be covered in part by leave under this leave and in part by other leave and that the amount Special Disability Leave granted on average pay may be less than 4 months.

*Note: Special Disability Leave will be admissible under Rule B only where illness or injury sustained as a result of risk which is beyond the ordinary risk attached to the post which an employee holds.*

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## **EIGHTEENTH SCHEDULE**

[ See Note (ii) below Service Regulation 9(2) ]

### **DIRECTIONS FOR DETERMINING THE CORRECT DATE OF BIRTH OF AN EMPLOYEE**

- I.** A candidate will usually furnish proof of age in any of the following forms:-
- a) His own statement or that of a parent, guardian, friend or relative.
  - b) School Leaving Certificate, S.S.C. Examination / Matriculation Certificate or University Certificate.
  - c) Extract from a Birth or Baptismal Register.
  - d) Horoscope.
  - e) Entry in Family Records or Accounts Book.
- P.S.(i) : (a) above should not be accepted as sole proof of candidate's age.  
(ii) : (b), (d) & (e) separately cannot always be depended as reliable proof of age, while  
(c) cannot also furnish absolute proof unless the name of the child is registered.
- II.** To ensure, as far as possible, that convincing and conclusive proof of age is forthcoming, all candidates should be asked to produce both an extract from a Birth or Baptismal Register and a School Leaving Certificate or SSC Examination/Matriculation Certificate or University Certificate giving the date of birth. An extract or Certificate of birth (such as Baptismal Certificate) where the name of the candidate has been entered in original Birth Register at the time of birth, should however, be accepted as a sufficient proof.
- III.** If a candidate is unable to produce any of the documents referred to in (II) above, a full explanation should be obtained from him and unless he can adduce satisfactory reasons for not producing them other evidence such as Horoscope, Family Records, Accounts Books etc. should not be admitted.
- IV.** Oral or Written statement or affidavits candidates or their relatives should not be accepted without the production of supporting evidence save in exceptional cases where the certifying authority is satisfied that for some good reasons as direct evidence is available and that the person concerned is trustworthy and there is no reason to disbelieve him.
-

**NINETEENTH SCHEDULE**  
**LIST OF THE HEADS OF DEPARTMENTS**  
**[ See Service Regulation No.9(12)(A)]**

- 1) Executive Director (HR).
- 2) Executive Directors.
- 3) Director (Vigilance & Security)
- 4) Chief Engineers in Corporate Office & Field.
- 5) Chief General Manager (HR)/(Technical Establishment).
- 6) Chief General Manager (Corporate Communication).
- 7) Chief General Manager (Finance & Accounts)/(I.T.Management).
- 8) \$ [ Deleted ].
- 9) \* Chief Legal Advisor.

*Note 1: If designation of any of the above post is changed as a result of rationalization or for any other reason, the post which new designation should be construed to be the Head of the Department.*

*Note 2: Exercise of powers by Chief Engineers in Corporate Office and Field is confined to the area under their jurisdiction and in respect of employees working under them.*

*Note 3: In matters involving finance, the exercise of powers by Chief Engineers should be in consultation with the senior most Officer fo the Accounts cadre attached to them.*

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\$ Deleted vide CS No.16 dated18/06/2011.

\* Added vide CS No.23 dated03/01/2012.

## TWENTIETH SCHEDULE

### LIST OF POSTS/EMPLOYEES CLASSIFIED AS PAY GROUP-I POSTS / EMPLOYEES

[ See Service Regulation 27 ]

- |  |   |
|--|---|
| 1) Executive Directors                                       | 22) Manager(F&A)                              |
| 2) Chief Engineer(Dist.)/(Civil)/(Stores)                    | 23) Chief General Manager (IT)                |
| 3) Chief General Manager(T/E)                                | 24) [Deleted]                                 |
| 4) Supdtg.Engineer(Dist.)/(Civil)/(Stores)                   | 25) General Manager(IT)                       |
| 5) Executive Engineer(Dist.)/(Civil)/(Stores)                | 26) Deputy General Manager (IT)               |
| 6) Additional Executive Engineer<br>(Dist.)/(Civil)/(Stores) | 27) System Analyst                            |
| 7) Drawing Office Superintendent                             | 28) Programmer                                |
| 8) Executive Director(HR)                                    | 29) Chief Industrial Relations Officer        |
| 9) Chief General Manager(HR)                                 | 30) Jt.Chief Industrial Relations Officer     |
| 10) General Manager(HR)                                      | 31) Dy.Chief Industrial Relations Officer     |
| 11) Deputy General Manager(HR)                               | 32) Sports Officer                            |
| 12) Asstt.General Manager(HR)                                | 33) # Chief Legal Advisor                     |
| 13) Stenographer(Special Grade)                              | 34) Deputy Law Officer                        |
| 14) Senior Manager(HR)                                       | 35) Director (Vigilance & Security)           |
| 15) Manager(HR)  | 36) Deputy Director (Vigilance & Security)    |
| 16) Private Secretary to Managing Director                   | 37) Assistant Director (Vigilance & Security) |
| 17) Company Secretary  | 38) Vigilance Officer                         |
| 18) Chief General Manager(F&A)/(IA)/<br>(Corporate Accounts) | 39) Chief General Manager (Corp.Comm.)        |
| 19) General Manager (F&A)                                    | 40) Deputy Public Relations Officer           |
| 20) Asstt.General Manager(F&A)                               | 41) Stores Officer                            |
| 21) Senior Manager(F&A)                                      | *42) Legal Advisor                            |
|  | *43) Assistant Law Officer                    |

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# Replaced vide CS No.23 dated03/01/2012.

\* Added vide CS No.23 dated03/01/2012.



## TWENTY FIRST SCHEDULE

### LIST OF POSTS/EMPLOYEES CLASSIFIED AS PAY GROUP-II POSTS / EMPLOYEES

[ See Service Regulation 27 ]

- |                                       |  |
|---------------------------------------|--|
| 1) Deputy Engineer(Dist.)/(Civil)     | 13) Deputy Labour Officer(Sports)          |
| 2) Chief Foreman                      | 14) Stores Superintendent                  |
| 3) Deputy Vigilance Officer           | 15) Public Relations Officer               |
| 4) Labour Officer                     | 16) Translator-cum-Proof Reader/Translator |
| 5) Assistant Engineer (Dist.)/(Civil) | 17) Artist                                 |
| 6) Assistant Programmer               | 18) Junior Law Officer                     |
| \$7) [Deleted]                        | 19) Stenographer (Selection Grade)         |
| #8) Asstt.Programmer                  | 20) Telephone Superintendent               |
| #9) Jr.Programmer                     | 21) Head Foreman                           |
| #10) Data Supervisor                  | 22) Chief Draftsman                        |
| 11) Dy.Manager(HR)                    | 23) Line Construction Foreman              |
| 12) Dy.Manager(F&A)                   |  |

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\$ Deleted vide CS No.16 dated18/06/2011.  
# Modified vide CS No.16 dated18/06/2011.

## TWENTY SECOND SCHEDULE

### LIST OF POSTS/EMPLOYEES CLASSIFIED AS PAY GROUP-III POSTS / EMPLOYEES

[ See Service Regulation 27 ]

1) Jr.Engineer(Dist.)/(Civil)/(Automobile)	33) Head Tracer
2) Assistant Vigilance Officer	34) Vehicle Foreman
3) Assistant Accountant	35) Chief Watchman
4) Senior Clerk/Head Clerk/Estt.Assistant	36) Line Inspector
5) Caretaker	37) Assistant Operator
6) Head Typist	38) Assistant Cable Jointer
\$7) [Deleted]	39) Sub-Overseer Grade-II
8) Librarian	40) Tracer
9) Stores Assistant	41) Meter Tester Grade-II
10) Stenographer(English)/(Marathi)	42) Meter Inspector Grade-II
11) Junior Vigilance Officer	43) Technician 'B' [Various Trades]
12) U.D.C.(HR)/(Accounts)	44) Blue Printer
13) Record Sorter (Higher Grade)	45) Junior Operator
14) Telephone Operator (Higher Grade)	46) Fuseman-cum-Meter Reader
15) Steno-Typist(English)/(Marathi)	47) Electrician
16) Senior Typist	48) Fitter
17) Assistant Translator-cum-Proof Reader	49) Turner
18) Vehicle Driver	50) Carpenter
19) L.D.C.(HR)/(Accounts)/Office Assistant	51) Plumber
20) Typist(English)/(Marathi)	52) Meter Tester Grade-III
21) L.D.C./Office Assistant-cum-Translator	53) Telephone Operator (Lower Grade)
22) Data Entry Operator	54) Telephone Operator-cum-Receptionist
23) Cable Jointer	55) Civil Mistry
24) Line Foreman	56) Technician 'C' [Various Trades]
25) Meter Tester Grade-I	57) Workshop/Vehicle Foreman Grade-II
26) Meter Inspector Grade-I	58) Blacksmith
27) Sub-Overseer Grade-I	59) Senior Technician
28) Technician 'A' [Various Trades]	60) Electrician-cum-Meter Reader
29) Operator/Deputy Operator	61) Wireman-cum-Meter Reader
30) Junior Stores Assistant	62) Sub-Station Attendant
31) Senior Draftsman	63) Moulder
32) Junior Draftsman	64) Weigh Bridge Clerk
	*65) Artisan 'A' (Meter Reader)/Dy.Operator
	*66) Artisan 'B' (Meter Reader)/Chief Technician

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\$ Deleted vide CS No.16 dated18/06/2011.

\* Added vide CS No.7 dated10/12/2009 (Adm.Cir.No.265 dated10/12/2009).

## TWENTY THIRD SCHEDULE

### LIST OF POSTS/EMPLOYEES CLASSIFIED AS PAY GROUP-IV POSTS / EMPLOYEES

[ See Service Regulation 27 ]

- |                                     |   |
|-------------------------------------|---|
| 1) Record Sorter (Lower Grade)      | 17) Watchman/Chowkidar                      |
| *1A) Junior Office Assistant        | 18) Mazdoor                                 |
| 2) Daftary                          | 19) Khansama                                |
| 3) Head (Watchman)                  | 20) Gardener                                |
| 4) Naik                             | 21) Sweeper                                 |
| 5) Mukadam Grade-I                  | 22) Vehicle Cleaner                         |
| 6) Technician                       | 23) Bill Distributor                        |
| 7) Fuseman                          | 24) Rest House Helper                       |
| 8) Junior Technician-cum-Fuseman    | 25) Junior Technician (Helper)              |
| 9) Filter Attendant                 | 26) Technician 'D' (Vehicle Maintenance)    |
| 10) Workshop Mechanic               | 27) Junior Technician (Vehicle Maintenance) |
| 11) Mason Grade-I                   | 28) Senior Khansama                         |
| 12) Technician 'D' [Various Trades] | 29) Store Laskar                            |
| 13) Mukadam Grade-II                | 30) Watchman-cum-Khansama/Peon/Mazdoor      |
| 14) Stores Helper                   |   |
| 15) Peon                            |   |
| 16) Head Watchman                   |   |

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\* Added vide CS No.11 dated12/08/2010.

**TWENTY-FOURTH SCHEDULE**  
(See Note 11 of the Second Schedule)

अनुसूचित जमातीच्या उमेदवारांचे जिल्हास्तरावर एकत्रित नांव नोंदणी ठेवणार "नियंत्रक अधिकारी नियुक्ती प्राधिकाऱ्याकडे नांवे पुरस्कृत करणारे" पुरस्कर्ता अधिकारी यांची यादी.

अ.क्र.	जिल्हा	नियंत्रक तथा पुरस्कर्ता अधिकारी
१	नाशिक	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प नाशिक
२	धुळे	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प नंदूरबार
३	जळगांव	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प यावल
४	अहमदनगर	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प राजूर
५	ठाणे	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प शहापूर
६	रायगड	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प पेण
७	सिंधदुर्ग	जिल्हा समाज कल्याण अधिकारी सिंधदुर्ग
८	रत्नागिरी	जिल्हा समाज कल्याण अधिकारी रत्नागिरी
९	मुंबई	आदिवासी विकास अधिकारी गोरेगांव, मुंबई
१०	पुणे	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प साल ता. आंबेगांव जि.पुणे
११	सांगली	जिल्हा समाजकल्याण अधिकारी सांगली
१२	सातारा	जिल्हा समाजकल्याण अधिकारी सातारा
१३	सोलापूर	जिल्हा समाजकल्याण अधिकारी सोलापूर
१४	कोल्हापूर	जिल्हा समाजकल्याण अधिकारी कोल्हापूर
१५	अमरावती	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प धारणी
१६	यवतमाळ	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प पांढरकवडा

अ.क्र.	जिल्हा	नियंत्रक तथा पुरस्कर्ता अधिकारी	
१७	अकोला	आदिवासी विकास अधिकारी	अकोला
१८	बुलढाणा	जिल्हा समाज कल्याण अधिकारी	बुलढाणा
१९	नागपूर	उपसंचालक, आदिवासी विकास, गोंडवन विभाग	नागपूर
२०	भंडारा	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	देवरी
२१	चंद्रपूर	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	चिमूर
२२	गडचिरोली	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	धानोरा
२३	वर्धा	जिल्हा समाजकल्याण अधिकारी	वर्धा
२४	नांदेड	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प	किनवट
२५	औरंगाबाद	आदिवासी विकास अधिकारी	औरंगाबाद
२६	जालना	जिल्हा समाज कल्याण अधिकारी	जालना
२७	लातूर	जिल्हा समाज कल्याण अधिकारी	लातूर
२८	उस्मानाबाद	जिल्हा समाज कल्याण अधिकारी	उस्मानाबाद
२९	बीड	जिल्हा समाजकल्याण अधिकारी	बीड
३०	परभणी	जिल्हा समाजकल्याण अधिकारी	परभणी

आदिवासी विकास विभाग, शासन परिपत्रक क्रमांक बीसीसी-१०८९/२१८५९/प्र.क्र.८०८/का-१५,  
सप्टेंबर १९८९, मंडळाचे परिपत्रक क्र.साप्रवि/मावक/३/४१४, दिनांक ०३/०२/१९९०.

दिनांक १६

आदिवासी विकास विभाग, शासन परिपत्रक क्रमांक बीसीसी-१०८९/२१८५९/प्र.क्र.८०८/का-१९,  
१९९१, मंडळाचे परिपत्रक क्र.साप्रवि/मावक/३/०१५११, दिनांक २७ मे १९९२ अन्वये.

दिनांक १२ डिसेंबर

## **TWENTY FIFTH SCHEDULE STUDY LEAVE**

### **1. Conditions for grant of Study leave**

- (1)** Subject to the conditions specified, study leave may be granted to an employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- (2) Study leave may also granted –**
  - (a)** for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified to be of definite advantage from the point of view of Organisation and is related to sphere of duties of the employee and
  - (b)** for the studies which may not be closely or directly connected with the work of an employee, but which are capable of widening his mind in a manner likely to improve his abilities as an employee of the Company and to equip him better to collaborate with those employed in other branches of the public service.
- (3) Study leave shall not be granted unless –**
  - (a)** it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of Company's interest;
  - (b)** the release of foreign exchange involved in the grant of study leave, if such study is outside India shall be in accordance with the R.B.I. Rules prevailing from time to time.
- (4)** The Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.
- (5)** Study leave shall not ordinarily be granted to an employee -
  - (a)** Who has rendered less than five years service under the Company;
  - (b)** Who is due retire, or has the option to retire, from the Company's service within three years of the date on which he is expected to return to duty after the expiry of the leave.
- (6)** Study leave shall not be granted to employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.
- (7) \* Study Leave shall not be granted to the employees who seek employment abroad or within the country for a period of three years by keeping their lien on the post held by them under the provisions of G.O.No.154 (P) dt.31/03/2001 up to 10 years from the date of resuming their duties.**

**Note** – Application for study leave shall be considered on merits of each case by the Competent Authority.

## **2. Maximum amount of Study leave**

The maximum amount of study leave, which may be granted to an employee shall be –

- (a) ordinarily twelve months at any one time, and
- (b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

## **3. Applications for Study leave**

- (1) (a) Every application for the study leave shall be submitted through proper channel to the authority competent to grant leave.
  - (b) The course or courses of study contemplated and any examination, which he proposes to undergo, shall be clearly specified in such application.
- (2) where it is not possible for an employee to give full details in his application, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Department or the authority competent to grant leave, as the case may be and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

## **4. Sanction of Study leave**

- (1) The decision of the Competent Authority regarding the admissibility of the study leave shall be final.
- (2) Where an employee born permanently on the cadre of Company's establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the condition that the concurrence of MSEDCL is obtained before leave is granted.
- (3) (a) Every employee in permanent employment who has been granted study leave or extension of such study leave shall be required to execute a bond in Form I or II as the case may be, before the study leave or extension of such study leave granted to him commences.
  - (b) Every employee not in permanent employment who has been granted study leave or extension of such study leave shall be required to execute a bond in Form III or IV as the case may be, before the study leave or extension of such study leave granted to him commences.
  - (c) The authority competent to grant leave shall confirm the effect that the employee referred to in clause (a) or (b) has executed the requisite bond.
- (4) On completion of the course of study, an employee shall submit to the authority which granted him the study leave, the certificates of examinations passed or special course of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any of the authority in charge of the course of study.

5. **Accounting of study leave and combination with leave of other kinds –**

1. Study leave shall not be debited against the regular leave account (Earned leave) of the employee.
2. Study leave may be combined with other kinds of leave, but in to case shall the grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months from the regular duties of the employee.

**Explanation –** The limit of twenty eight months of absence prescribed in this includes the period of vacations

3. An employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave.

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

6. **Regulation of Study leave extending beyond course of study.**

When the course of study falls short of study leave granted to an employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of short fall as ordinary leave.

# 7. **Leave salary during Study leave**

**The Study Leave shall be granted as Extra Ordinary Leave i.e. Leave without Pay to the extent of a period Special Course of Study or Special Training in Professional or Technical Subject or Study Tour, certified by the Competent Authority.**

8. **Grant of Study allowance**

No study allowance shall be granted in any case.

9. **Travelling allowance during Study leave**

An employee to whom study leave has been granted shall not ordinarily be paid travelling allowance but the Company may in exceptional circumstances sanction the payment of such allowance.

10. **Cost of fees for Study**

An employee to whom study leave has been granted shall not ordinarily be required to meet the cost of fees paid for the study by himself.

Provided that in no case shall the cost of fees be paid to an employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part time employment.

11. **Resignation or retirement after Study leaves.**

(1) If an employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of five years after such return to duty, he shall be required to refund -

- (a) The actual amount of leave salary, cost of fees, travelling and other expenses, if any incurred by the Company, and



- (b) The actual amount, if any, of the cost incurred by other agencies, such as foreign Governments, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise :

Provided that nothing in this rule shall apply –

- (i) to an employee who after return to duty from study leaves, is permitted to retire from service on medical grounds ; or
- (ii) to an employee who after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest.
- (2) (a) The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave been suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.
- (b) In addition to the amount to be refunded by the employee under sub rule (1), he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.
- (3) Notwithstanding anything contained in this rule, the Company may, if it is necessary or expedient to do so, either in the public interest or organisation or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub rule (1) by the employee concerned.

Encl : Form I to IV.

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**FORM - I**

**Bond to be executed by an employee in  
Permanent employment when proceeding on study leave**

KNOW ALL MEN BY THESE PRESENTS THAT I, ..... resident of ..... in the District of ..... at present employed as ..... in the Department/Office of ..... do hereby bind myself and my heirs, executors and administrators to pay to the MSEDCL (hereinafter called as the Company) on demand the sum of Rs..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India, AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Company.

WHEREAS I, ..... am granted study leave by the Company :

AND WHEREAS for the better protection of the Company, I have agreed to execute this bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of five years after my return to duty. I shall forthwith pay to the Company or as may be directed by the Company on demand the said sum of Rs. .... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The bond shall in all respects be governed by the laws of India, for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Company have agreed to bear the stamp duty payable on this bond.

Signed and dated this ..... day of ..... two thousand and ..... signed and delivered by ..... in the presence of .....

Witnesses :

- 1) .....
  - 2) .....
- (1) .....
  - (2) .....  
Accepted for and on behalf  
of the Company by .....

**FORM - II**

**Bond to be executed by an employee in permanent employment when granted extension of study leave**

KNOW ALL MEN BY THESE PRESENTS THAT I, ..... resident of ..... in the District of ..... at present employed as ..... in the Department/Office of ..... do hereby bind myself and my heirs, executors and administrators to pay to the MSEDCL (hereinafter called as the "Company") on demand the sum of Rs..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India, AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Company.

WHEREAS I, ..... am granted study leave by Company for the period from ..... to ..... in consideration of which I executed a bond, dated ..... for Rs. .... (Rupees ..... only) in favour of the Company.

AND WHEREAS the extension of study leave has been granted to me at my request until .....

AND WHEREAS for the better protection of the Company, I have agreed to execute this bond with such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, resigning or retiring or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of five years after my return to duty, I shall forthwith pay to the Company or as may be directed by the Company on demand the said sum of Rs. .... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The bond shall in all respects be governed by the laws of India, for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Company have agreed to bear the stamp duty payable on this bond.

*Signed and dated this ..... day of ..... two thousand and .....*

Signed and delivered by ..... in the presence of .....

Witnesses :

1) .....

2) .....

(1) .....

(2) .....

Accepted for and on behalf  
of the Company by .....

## FORM - III

### Bond to be executed by an employee not in Permanent employment when proceeding on Study leave

KNOW ALL MEN BY THESE PRESENTS THAT WE i) Shri/Shrimati/ Kumari \_\_\_\_\_ resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_(hereinafter called "the obligor") and ii) Shri/Shrimati/Kumari \_\_\_\_\_ son/daughterof \_\_\_\_\_ & iii) Shri/Shrimati/Kumari \_\_\_\_\_ son/ daughter of \_\_\_\_\_ (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the MSEDCL(hereinafter called "the Company") on demand the sum of Rs.\_\_\_\_ (Rupees \_\_\_\_\_ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Company.

WHEREAS the obligor is granted study leave by the Company ;

AND WHEREAS for the better protection of the Company the obligor has agreed to execute this bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri/Shrimati/Kumari \_\_\_\_\_ failing to resume duty or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or at any time, within a period of five years after his return to duty, the obligor and the sureties shall forthwith pay to the Company as may be directed by the Company on demand the said sum of Rs.\_\_\_\_\_(Rupees \_\_\_\_\_ only) together with interest thereon from the date of demand at Company rates for the time being in force on Government loans.

AND upon the obligor Shri/Shrimati/Kumari \_\_\_\_\_ and or Shri/Shrimati/Kumari \_\_\_\_\_ and, or Shri/Shrimati/ Kumari \_\_\_\_\_, the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue :

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Company or any person, authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Company to sue the obligor before suing the sureties Shri/Shrimati/Kumari \_\_\_\_\_ and Shri/Shrimati/Kumari \_\_\_\_\_ or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Company have agreed to bear the Stamp duty payable on this bond.

Signed on dated this \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_.

Signed and delivered by the obligor at Sr.No. (i) abovenamed Shri/Shrimati/ Kumari \_\_\_\_\_ in the presence of \_\_\_\_\_.

Witness :

(1) \_\_\_\_\_  
(2) \_\_\_\_\_

Signed and delivered by the surety at Sr.No. (ii) above named Shri/Shrimati/ Kumari \_\_\_\_\_ in the presence of \_\_\_\_\_.

Witness : (1) \_\_\_\_\_  
(2) \_\_\_\_\_

Signed and delivered by the surety at Sr.No. (iii) above named Shri/Shrimati/ Kumari \_\_\_\_\_ in the presence of \_\_\_\_\_.

Witnesses : (1) \_\_\_\_\_  
(2) \_\_\_\_\_

Accepted for and on behalf of the Company by \_\_\_\_\_

## FORM - IV

### Bond to be executed by an employee not in Permanent employment when granted extension of Study leave

KNOW ALL MEN BY THESE PRESENTS THAT WE, (i) Shri/Shrimati/ Kumari \_\_\_\_\_ resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ (hereinafter called "the obligor") and (ii) Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ & (iii) Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the MSEDCL (hereinafter called "the Company") on demand the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Company.

WHEREAS the obligor was granted study leave by the Company for the period from \_\_\_\_\_ to \_\_\_\_\_ in consideration of which he executed a bond dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of the MSEDCL.

AND WHEREAS the extension of study leave has been granted to the obligor at his request until \_\_\_\_\_.

AND WHEREAS for the better protection of the Company the obligor has agreed to execute this bond with such condition as hereunder is written;

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden \_\_\_\_\_.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri/Shrimati/Kumari \_\_\_\_\_ failing to resume duty or resigning from service without returning to duty after the expiry or termination of the period of study leave so extended or at any time within a period of five years after his return to duty, the obligor and the sureties shall forthwith pay to the Company or as may be directed by the Company on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) together with interest thereon from the date of demand at Company rates for the time being in force on Company loans.

AND upon the obligor Shri/Shrimati/Kumari \_\_\_\_\_ and or Shri/Shrimati/Kumari \_\_\_\_\_ and, or Shri/Shrimati/ Kumari \_\_\_\_\_, the sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue :

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Company or any person, authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Company to sue the obligor before suing the sureties Shri/Shrimati/Kumari \_\_\_\_\_ and Shri/Shrimati/Kumari \_\_\_\_\_ or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Company have agreed to bear the Stamp duty payable on this bond.

Signed on dated this \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_.

Signed and delivered by the obligor at Sr.No.(i) abovenamed Shri/Shrimati/ Kumari  
\_\_\_\_\_ in the presence of \_\_\_\_\_.

Witnesses : (1) \_\_\_\_\_  
(2) \_\_\_\_\_

Signed and delivered by the surety at Sr.No.(ii) abovenamed Shri/Shrimati/ Kumari  
\_\_\_\_\_ in the presence of \_\_\_\_\_.

Witnesses : (1) \_\_\_\_\_  
(2) \_\_\_\_\_

Signed and delivered by the surety at Sr.No.(iii) above named Shri/Shrimati/ Kumari  
\_\_\_\_\_ in the presence of \_\_\_\_\_.

Witnesses : (1) \_\_\_\_\_  
(2) \_\_\_\_\_

Accepted for and on behalf of the Company by \_\_\_\_\_

\_\_\_\_\_

**APPENDIX 'A'**  
**[See Service Regulation 43]**

**LINE STAFF**

**(A)**

Line Foreman	Senior Technician / Wireman
Cable Jointer	Technician cum Wireman
Asstt. Cable Jointer	Junior Technician
Meter Tester Gr.I to III/Wireman-cum-Meter Reader/Helper-cum-Fuseman	Mechanic
Line Inspector	Mazdoor
Vehicle Driver, Cleaner	Telephone Attendant
Estimator	

**(B)** Any other category of employee which the Company may add according to the nature of work.

*Note : The Company may, in its absolute discretion, transfer any employee on any class of employees from one appendix to another.*

\_\_\_\_\_



**APPENDIX 'B'**  
**[See Service Regulation 44]**

- (a) Service Regulation No. 44 will be applicable to all the administrative staff and technical supervisory staff in the Corporate Office, Regional Office, Zonal Office, Circle, Divisional and Sub-Divisional Offices not included in Appendix 'A' and Appendix 'C'.
- (b) Any other category of employee which the Company may add to this Appendix from time to time.

\_\_\_\_\_

**APPENDIX 'C'**  
**[See Service Regulation 45]**

- (a) All Pay Group IV employees in the Corporate Office, Regional Office, Zonal Office, Circle, Divisional and Sub-Divisional Offices (Excluding similar staff employed on Lines governed either by the Factories Act or mentioned in Appendix 'A'.)
  - (b) Any other category of employee which may, from time to time, be added to this Appendix by the orders of the Company.
-

## **IMPORTANT / MODEL FORMATS**

### **SHOW CAUSE NOTICE**

By RPAD

Ref. No.

To

Sub: Conviction by Court – Termination of Service.

It is noticed that you have been convicted on criminal charge under Section No. .... of I.P.C./Untouchability Act, by the Court of .....in the Case No. .... on .....

Your conduct which led to your conviction is considered as undesirable for your further continuance in the Company's services.

Hence in exercise of the power delegated to the undersigned under MSEDCL Employees' Service Regulation No. 10-A read with Third Schedule, I have decided to terminate your services, forthwith.

You are, therefore, hereby directed to state the reasons within seven days from the date of receipt of this Show Cause Notice as to why action as proposed above should not be taken against you. IN case you fail to reply within the stipulated period it will be presumed that you have no cause to show and further action will be taken.

Appointing Authority &

Competent Authority

Copies to:

*[Having regard to the facts on individual case the form may be suitably modified, if necessary]  
(Refer H.O. Circular-A No. GAD/V/DAC/6573 Dated 21-11-1992)*

## Proforma of Suspension Order

**CONFIDENTIAL**

To

Shri.....

(Through:.....)

It has been reported against you as under:

- 1).....
- 2).....
- 3).....
- 4).....

The acts as above, alleged to have been committed by you, amount to misconduct under MSEDCL Employees' Service Regulations i.e. under item.....of Schedule "B" to Regulation 86(3) of Maharashtra State Electricity Distribution Company Limited Employees' Service Regulations. Your continuance in the post held by you and in the office in which you are working, is likely to #(a) vitiate the enquiry #(b) become detrimental to the proceedings #(c) is detrimental to the interests of the Organisation.

2) In the circumstances, I, under the powers delegate to me as per Eleventh Schedule read with Schedule 'C' appended to Maharashtra State Electricity Distribution Company Limited Employees' Service Regulations, hereby order your suspension with immediate effect pending further proceedings and final orders in the matter.

3) During the period of suspension, you are held eligible for subsistence allowance as per Company's rules.

4) During the period of suspension, you should not leave your Headquarters without the prior permission of the undersigned.

5) You are also directed to give attendance once.....at.....hours to the office of the..... during the suspension period.

**Signature and Designation of  
the Competent Authority**

Copy for information to:

- 1).....
- 2).....
- 3).....

# Service Termination Order

## Office Order

By RPAD

Ref No.

Whereas Shri.....has been convicted on a criminal charge under Section No.....of I.P.C./Untouchability Act by the Court of..... on.....

2) And whereas it is considered that the conduct of Shri..... (Designation) ..... Which has led to his conviction is such as to render his further continuance in the service of the Company undesirable.

3) And whereas his reply dated.....to the Show Cause Notice.....dated..... is found to be unsatisfactory.

- OR-

And whereas he failed to reply the Show Cause Notice..... Dated.....

4) Now, therefore, in exercise of the powers delegated to undersigned under MSEDCL Employees Service Regulations No. 10-A read with Third Schedule, the undersigned hereby terminates the services of Shri.....(Designation).....with effect from the date of this Service Termination Order.

**Appointing Authority &  
Competent Authority**

To,

Shri.....  
(Through:.....)

Copy to:

*[Having regard to the facts of individual case the form may be suitably modified if necessary.]  
(Refer H.O.Circular –A No. GAD/V/DAC/6573 Dated 24-11-1992)*

**FORM – A**

[Information to be submitted to the Competent Authority regarding acquisition of movable and immovable property as required under C.S.No 371 dated 08-04-1994 to G.O.18(P) dated 28-05-1963]

- 1) Name in Full :
- 2) Designation :
- 3) C.P.F. No. :
- 4) Present Place of Posting :
- 5) Date of joining in the Organisation :
- 6) Nature of the Property to be purchased :
- 7) Whether purchased from reputed/authorise dealer. If not a certificate as required under Cir. No.250 dt. 14-01-1992 should be sent. :
- 8) Name & address of the owner / society / contractor / builder (owner / vendor in case of movable property) from whom the property is proposed to be purchased :
- 9) Location of the property/total area in Sq. ft./ Sq. Mtrs etc. :
- 10) Total cost including stamp duty, registration Charges, legal fees, society charges, Electricity and water charges etc. and/or rate Per sq. ft. and total built up area in case of construction of the house. (In case of movable property a copy of cash memo / Bill / Invoice / letter from party / owner should be attached).
- 11) Source of finance to meet the total cost : (details to be given)
- 12) If any amount exceeding Rs 10,000/- has been borrowed from any person or body other than a Scheduled Bank or a Registered Financial Institute, Firm or a Company or the Board or the Govt. Whether permission of the Competent Authority has been taken as required under SR 85(g) :

13) If loan from CPF/House Building Advance/  
Vehicle Advance etc has been taken and  
whether the same is sanctioned or otherwise  
(Order No and date alongwith documentary  
evidence in case of CPF Sanction should be  
given.

14) Mode of payment of (11) above :

15) The employee's Bank balance, Cash, :  
Savings and other investment at the time of  
purchase of the property.

16) Any other remarks. :

Date :

**Signature of the applicant**

Place :

**Prescribed proforma for submission of information of resignation after audit scrutiny**

*[Ref Circular No. Estt/II/Cir./38052 Dt. 08-08-1966]*

- 1) Name in full :
- 2) Designation :
- 3) Date of entry in service & the post held at that time : Before Noon/After Noon
- 4) Post held at present : Temp/Probation/Confirmed/Adhoc
- 5) Date of submission of notice of resignation :
- 6) Due date of relief as per notice or request of employee : Before Noon/After Noon
- 7) Due date of acceptance of resignation :
- 8) Whether the notice is short & if so, whether the amount of salary in lieu of short period of notice is paid :
- 9) i) Are there any dues payable to employee (excluding an amount of CPF/Gratuity) :  
ii) Is there any amount payable by the employee :
- 10) i) Is the employee facing any Disciplinary action or Police case for criminal offence. OR :  
ii) Whether any such action is under consideration :  
OR  
iii) He/She undergoing any punishment :
- 11) Was he / she deputed for any training & is under obligation to serve the Company beyond due date of relief indicated at Sr. No. 6 above. :
- 12) Has he / she executed any agreement with the Company for specialized training including training abroad, study leave etc. If so, what is the present position regarding his/her obligation there under :
- 13) Has he / she availed of any leave not due. If so, whether he/she has recouped the same. :
- 14) Has he/she availed of any kind of leave during the notice period. If so, the nature of leave & period :



- 15) Has he / she drawn House Building Advance or Surety to any other employee for drawal of House Building Advance? If so, whether balance amount Is paid and/or his/her surety is released. :
- 16) Has he / she taken any book from the Company's Library? If so, whether they are returned in order :
- 17) Has he / she taken any tools, equipments or any Other item? If so, whether they are returned in Order. :
- 18) Was he/she residing in Company's quarters? If so, : quarter has been vacated and given possession to the Company Authority.
- 19) Whether entire House Rent has been recovered. If Not, an amount payable by him/her to the Company. :
- 20) Whether entire energy bill has been paid/recovered : If not, an amount payable by him / her to the Company
- 21) Any other relevant information :
- 22) Competent Authority to accept resignation as per Schedule III & XI of Service Regulations :

Date :

Place :

**Signature of the Controlling Officer/  
Designation**

**Specimen copy of the Bond to be executed**  
**[See Service Regulation No. 11(e)]**

**[This matter should be typed on Non-Judicial Stamp Paper of Rs. 100/-  
(Rs.Hundred Only) and duly Registered with Registered Notary]**

Know all men by these present that we :

Shri/Smt/Kum \_\_\_\_\_ Son/ Wife / Daughter  
of \_\_\_\_\_ bounden herein and

(1) Shri/Smt/Kum \_\_\_\_\_ Son/ Wife/ Daughter  
of \_\_\_\_\_ and (2) Shri/Smt/  
Kum \_\_\_\_\_ Son/Wife/Daughter of \_\_\_\_\_ surety

herein do hereby bind ourselves jointly and severally and our heirs, executors and administrators to pay to the Maharashtra State Elect. Distribution Co. Ltd., (hereinafter called the "Company") or any successor or assignees of the said Company on demand a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) i.e. 12 months initial basic pay on account of bounden having been appointed for serving the Company for a period of minimum three years from the date of joining to the post of \_\_\_\_\_ subject to conditions given here under :-

WHEREAS the above bounden Shri/Smt/Kum \_\_\_\_\_ is appointed by the Company for the post of \_\_\_\_\_ on certain terms and conditions.

Now these present witnesses as follows:-

- 1) Shri/Smt/Kum \_\_\_\_\_ agrees that he/she will be bound to serve to the Company for a period of minimum three years at any place in Maharashtra State as may be decided by the Competent Authority of the Company.
- 2) Shri/Smt/Kum \_\_\_\_\_ hereby agrees that he/she will not be voluntarily abandon or resign the services of the Company during the said period of three years.
- 3) Shri/Smt/Kum \_\_\_\_\_ hereby agrees that, he/she shall abide by the Rules, Regulations or any other order of general nature of particular character including rules relating to conduct and discipline at present prescribed by the Company for the employees with such amendments as may be effected from time to time in so far as they apply to the regular employees of the Company.

In the event of the above bounden

Shri/Smt/Kum \_\_\_\_\_

- a) Voluntarily abandon and resign the services during the said period of three years or so as prescribed by the Company.
- b) Failing to refund to the Company a lumpsum amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) i.e. 12 months initial basic pay on account of his having been selected for aforesaid post. The said amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) shall forthwith become due and payable in one lumpsum jointly and severally by the bounden and by the Sureties and upon their making such payment the above written obligations shall be null and void, otherwise it shall remain in full force and virtue.
- c) The obligation of the Sureties shall remain into force for a period of three years commencing from the date of reporting on duty by the bounden on his/her appointment.

Provided always that the liability of the said two sureties hereunder shall not be impaired or discharged by reason of time being granted or by any force bearance act or omission of the Company or person authorized by it whether with or without the consent or knowledge of the said Shri/Smt/Kum \_\_\_\_\_ and it shall not be necessary before suing the said sureties to take action against the said bounden Shri/Smt/Kum \_\_\_\_\_ for amount due hereunder.

Signed and delivered at by the above bounden.  
Shri/Smt/Kum \_\_\_\_\_

**(Signature of the bounden  
with full address )**

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In the presence of :-

i) Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Signature: \_\_\_\_\_

ii) Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Signature: \_\_\_\_\_

1) Signed and Delivered at by the above surety  
Shri/Smt/Kum \_\_\_\_\_

( Signature of the Surety with full address )

---

In the presence of :-

i) Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Signature: \_\_\_\_\_

ii) Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Signature: \_\_\_\_\_

2) Signed and delivered at by the above surety.  
Shri/Smt/Kum \_\_\_\_\_

(Signature of the Surety with full address )

---

In the presence of :-

i) Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Signature: \_\_\_\_\_

ii) Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Signature: \_\_\_\_\_

Place :-

Date :-

**IMPORTANT CLARIFICATIONS (SERVICE REGULATION-WISE)**

Sr.No.	S.R.No.	Extracts from the Clarifications
1.	S.R.1	MSEDCL Adm.Circular No.1 dt.29/09/2005. Regarding powers of Managing Director in consultation with Director(Operations)/(Finance)/(HR) regarding respective matters.
2.	S.R.1(a)	MSEB Adm.Circular No.458 dt.04/06/2005. Freezing activities after formation of Companies.
3.	S.R.9(2)	MSEB Adm.Circular No.426 dt.07/08/2004. Regarding final settlement of employees who continued erroneously in the Company after their superannuation.
4.	S.R.9(17)	Ltr.No.GAD/O&M-(VIII)/36568 dt.17/08/1981. The deduction of Salaries is required to be restricted for the period of E.O.L. since the holidays are not being included in the E.O.L. period, the Wages for the holidays have to be paid as are being done in normal course to all the employees irrespective of their Appendices A, B or C.
5.	S.R.9(17)	Ltr.No.GAD/Gr.VIII-(O&M)F.No.147/18161 dt.03/06/1986. The employee who proceeds on long leave is held eligible for the leave salary and not for duty pay. Further, the leave salary means the monthly amount paid by the Company to the employee on leave which is calculated on the basis of last emoluments drawn prior to proceeding on leave. In view of the above, the question of giving the actual payment of annual increment which is due while on leave does not arise though all kinds of leave are considered as 'Duty' period.
6.	S.R.10-A	Circular No.GAD/V/A/DAC/6573 dt.24/11/1992. Admission of an appeal does not stay the order of the trial Court. The Central Administrative Tribunal has concluded that release on bail is not the same as suspending conviction and that the Department may impose penalty when one has been convicted by lower Court, even if he has filed an appeal.  In view of the above position, following instructions are issued ;  i) On conviction of an employee by a trial Court the provisions under Service Regulation No.10-A are to be invoked and action to terminate the services of such convicted employee should be taken by the Competent Authority, forthwith.

Sr.No.	S.R.No.	Extracts from the Clarifications
	S.R.10-A	<p>ii) In case such employee gets acquitted in Appeal in the Appellate Court, he should be reinstated in service. But he shall not be eligible for any payment from the date of termination of his service to the date of his reinstatement in the services, on the principle of 'NO WORK NO PAY'. He will, however, be eligible for restoration of his seniority and other terminal-benefits.</p> <p>Further, there is no bar to hold and continue a Departmental Enquiry, simultaneously; pending outcome of the criminal case provided the charges in Departmental Enquiry are other than the charges under the consideration in criminal case against such employee. In fact, it is advisable to start a separate Departmental Enquiry in all such cases of criminal offence and take independent action without awaiting the outcome of criminal case.</p>
7.	S.R.19(a), 88 & 91	<p>Circular MSEB No.GAD/V-B/Conviction/1015 dt.28/09/2000. Regarding employee convicted in the Court of law and released on bail/conviction is suspended by Appellate Court. In this case action to terminate the employee immediately is to be taken.</p>
8.	S.R.11(a)	<p>Ltr.No.GAD/Gr.VIII-(O&amp;M)/F.No.197/600 dt.19/03/1993. All the employees selected by the Competent Selection Committee may be appointed on probation. After satisfactory completion of probation period, the probationer may be confirmed in the post provided permanent posts are available. If permanent posts are not available, he should be continued to officiate in that post. Such officiating persons can be confirmed as soon as a permanent post is available in future.</p>
9.	S.R.11(d)	<p>Ltr.No.GAD/Gr.VIII-(O&amp;M)/Examination/19840 dt.14/11/1986. Once an employee has passed the prescribed Departmental Examination while in service earlier, the question of granting exemption from passing the said examination again in the event of his re-appointment in the Organization, does not arise.</p>
10.	S.R.16	<p>Circular No.GAD/II/Circular/38052 dt.08/08/1966. The employee who gives 24 hours notice of resignation as required under rules should be relieved only on the next day after office hours as otherwise the notice will not be completed 24 hours. For the purpose of counting notice period that day on which the resignation is submitted should be excluded i.e. the period should be counted as from "after office hours of the day on which resignation is submitted to after office hours on the next working day". If the date of relief as computed above falls on a Sunday and/or a Public Holiday, the employee should be relieved on the previous working day, after office hours. In the case of an employee who does not give due notice but pays salary in lieu thereof he should be relieved on the last working day he attended the office.</p>

Sr.No.	S.R.No.	Extracts from the Clarifications
11.	S.R.16	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/3189 dt.04/10/1997. The request to treat the resignation, already accepted by the Competent Authority, as voluntary retirement on medical ground, cannot be acceded to for want of any provision in the matter. The resignation once tendered and accepted by the Competent Authority cannot be revoked.
12.	S.R.20 Note 2 S.R.21	Circular No.LIR/A/OTA/34818 dt.29/07/1977. It is absolutely necessary that the limits of Overtime prescribed under the Factories Act, Shops and Establishment Act & the Company's Rules, should be observed, since working Overtime beyond the statutory limits amounts to a contravention of the statute and may even entail penal consequences.
13.	S.R.20(i)(c) Note 2	MSEB Adm.Cir.No.307 dt.15/01/1999. Regarding Overtime beyond 12 hours per month paid approval of Head of the Department is to be taken. The Executive Engineer of Division or equivalent should send the proposal for additional Overtime with reasons upto 10 <sup>th</sup> date of every month directly to Head of the Department.
14.	S.R.20(i)(c) Note 2	MSEB Adm.Cir.No.343 dt.16/02/2000. Regarding Overtime to Line staff for detention beyond their normal duty on special occasions and beyond 12 hours per month.
15.	S.R.23	Ltr.No.GAD/Gr.VIII-(O&M)/484/22992 dt.05/06/1980. Generally the joining report of a newly appointed employee should not be accepted on the afternoon of a day when the day is followed by holiday/Sunday, etc..
16.	S.R.26	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/Vol.III/18343 dt.23/04/1984. Every employee of the Company is expected and shall be required to do duty which he is qualified to perform. Naturally Steno-Typist is expected to perform duty to typing cases also.
17.	S.R.26	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.281/5802 dt.15/03/1988. All employees must obey all reasonable orders of their respective Superior/Senior Officers and disobedience of this is specifically listed as an act of misconduct in Schedule 'B' referred to in S.R.86(3). Asking a Sweeper to work as a Peon is not considered as unreasonable. The Controlling Officer may utilize the services of a Sweeper as on Office Peon, by issuing an appropriate Office Order, if there is no sufficient work for the Sweeper.

Sr.No.	S.R.No.	Extracts from the Clarifications
18.	S.R.30	<p>Ltr.No.GAD/Gr.VIII-(O&amp;M)/F.No.147/18161 dt.03/06/1986.</p> <p>The increment of the employee if due, during the leave period will have to be released on due date and actual payment at increased rate of increment will be given only on resumption of duty on return from leave. It is not necessary to postpone the date of increment during the leave period except in the cases laid down in Administrative Circular No.55 dt.13/08/1976.</p>
19.	S.R.36	<p>Ltr.No.GAD/Estt./O&amp;M/Clarification/764/36612 dt.01/09/1980.</p> <p>The special pay at the rate of 1/5<sup>th</sup> of the minimum of the scale of the additional post is not automatically admissible but this is admissible only when the employee is called upon to hold the charge of another post in addition to his own duty. Obviously it does not allow an employee to claim the Charge Allowance automatically.</p> <p>The above provision is modified vide C.S.423 dt.09/03/2001 issued vide No.GAD/Gr.VIII-(O&amp;M)/F.No.870 dt.09/03/2001 and special pay at the rate of 1/10<sup>th</sup> of the minimum of the scale of the additional post provided the additional charge is held for a period exceeding 15 consecutive days.</p>
20.	S.R.36	<p>Circular No.GAD/III-B/E-2/36881 dt.19/08/1981.</p> <p>The practice of asking person working in shift duties on O&amp;M side in Sub-Station (Power Station) to hold additional charge of another person, in the shift or that of Shift-in-charge is not justifiable, in as much as, it is not possible for a person working on O&amp;M side in shift duties, physically to work at two places simultaneously.</p>
21.		<p>Circular No.GAD/III-B/E-2/49784 dt.17/11/1981.</p> <p>Not to grant special pay even under the provisions of S.R.9(26) to the staff working in shift for O&amp;M work of Sub-Stations (Power Stations) for the obvious reasons already brought out in Circular dated 19/08/1981(<i>No.GAD/III-B/E-2/36881</i>).</p>
22.	S.R.36	<p>Ltr.No.GAD/Gr.VIII-(O&amp;M)/F.No.147/1018 dt.30/03/1992.</p> <p>There is no necessity to give Charge Allowance when the employees are deputed for Stores Inventory as the circumstances are not different than the normal tour.</p>

Sr.No.	S.R.No.	Extracts from the Clarifications
23.	S.R.36	Circular No.GAD/III-A/38051 dt.13/10/1992. It is desirable that additional Charge Allowance arrangements and orders thereof may not be issued by the respective Competent Authorities on perpetual basis but as far as possible such arrangements should be made for a period of six months or till vacancy continues whichever is earlier., at initial stage and after six months if vacancy continues another order should be issued for a period of six months if vacancy continues another order should be issued for a period of six months and so on by observing vacancy position and rules laid down under Regulation No.36 of MSEDCL Employees' Service Regulations.
24.	S.R.36	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/641 dt.20/02/1995. When the higher post is utilized by the employee of the lower category for the purpose of drawal of salary there is no vacant post available for drawal of special pay as per S.R.36.
25.	S.R.39(a) Note 2	Ltr.No.GAD/Gr.VIII-(O&M)/S.R./41283 dt.29/09/1980. An employee who is on the verge of superannuation/retirement cannot be held eligible for earning the leave on H.A.P. for last year unless he completes one year.
26.	S.R.39(a) Note 2	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/9234 dt.09/05/1988. The request for not to deduct the Commuted Leave availed from H.A.P. leave account standing at credit on the date of retirement as permissible under G.O.114(P), dated 23/08/1982, cannot be acceded to.
27.	S.R.43	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/29150 dt.22/12/1988. As per the existing rules under MSEDCL Employees' Service Regulations, the employees coming under Appendix 'A' are not held eligible for "Leave not due".
28.	S.R.43, 44 & 45	MSEDCL Adm.Circular No.168 dt.11/09/2008. For enhancing limit of accumulation of Earned Leave from 240 days to 300 days for employees working in Appendices A, B & C respectively.
29.	S.R.44	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/10482 dt.21/08/1986. To ask the Medical Superintendent to send the Medical Certificate of another Doctor in support of his Commuted Leave, as self Certificate is normally not entertained.



Sr.No.	S.R.No.	Extracts from the Clarifications
30.	S.R.44A(c), 44B(c), 45(c)	C.S.1 dt.03/08/2003 to G.O.146(P) dt.19/06/1977. Regarding grant of Commuted Leave for 14 days without Medical Certificate for Vipashana at Nashik. C.S.2 dt.02/12/2004 regarding grant of leave for 30 days to the Vipashana Teachers. Grant of TA to Vipashana Teachers.
31.	S.R.44 & 45	Ltr.No.GAD/O&M/Cir/SB/75/1422 dt.10/01/1975. If an employee wishes to avail of Earned Leave, Casual Leave or Half Average Pay Leave upto 3 days on Medical grounds a Medical Certificate need not be insisted. However, for a single day of Commuted Leave he has to produce a Medical Certificate since it is an additional facility given to an employee to get his Half Average Pay Leave converted into Full Pay Leave.
32.	S.R.44 & 45	Ltr.No.GAD/Gr.VIII-(O&M)/S.R./41283 dt.29/9/1980. An employee can be granted leave to his credit as on the date of proceeding or date of commencement of leave. The employee earns 20 days leave on Half Average Pay for each completed year of service. Hence the employee who has proceeded on leave just before completion of one year of service in the Company cannot be granted Commuted Leave on medical grounds.  The Half Average Pay Leave earned during the leave period can be granted to him after he returns to duty and for the subsequent occasion only.
33.	S.R.44 & 45	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/38386 dt.16/08/1985. There is no provision to credit Earned Leave during the period of Earned Leave availed off by an employee unless he joins his duties.
34.	S.R.43, 44 & 45	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/41273 dt.06/09/1982. In case of an employee who is due to retire from the services of the Company, if last day of the month in which he attains the age of superannuation happens to be a closed day (being Sunday, Public Holiday etc.) the employee has to be relieved on the previous working day and he will be deemed to have continued in service till last day of that particular month.
35.	S.R.53	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/39 dt.06/01/1993. The female employee who is having less than three living children can avail the maternity/miscarriage leave on unlimited occasions in accordance with the provision of S.R.53.

Sr.No.	S.R.No.	Extracts from the Clarifications
36.	S.R.58 & 59	Ltr.No.GAD/O&M/T.A./Clarification/27364 dt.05/07/1980. The distance of 5 miles (8 kilometers) from the Headquarters referred to in Regulation 58 & 59 of the MSEDCL Employees' Service Regulations is to be reckoned from the Gram Panchayat/Municipal limits (i.e. boundaries) and not from any office Building.
37.	S.R.58	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.674/076 dt.03/10/2001. Regarding non-eligibility for TA, DA and treating on duty when an employee attends Caste Verification Committee for their caste validation/verification.
38.	S.R.61	Circular No.E-1/TA/Rules/18644 dt.20/04/1966. For ascertaining the admissibility of additional Daily Allowance, as admissible under the rule, the hours of arrival and departure of the Train, Aeroplane, Steamer or Bus in the City are required to be taken into consideration and not the hours of arrival at and departure from the Office which is required to visit.
39.	S.R.63	Ltr.No.GAD/Estt./Gr.VIII-(O&M)/F.No.148/41368 dt.06/09/1985. The claim of the employees for Road Mileage as and when they are not provided with the Company's vehicle for travelling on Road on duty by using owned or hired vehicle within the area of Headquarters, is in order.
40.	S.R.63	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/28570 dt.15/12/1988. The claim of an employee who uses his own or borrowed vehicle for the Company's work when departmental vehicle is not available and claiming Road mileage as per S.R.63(1) are required to be drawn in the form of T.A. Bill.
41.	S.R.64	Adm.Cir.No.242 & 245 both dated 27/08/2009. The pay scales revised w.e.f. 01/04/2008 are mentioned for eligibility to travel by Railway while on tour or transfer.
42.	S.R.67(a)	Circular No.GAD/Gr.VIII-(O&M)/F.No.147/3406 dt.24/12/2004. Regarding restrictions on travel by Air by some category of employees as per economy measures.
43.	S.R.68(a) Note 2	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/15729 dt.20/06/1988. An employee of the Company who proceeds on tour for office work is entitled to claim only onward and return journey fare irrespective of the fact whether he avails leave on average pay or casual leave during the period of his tour.

Sr.No.	S.R.No.	Extracts from the Clarifications
44.	S.R.73	Ltr.No.GAD/Gr.VIII-(O&M)/728 dt.06/03/1999. The benefits under S.R.No.74 to 81 are available to the employees if the transfer of the employees involves change of Headquarters.
45.	S.R.74 Note 2	Ltr.No.GAD/O&M/Circular/22318 dt.16/05/1973. The period for taking over / handing over charge is exclusive of Sundays or Public Holidays, as the case may be and also that the corresponding supernumerary posts shall be deemed to have been created for the period of handing over / taking over charge.
46.	S.R.74 Note 2	Ltr.No.GAD/O&M/Cir./SR/8586 dt.24/02/1975. The presumption that a Sub-Engineer working at Distribution Centre is eligible for handing over the charge on transfer treating the same as an independent unit is not as per rules. An employee holding independent charge of a Circle, Division or Sub-Division Office can be held eligible for 7 days ( <b>now 3 days</b> ) for handing over the charge.
47.	S.R.75	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/2087 dt.06/09/1993. As per MSEDCL Employees' Service Regulations No.77, joining time, Travelling Allowance, Transfer Grant, is admissible "on transfer involving change of Headquarters from one Station to another". This has no connection with the residence of an employee or any distance from original Headquarters.
48.	S.R.75(E)	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/123 dt.11/01/1990. The rates of Daily Allowance on tour and on transfer are same. Therefore, it is obvious that rules governing the Daily Allowance on transfer will be the same as in the case of Daily Allowance on tour. Regulation 58 of MSEDCL Employees' Service Regulations stipulates that no Daily Allowance shall be admissible to an employee for any journey unless his absence on tour beyond 5 miles (8 Kms.) of his Headquarters exceeds eight consecutive hours in case of employees in Pay Group-I, II & III and four hours in the case of employees in Pay Gr.IV. Unless the two conditions mentioned in S.R.58 are satisfied, Daily Allowance on transfer shall not be admissible and Daily Allowance on transfer should also be regulated by S.R.58 quoted above.
49.	S.R.75(G)	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/885 dt.26/04/1993. No separate loading and unloading charges are to be paid to the employees. Transfer Grant and Packing Allowance paid to the transferred employees cover such expenses and hence no separate charges can be granted to the employees.

Sr.No.	S.R.No.	Extracts from the Clarifications
50.	S.R.81-A	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/3292 dt.28/10/1991. The Transfer Grant is admissible to the employee on his retirement/and to his family members on his death on par with the travelling fare etc. as specified in Regulation 81-A of the MSEDCL Employees' Service Regulations.
51.	S.R.81-A	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/98 dt.10/01/1995. The employee on retirement is entitled for transportation charges between nearest Railway Station at the last Headquarter and nearer Railway Station from his native place plus Road mileage from the said Railway Station to his actual residential place or direct Road mileage, whichever is less. The employee is entitled for Transfer Grant on retirement if he shifts his family from place of posting at the time of retirement to any other place where he wants to stay on retirement.
52.	S.R.82 Note 3	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/3438 dt.16/11/1995. It is necessary that the concerned employee should keep with him the ticket numbers immediately after purchasing the same. Therefore, without the ticket numbers the claim of the concerned employee is to be disallowed and not to be accepted for any reason.
53.	S.R.85	Adm.Cir.No.20 dt.27/02/2006. Regarding procedure, fine etc. in respect of submission of property returns by Company's employees.
54.	S.R.85	Adm.Cir.No.26 dt.13/03/2006. Instructions to the employees of MSEDCL for non approaching Politicians.
55.	S.R.85	Adm.Cir.No.147 dt.27/03/2006. Instructions to the employee for non bringing Political pressure, entries of the same are to be taken in CR files/Service Books.
56.	S.R.85(P)(1)	MSEB Adm.Cir.No.421 dt.21/05/2004. Regarding giving vehicles on hire basis by the MSEDCL employees/relative to the Company.
57.	S.R.86 Note	MSEB Adm.Cir.No.106 dt.10/05/2007. Non staying at Headquarter by Company's employees is to be treated as major indiscipline and action to be taken against employees.
58.	S.R.87(9)	MSEB Adm.Cir.No.421 dt.21/05/2004. Regarding giving vehicles on hire basis by the MSEDCL employees/relative to the Company.

Sr.No.	S.R.No.	Extracts from the Clarifications
59.	S.R.88	MSEB Adm.Cir.No.308 dt.16/02/1999. Regarding complaints from unknown persons against employees. No cognizance of such complaints is to be taken without preliminary enquiry by the office Incharge Executive Engineer and equivalent and above. The Head of the Department in Corporate Office and Executive Engineer and equivalent in field may order enquiry.
60.	S.R.88	Circular MSEB No.GAD/V/Disciplinary Action Cell/1091 dt.01/07/2002. While giving permission to prosecute an employee, application of mind of the Appointing Authorities/Competent Authorities is necessary.
61.	S.R.88	Circular MSEB No.GAD/V/03725 dt.04/02/2003. Competent Authority should ensure that the departmental action against employee is completed within six months on receipt of V&S Report.
62.	S.R.88	Circular MSEB No.410 dt.31/01/2004. Procedure for initiating departmental action against employees who are trapped by ACB/facing investigations for criminal charges.
63.	S.R.88	Circular MSEB No.418 dt.05/04/2004. Introduction of sealed cover procedure in respect of employees undergoing disciplinary action, investigation and punishment etc..
64.	S.R.88	MSEDCL Adm.Cir.No.467 dt.06/09/2005. Procedure regarding dealing with disciplinary cases pending while restructuring of MSEB into four Companies.
65.	S.R.88	Adm.Cir.No.157 dt.02/06/2008. Review Committee for revocation of suspension in ACB/Criminal cases.
66.	S.R.88(a)(i)	Adm.Cir.No.162 dt.31/07/2008. Procedure to deal with substantiated vigilance investigation reports.
67.	S.R.88(a)(vi)	Adm.Cir.No.197 dt.30/12/2008. Regarding treating suspension period as duty after Court decision in ACB cases.
68.	S.R.90	Schedule 'C' Adm.Cir.No.117 dt.09/08/2007. Delegation of powers and Appellant Authorities in ACB trap cases.

Sr.No.	S.R.No.	Extracts from the Clarifications
69.	S.R.90	Adm.Cir.No.155 dt.27/05/2008. Delegation of powers for prosecution in respect of employees in ACB trap cases.
70.	S.R.90	Adm.Cir.No.198 dt.30/12/2008. Regarding provision of summary charge-sheet upholding by Bombay High Court.
71.	S.R.91	MSEB Adm.Cir.No.382 dt.13/03/2003. Punishment of holding increment – Clarification on counting of period and consideration of promotion.
72.	S.R.93	Adm.Cir.No.14 dt.27/12/2005. Introduction of Incentive to Management Representative Rs.500/- per Disciplinary Action case.
73.	S.R.98	Ltr.No.GAD/Estt./O&M/Gr.VII/45937 dt.27/09/1979. Inview of the provisions of Regulations 98(c) of the MSEDCL Employees' Service Regulations, a work-charged employee will fall in the same Appendix (i.e. A, B or C) in corresponding regular/permanent employee of the same category falls. For example, a Line Helper on work-charged establishment will fall in Appendix 'A' while a Junior Engineer on work-charged establishment will fall in Appendix 'B' because a regular/temporary Line Helper (Jr.Technician) falls in Appendix 'A' and a regular/temporary Junior Engineer falls in Appendix 'B'.
74.	S.R.102	Ltr.No.GAD/Estt.Gr.VIII-(O&M)/F.No.147/31744 dt.11/07/1983. If disciplinary action is to be taken against any NMR workers, the procedure laid down in Conduct, Discipline and Appeal Regulations will have to be followed.
75.	S.R.102	Ltr.No. Ltr.No.GAD/Estt.Gr. VIII-(O&M)/F.No.147/8506 dt.11/02/1985. NMR employee can accumulate leave for a period more than one month but he cannot avail of leave for a period of more than one month, as laid down in the Service Regulations.
76.	S.R.103	MSEB Adm.Cir.No.381 dt.10/03/2003. Regarding advance increment to Technical employees passing AMIETE Section A&B as per G.O.105(P) dt.21/07/1981.

Sr.No.	S.R.No.	Extracts from the Clarifications
77.	S.R.103(b)(i v)	MSEB Adm.Cir.No.387 dt.08/03/2003. Grant of advance increments for acquiring Doctorate in the subject related to the cadre and work of the employee.
78.	S.R.103	Adm.Cir.No.182 dt.13/10/2008. Regarding one advance increment to new entrants who possess specified Post Graduate Degree.
79.	-	Adm.Cir.No.4 dt.10/10/2005. Introduction of standard of performance for employee working in HRD staff.
80.	-	Adm.Cir.No.119 dt.31/08/2007. Change in nomenclature of HRD and Accounts staff.
81.	Schedule 'B'	MSEB Adm.Cir.No.385 dt.29/03/2003. Staying of the employees in their Headquarters – Treating minor lapse on the part of employee who do not stay at Headquarter. The minor lapse may be treated as an act of misconduct, if repeated for a third time within the period of one year.
82.	Schedule-II Note 9	Circular No.GAD/BCR/24209 dt.03/05/1984. In cases where an Officer belonging to SC, ST, VJ(A)/NT(B)/NT(C)/NT(D) & SBC is not available, the Chairman of the Selection Committee may co-opt an Officer from the other Circles/Division, as a Member on the Selection Committee.
83.	Schedule-II & III	Ltr.No.GAD/Gr.VIII-(O&M)/F.No.147/2918 dt.19/09/1990. Operation of selected list of Nanded Circle by Latur Circle and Aurangabad Circles will not be in order.
84.	Fifth Schedule	Adm.Cir.No.17 dt.06/02/2006. Delegation of powers to the Chief Engineer/Executive Director/Director (Operations) & Managing Director regarding transfer Executive Engineers working in MSEDCL.
85.	Fifth Schedule	Adm.Cir.No.24 dt.03/03/2006. Considering the request transfer of Pay Gr.I & II after 2 years and of Pay Gr.III & IV after 3 years in respect of those who work in Naxalite area/Tribal area.

Sr.No.	S.R.No.	Extracts from the Clarifications
86.	Fifth Schedule	Ltr.No.GAD/T/E/Delegation of Powers/27535 dt.25/06/2008. Temporary withdrawing powers of transfers of Executive Engineers within Zone given to the Chief Engineers of the Zone vide Adm.Cir.No.157 dt.18/08/2003 read with Adm.Cir.No.17 dt.06/02/2006.
87.	Seventeenth Schedule	Adm.Cir.No.173 dt.16/09/2008. Grant of Special Disability Leave to Veej Sevak appointed under G.O.162 dt.15/03/2005.
88.	All Schedules	Adm.Cir.No.22 dt.01/03/2006 & Adm.Cir.No.41 dt.05/05/2006. Change of nomenclature in respect of the Account staff.

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