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ADMINISTRATIVE CIRCULAR NO. 553 DATE 24 / 03 / 2017

Sub : Early Retirement Scheme for the Line Staff employees working
in Pay Group III & IV.

The Early Retirement Scheme for the Line staff employees who are unable to perform their normal duties has been implemented under various Voluntary / Early Retirement Schemes earlier. The issue of introduction of Early Retirement Scheme for the for the Line Staff employees working in Pay Group III & IV was under consideration sometime in the past.

2. Now, the Board of Directors considered the modalities and details of the Early Retirement Scheme-2017 and vide its Resolution No. 824 dated 09/02/2017 resolved to introduce "Early Retirement Scheme" for the Line Staff employees working in Pay Gr. III & IV who are 45 years and above and are left with minimum five years balance service. The Scheme will also be applicable for the Line Staff employees who are not covered under the provisions of Classification and Recruitment Regulations 2005, for employment to the son/daughter on Compassionate ground. The detailed scheme as approved in this behalf is enclosed as ANNEXURE-'A'.

3. The Board of Directors vide the said Resolution have also authorized the Chairman and Managing Director in consultation with Executive Director (HR), Director (Projects), Director(Operations) and Director(Finance) to carry out any changes in Application Form / Early Retirement Scheme.

4. The 'Early Retirement Scheme - 2017' shall be in force w.e.f. 01/04/2017 to 30/09/2017. The Line Staff employees who are willing to take early retirement under this Scheme may apply online using their CPF Number. The employees shall take out the print of the application generated as per ANNEXURE-'B' and submit filled & signed copy to the HR department of concern office. Also, the employees shall varify the details in the application form and updation/correction in service record required to be carried out, if any, shall be mentioned against the field provided in the form along with legal documentary evidence. The option once exercised by the Line Staff employee under this Scheme shall be final and cannot be revoked in any circumstances.

5/6/17


5. The Executive Engineer(Dist) / Superintending Engineer(Dist) of the concerned Division/Circle shall be the Competent Authority under this Early Retirement Scheme – 2017 to decide the cases of employees working in Pay Gr. IV & III respectively.

6. The employees may prefer their appeal against the decision of Executive Engineer(Dist)/Superintending Engineer(Dist) to the Chief Engineer (Dist) of the concerned Zone, who will be an Appellate Authority under this Early Retirement Scheme-2017. The decision of the Chief Engineer(Dist) will be final and binding.

7. All the concerned therefore are requested to go through the provisions of Early Retirement Scheme – 2017 and take appropriate action in respect of employees seeking early retirement under this Scheme. Also, the appointment to the son/daughter nominated by the employee under this Scheme will subject to the medical fitness certificate from dist Civil Surgeon.

8. This Administrative Circular is available on R-APDRP portal.

Encl. : ANNEXURE – ‘A’ and ‘B’


(Sachin Dhole)
Executive Director (HR)

1. SHORT TITLE :

The scheme may be called Early Retirement Scheme – 2017

2. EXTENT OF APPLICATION

2.1 This Early Retirement Scheme is applicable to the Line Staff working in Pay Gr. III and IV who have attained the age of 45 years & are left with minimum five years balance service.

2.1.1 The Scheme shall cover following Line Staff :

- a) Line Foreman
- b) Principal Technician
- c) Chief Technician
- d) Senior Technician
- e) Technician

2.2 The Early Retirement Scheme -2017 is applicable to the Line Staff employees who are not covered under the provisions of Classification and Recruitment Regulations, 2005 for employment to the sons/daughters on Compassionate Ground.

2.3 The Scheme is applicable to the employees who are not able to perform their expected day to day work due to accidents while on duty, physically unfit or the employees suffering from chronic diseases such as Cancer, Heart operation, Neuro Surgery, Bone T.B, Kidney, Liver problem or any other serious diseases as a direct result of which the employee is not able to perform day to day duty.

3. PROCEDURE

3.1 An employee who satisfies the eligibility criteria as in Para 2 shall apply for Early Retirement under this Scheme online through HRMS portal through his own login Id (CPF No.)

3.2.1 All other details of said employee will be auto generated through System as per the details captured in HRMS. An employee should verify his details as per the available records and correction/updation required to be done therein if any shall be mentioned against the field provided in the form. An employee should press **save** button to save the form details.

3.2.2 An employee should take print out of the duly filled form and submit the same to the HR department of the concern offices. Updation/corrections in service records desired by an employee if any, shall be supported with legal documentary evidence. Employee working at/under section/sub-division/division offices should submit duly signed form to their respective division office. An employee working at Circle/Zone Office should submit his application to the respective Circle/Zone Office.



- 3.3.1 Civil Surgeon certificate confirming inability of employee to perform day to day work of MSEDCL shall be submitted along with the printed letter (form) from system.
- 3.3.2 In case of option of employment to their ward on contractual basis as 'Vidyut Sahayyak' – documents confirming date of birth and educational qualification shall be submitted.
- 3.4 The option once exercised by the employee under this Scheme shall be final and cannot be revoked in any circumstances.
- 3.5 The Executive Engineer(O&M)/Superintending Engineer(O&M) will assess physical fitness & medical fitness as per the certificate issued by Civil Surgeon or competent Medical Authority countersigned by Civil Surgeon and will finally decide the case.
- 3.6 In case of dispute on the decision of Executive Engineer(O&M)/Superintending Engineer(O&M), appeal can be made by an employee to Chief Engineer of the concerned Zone who will finally decide the case for approval or otherwise.
- 3.7 The decision of Appellate Authority for acceptance/rejection of request for Early Retirement shall be final and no grievances shall be entertained thereafter.

4. AGE LIMIT FOR EMPLOYEES

The age limit for seeking Early Retirement under this Scheme by the employees in Line Staff shall be as under :

Pay Gr. III	-	45 years	to	53 years
Pay Gr. IV	-	45 years	to	55 years

5. TIME LIMIT

- 5.1 This Early Retirement Scheme 2017 will be operational for a period from 01st April 2017 to 30th September, 2017. (Application can be made online during this period)
- 5.2 The scrutiny of applications will be completed in first week of subsequent month for the applications received during month.
- 5.3 The verification shall be completed within one week and same be forwarded to Executive Engineer before 10th of subsequent month for applications received in previous month.
- 5.4 Executive Engineer(O&M)/Superintending Engineer(O&M)to decide case within next 15 days i.e. by end of third week of the subsequent month.
- 5.5 Appeal can be preferred by the employee by filing online appeal in HRMS to concerned Chief Engineer.
- 5.6 The Chief Engineer to decide appeal within a period of 30 days from the date of online application of appeal.



6. **BENEFITS (Options to be exercised by the employee)**

- a) The employees of Pay Gr. III & IV in Line Staff will have monetary benefit of lump sum compensation

OR

- b) Employment to their son/daughter on contractual basis as 'Vidyut Sahayyak' under this Early Retirement Scheme.

6.1 **Lump sum Compensation**

An employee whose request for Early Retirement has been accepted would be entitled to Lump sum Compensation as under:

- i) Compensation @ 35 days salary for every completed years of service + 25 days salary for every remaining years of service till the normal date of retirement. (Salary for this purpose means Basic Pay + Dearness Allowance only.)
- ii) The compensation as stated above at 6.1(i) above must not exceed total emolument as applicable for the remaining period of service.
- iii) However, overall limit of the resulting figure of compensation would be capped at to Rs. 15 lakhs.
- iv) An employee who opt for employment to his/her son/daughter shall not be eligible for the lump sum compensation.

6.2 **Employment to son/daughter**

An employee who seeks for Early Retirement under this Scheme may nominate his/her eligible son/daughter for appointment in the services of the Company on contractual basis to the post of 'Vidyut Sahayyak'.

6.2.1 **Educational qualification, Age limit, Contract period and Consolidated remuneration to son/daughter**

- a) The minimum qualification for appointment as 'Vidyut Sahayyak' on contract basis shall be as under

Should have passed SSC examination under (10+2 pattern) and National Trade Certificate in Electrical/Wireman trade/ CoE (Electrical Sector) awarded by NCTVT, New Delhi/Two years Diploma (Electrical/Wireman) awarded by Maharashtra State Board of Vocational examination

OR

- b) Should have passed SSC / HSC examination.

The candidate possessing SSC/HSC qualification will have to acquire ITI qualification in the trade of Electrician/Wireman/CoE (Electrical Sector)/Two years Diploma (Electrical/Wireman) during first three years. However, the contract period of 3 (three) years for such candidates shall commence from the date of acquiring the ITI qualification i.e. from the date of passing.



6.2.2 Those candidates possessing SSC/HSC qualification and who do not acquire ITI qualification during first three years shall be liable for termination of the contract as 'Vidyut Sahayyak'. However, the employee will be entitled for the compensation equal to the amount of total compensation he/she would have been eligible at the time of relief on Early Retirement under this Scheme less the remuneration paid to the son/daughter during the period for acquiring requisite qualification and the interest thereon for such period will not be paid. During such period, the son/daughter of the employees need not work in the Company, however, they will have to mark the attendance on all the working days in the respective Division/Sub-Division Office.

6.2.3 The contract period as 'Vidyut Sahayyak' for qualified and non-qualified candidates shall be as under:-

- | | | |
|---|---|---|
| a) Candidates possessing qualification as ITI in the trade of Electrician / Wireman / CoE (Electrical Sector) | - | 3 years |
| b) Non-qualified candidates i.e. not having technical qualification but possessing qualification as SSC/HSC passed. | - | 3 years from the date of acquiring qualification. |

6.2.4 The ward willing to get an appointment in the services of the Company to the post 'Vidyut Sahayyak' under this Scheme shall be paid consolidated remuneration as under.

	Qualified	Non-qualified	
1st year	- Rs. 7,500/- p.m.	Rs. 7,500/- p.m.	} Till he acquires requisite qualification. Thereafter he will get as qualified Vidyut Sahayyak for a period of 3 years.
2nd year	- Rs. 8,500/- p.m.	Rs. 7,500/- p.m.	
3rd year	- Rs. 9,500/- p.m.	Rs. 7,500/- p.m.	

No additional allowances or benefit shall be paid.

6.2.5 Age Limit: For age limit the prevailing Rules and Regulations prescribed for the post of 'Vidyut Sahayyak' shall be applicable as under :

Lower Age Limit – 18 years.

Upper Age Limit – 27 years.

The upper age limit shall be relaxable by 5 years in case of ward of Backward class employees.

7. GENERAL TERMS AND CONDITIONS

7.1 The employees who are retired under this Early Retirement Scheme will not be re-employed in the Company.

7.2 The employment of son/daughter on contract basis under this Scheme will be subject to verification of original certificates regarding qualification, proof of age, caste certificate etc. at division office.



- 7.3 The son/daughter will have to fill in the attestation form for getting his/her character & antecedents verified from the Police Authority. The appointment to the ward will be subject to the satisfactory character & antecedents report from the Police Authority.
- 7.4 The contractual period of son/daughter as 'Vidyut Sahayyak' shall be reckoned from the date of joining at MSEDCL.
- 7.5 The 'Vidyut Sahayyak' shall be given posting anywhere in Circle.
- 7.6 The son/daughter employed to the post of 'Vidyut Sahayyak' under this Scheme shall abide by the Conduct and Discipline rules as are applicable to the regular employees of the Company. During the contractual period, if it is found that he/she is involved in any act of omission and commission, his/her contractual appointment as 'Vidyut Sahayyak' under this Scheme is liable for termination without any further benefit to the employee.
- 7.7 Other terms and conditions and facilities applicable to the post of 'Vidyut Sahayyak' shall also be applicable to the son/daughter employed under this Scheme.

8. ABSORPTION OF SON/DAUGHTER ON REGULAR POSTS

- 8.1 After completion of contractual period successfully, the son/daughter working in the post of 'Vidyut Sahayyak' shall be absorbed anywhere in the Zone to the post of 'Technician' subject to the availability of vacancy and backlog.
- 8.2 Absorption of son/daughter employed on contract basis under this Scheme to the regular posts shall be subject to the decision of the Competent Selection Committee.
- 8.3 If the Competent Selection Committee does not select him/her for absorption to the regular posts in the Company taking into account the performance during the contractual period, the employment as 'Vidyut Sahayyak' shall be liable for termination.

9. PAYMENT OF TERMINAL BENEFITS

The entire payment of compensation admissible shall be paid within a period of 30 days i.e. one month from the date of relief on Early Retirement. Further all other statutory benefits such as CPF, Gratuity, EFPS and Encashment of Earned Leave/HAP Leave as admissible on normal superannuation under the provision of existing MSEDCL Rules shall be paid as per the prevailing provisions.

10. COMPETENT AUTHORITY

- 10.1 The Executive Engineer/Superintending Engineer of the Division/Circle shall be the Competent Authority to accept/reject the request for Early Retirement by any employee under this Scheme.
- 10.2 The Chief Engineer shall be the Appellate Authority and the decision of the Chief Engineer shall be final.
- 10.3 Notwithstanding anything contained in this Scheme, the Chairman and Managing Director in consultation with Director (Projects), Director (Operations) and Director (Finance) shall be the Competent Authority to make changes in this Scheme in the interest of the Company.



1. *C.P.F. No.

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- Lump sum Compensation
- Employment to son/daughter exercised

3. Name of the Employee : Shri/Smt/Kum _____
Surname First Name Middle Name

4. Designation : _____

5. Date of Birth : _____

DD MM YY

6. Age as on date of application : Years _____ Months _____

7. Present Basic Salary : Rs.

8. Present place of working : S/Dn _____
Div. _____
Circle _____
Zone _____

9. Date of joining in : _____
MSEB DD MM YY

[illegible]

11. Total Number of years : Years _____ Months _____
of service completed
as on date of application

12. Total Number of years : Years _____ Months _____
of service left

13. Details of Bond, if any : _____
executed by employee

14. Whether any disciplinary : Yes / No
action is pending

If 'Yes' provide the details:



15. Details of son/daughter

- a) Name of son/daughter : Shri/Smt _____
Surname First Name Middle Name
- b) Date of Birth : _____
DD MM YY
- c) Age as on date of application: Years _____ Months _____
- d) Educational Qualification : S.S.C. Year of passing _____
ITI (Electrician/Wireman) Year of passing _____
COE (Electrical Sector) Year of passing _____
Two years Diploma Year of passing _____

I, undersigned Shri/Smt./Kum. _____
hereby declare that the information given above is complete and true.

I hereby opt to seek Early Retirement from the services of the MSEDCL in accordance with the terms and conditions stipulated therein 'Early Retirement Scheme-2017, which I accept unconditionally and irrevocable as circulated vide Administrative Circular No. _____ dated _____. I hereby confirm that this application for Early Retirement is made on my own choice.

I hereby also authorize the Company to recover and adjust all advances/dues etc. from my terminal benefits including Ex-gratia.

I hereby also authorize the Company to recover the stipend paid to my non-qualified ward from my lump sum compensation as per the provisions of Early Retirement Scheme – 2017.

Date : _____ Signature of the Employee

Place : _____ (Name : _____)

(* Please Note : Only system generated application duly signed by the concerned employee and no handwritten application should be accepted as details of Point No 1 to 11 will be generated from HRMS System. Before forwarding the same details of Point No. 12 to 15 should be filled in by concerned Division/Circle/Zone Office as the case may be.)

FOR OFFICE USE

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

Certified that the service particulars indicated in Column No.1 to 13 have been verified from the service record & Column No.15 from original documents/certificates and found correct.

SE / EE
(Seal of the Office)

