



MSEBHOLDING COMPANY LTD



CIN:U40100MH2005SGC153649

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No. CEC/MSEBHCL/Tech /

No 00331

Dated : **8 JUL 2025**

CIRCULAR

Subject :- Submission of application for quarter retention under Mumbai Region .

Reference :- MOU dated 25/5/2023

With reference to above , it is to bring to notice that , vide MOU dated 25/5/23 the allotment of quarters , in Mumbai region , to employees of all the companies i.e. MSEBHCL ; MSEDCL; MSPGCL and MSETCL shall be through the Chief Engineer (civil) MSEBHCL Mumbai . It is observed that the employees submit their application for retention of quarter ,directly to the office of E.E.(Civil) Bandra or to the office of C.E. (Civil) MSEBHCL Mumbai . Also , it is observed that the retired employees submit their application for retention of quarter after their retirement .

For smooth processing , tracking of the applications and approval thereof , all the employees are requested to submit their quarter retention application to the concern Chief Engineer (Civil) for onward submission to this office well in time with following documents .

- 1)Application with all details/ reasons for retention and contact details .
- 2)Copy of transfer order / relieve letter .
- 3) Copy of Bonafide certificate if retention required on educational ground.
- 3)Medical certificate , if retention required on medical ground .
- 4) Any other relevant documents .

Incomplete applications will not be considered , pl note .

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R.R. Janbandhu
Chief Engineer (Civil)
MSEBHCL