

MADHYA PRADESH STATE ELECTRICITY BOARD

No. 01-07/Convenor-AC/6363

Jabalpur, dt: 28.12.2010

CIRCULAR

Sub: Guidelines for consideration of representation/option of personnel for transfer to successor Companies.

In accordance with the Energy Department Govt. of MP Order No. 8460/FRS-17-XII-2002 dt. 30.11.2010 published in extra ordinary Gazette of MP dated 30.11.2010, detailed guidelines for representation against transfer of Board's Officer/Employees to the successor Companies are enclosed herewith.

The Officers/Employees, whose services have already been transferred on provisional basis to respective Company, may submit their representation in the Schedule-E for seeking transfer to other Companies & Officers/employees working in Board's Secretariat / Personnel Department / IRO/ PRO / Sr. Law Offices shall submit their option for transfer to any of the four Companies situated at Jabalpur in Schedule-F within due date of submission.

The above guidelines are also being hosted on the MPSEB's/Six Companies website alongwith its Hindi version.

Encl: As above.

By Order



(P. K. Vaishya)
Secretary, MPSEB &
Convenor, Apex Committee

Copy to:

No. 01-07/Convenor-AC/6364

Jabalpur, dt: 28.12.2010

1. The Additional Secretary, Energy Deptt. GoMP, Vallabh Bhawan, Bhopal
2. The CMD (Transco) / (Genco) / MPPKVVCL / MPMKVVCL, Jabalpur/Bhopal/Indore

Contd.....2

3. The M.D., M.P. Tradeco , Jabalpur.
4. The Director (V&S), MPSEB, Jabalpur.
5. The OSD (P)/(P)-Secretriatic, MPSEB, Jabalpur.
6. The Director (Fin.),MPSEB/ MP-----Co.Ltd. -----
7. All ExecutiveDirectors/Chief Engineers, MPSEB/ MP-----Co.Ltd. -----

8. The E.D. (Liasion), E-4, Arera Colony, Infront of Bhojpur Club, MP Power Trading Co.Ltd., Bhopal
9. The E.D. (CS&A), MPMKVVCL, Jabalpur.
10. The OSD(F / A), MPSEB/ MP-----Co.Ltd. -----
11. The Director/Jt. Director (F/A), MPSEB/ MP-----Co.Ltd. -----
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12. The Addl. Director (F/A), MPSEB/ MP-----Co.Ltd. -----
13. The CE (Personnel)/ Addl.Secretary/ G.M. (HR)/Joint Secretary, MPPTCL/MPPGCL/ Trading Co.Ltd./MPPKVVCL / MPMKVVCL / MPPKVVCL /Jabalpur/Bhopal/Indore
14. All Superintending Engineers, MPSEB/ MP-----Co.Ltd. -----

15. All Jt.Directors (Accounts/ Pension & PF/Fin.), MPSEB/, MP-----Co.Ltd. ---

16. The Law Officer/Statistical Officer/PRO/IRO, MPSEB, Jabalpur.
17. The Addl.Superintending Engineers/EXecutive Engineer, MPSEB/ MP-----
--Co.Ltd. -----
18. All Sr. Accounts Officers/Accounts Officer, MPSEB/ MP-----Co.Ltd. -----

19. All Section Officer (P)/Secretriatic, MPSEB, Jabalpur.
20. The Librarian, MPSEB, Jabalpur.
21. The President / Secretary (Union/ Association of Board's employees/officers) -----



ADDITIONAL SECRETARY (P)-I
M. P. STATE ELECTRICITY BOARD,
JABALPUR

M. P. STATE ELECTRICITY BOARD, JABALPUR

GUIDELINES FOR CONSIDERATION OF REPRESENTATIONS / OPTIONS

A. Preamble

1. The Government of MP, in pursuance of the provisions of Madhya Pradesh Vidyut Sudhar Adhiniyam 2000 (No.4 of 2001) and Section 133 of the Electricity Act, 2003, had constituted the following Companies as successor of Madhya Pradesh State Electricity Board (hereinafter called the Board):-
 - i. MP Poorva Kshetra Vidyut Vitaran Co. Ltd. (Discom-1)
 - ii. MP Madhya Keshtra Vidyut Vitaran Co. Ltd. (Discom-2)
 - iii. MP Pashchim Kshetra Vidyut Vitaran Co. Ltd. (Discom-3)
 - iv. MP Power Generating Co. Ltd. (Genco)
 - v. MP Power Transmission Co. Ltd. (Transco)
 - vi. MP Power Trading Co. Ltd. (Tradeco)

2. Subsequently, the Madhya Pradesh Electricity Reforms 1st Transfer Scheme Rules, 2003 (hereinafter referred to as '1st Transfer Scheme Rules') have been published by the GoMP in the Gazette dtd. 30.09.2003 along-with subsequent amendments including amendment notified on dtd. 13th June 2005. The relevant abstract of the Rules relating to transfer of Board's personnel in the aforesaid Companies are mentioned as below:-

Rule 7 (1) The transfer of personnel shall be subject to the terms and conditions contained in section 133 of the Central Act and section 24 of the Act.

(4) The State Government shall in consultation with Genco, Transco, Discoms and the Board finalise the transfer to and permanent absorption of the Personnel in a Transferee taking into account **the suitability, ability and experience of the**

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personnel, number and nature of the vacancies and other relevant factors and issue appropriate orders, as it may think fit, for such permanent absorption within the provisional period mentioned in Rule 10.

However, **no personnel shall be retrenched at the time of reorganization and transfer under these schemes rules and their service, rank and their seniority shall be protected.**

- (5) For the purpose of sub-Rule (4) the State Government shall, in consultation with Genco, Transco, Discoms and the Board, constitute a Committee as the State Government may consider appropriate to-
- (a) **receive representations from the Personnel** after their assignment to the companies under clause (a) and (b) of sub rule (2) and before their absorption in the transferee,
 - (b) **hear the aggrieved personnel who may take assistance from the representatives of the Employees Association or Unions of Board**, as the case may be; and
 - (c) make recommendation after hearing on such transfer and absorption, within such time as State Government may by notification specify for the purpose **giving due weightage to the career prospects and the representation of the personnel.**
- (6) The State Government shall take a decision on the transfer and permanent absorption of the Personnel in the Transferee **after considering the reasoned and cogent recommendations of the Committee** appointed for the purpose and shall issue orders for such transfer and permanent absorption of the Personnel.

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- (7) Upon the finalization and issue of orders in terms of the sub- rule (6), **the personnel shall form part of the service of the Transferee concerned, in the post, scale of pay or seniority** in accordance with the orders that may be issued for this purpose, without any further act, deed or thing to be done by the State Government or the Board or the Transferee or any other person including the personnel.

Such transfer shall not adversely affect the existing service conditions including cadre, scale of pay and such other benefits, irrespective of the cadre strength of the Transferee,

- (8) Subject to the provisions of the Act/ Central Act and these Scheme Rules, the transferee shall be entitled to modify or frame new regulations governing the conditions of service or personnel transferred to the transferee under these Scheme Rules.

Provided that such terms and conditions on the transfer **shall not, in any way, be less favourable than those which would have been applicable to them if there had been no such transfer under the transfer scheme including their rank, scale of pay, salary, allowances, other pecuniary benefits and terminal benefits etc.**

- (9) In respect of all statutory and other schemes and employment related matters including the provident fund, gratuity fund, pension and any other superannuation fund or any other special fund created or existing for the benefit of the personnel, **the relevant transferee shall stand substituted for the Board for all purposes** and all the rights, powers and obligations of the Board in relation to any and all such matters shall become those of the transferee concerned and the services of the

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personnel shall be treated as having been continuous for the purpose of the application of those Scheme Rules.

- (10) In regard to the funding of the pension funds and other personnel related funds by the transferees to the extent they are not funded on the date of the transfer of the personnel from the Board including the due payment of the amounts to personnel **who retire after the date of the transfer**, by the respective transferees to which these personnel are transferred following arrangements, but not limited to them, shall be made and till such time such payments shall be duly made by the Board:-
- (a) All the personnel of the Board who retire after the date of the transfer shall be the pensioners of the respective transferees to which these personnel are transferred and they shall be paid pension and other terminal benefits regularly by the respective transferees. **The priority of payment of the terminal benefits to such pensioners shall be at par with the payment of salary and wages to the personnel of the respective transferees.** However, the contributions towards the pension and other terminal benefits for the past service rendered by the personnel upto the date of transfer in MPSEB/ MPEB, shall be made by Transco and contributions for the part of service rendered under the transferee shall be provided by the respective transferee.
- (b) A separate fund shall be created by the transferees for payment of pension and other terminal benefits of the personnel who retire after the date of the transfer through regular subscription of appropriate amount into a Terminal Benefits Trust being created by the State Government.

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- (c) The amount of pension and other terminal benefits payable each year, as well as subscription to the fund to be built-up for payment of pension and other terminal benefits in future, to the personnel of the Board, who retire after the date of transfer, shall be a charge on the revenues of the respective transferee, till the requisite fund is built up with the Terminal Benefit Trust.
3. In pursuance of the provisions of the Acts and Transfer Scheme Rules mentioned above in para 1 and 2 above and all other applicable provisions of Law and after due consultation with the concerned entities, the Govt. of MP issued the order No.8460-F.RS.17.XIII-2002 dtd. 30.11.2010 published in the GoMP Gazette No.615 dtd 30.11.2010 to give effect to the transfer of personnel of the Board to the six successor Companies. The relevant abstract of the said order in this regard are listed as below: -

Para 5. Apex Committee and Working Committee:

The Govt. of MP shall... constitute an Apex Committee and a Working Committee with powers, functions and duties as more set out in Schedule 'C' and 'D' respectively of the order dt: 30.11.10

SCHEDULE C APEX COMMITTEE

1. Constitution.

- (a) The Apex Committee shall comprise of :
- i) the Chairman of the Madhya Pradesh State Electricity Board, Jabalpur
 - ii) the CMDs/ MD of the six companies namely Discom-1, Discom-2, Discom-3, Genco, Transco and Tradeco, and
 - iii) the Secretary, Madhya Pradesh State Electricity Board, Jabalpur
- (b) The Chairman and the Secretary of the Madhya Pradesh State Electricity Board shall be the

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Chairman and the Convenor of the Apex Committee respectively.

2. Terms of reference.

- (a) In respect of representations received from the personnel against their provisional transfer i.e. before their absorption in the company, the Apex Committee shall, with assistance of the Working Committee make reasoned and cogent recommendations to the Government of Madhya Pradesh.
- (b) The Apex Committee shall set out guidelines for this purpose.

SCHEDULE D WORKING COMMITTEE

1. Constitution.

- (a) The Working Committee shall comprise of:
 - i) the Additional Secretary of the Madhya Pradesh State Electricity Board, Jabalpur,
 - ii) All Head of Secretariat of the six Companies namely Discom-1, Discom-2, Discom-3, Genco, Transco and Tradeco, and
 - iii) Additional Secretary (P)-1 of the Board, Jabalpur
- (b) The Additional Secretary of the Board shall be the Chairman of the Working Committee and the Additional Secretary (P)-1 of the Board shall be the Convenor of this Working Committee.

2. Terms of reference:

The Working Committee shall act on personnel related matters in accordance with the provisions of

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the First Transfer Scheme Rules as amended from time to time and shall function under the supervision and control of the Apex Committee.

Para 6 Representation by Personnel:

- 1) The personnel shall have an opportunity to submit their representation in the prescribed form, as given in Schedule 'E' of this Order, to the Secretary of the Board in regard to their transfer or any matters relating to their transfer within 45 days from the Effective Date giving details of their claim to be considered by the Government of Madhya Pradesh based on the recommendations of the Apex Committee assisted by the Working Committee.
- 2) The Secretary of the Board shall forward the representation received from the personnel to the Apex Committee for its consideration. The Apex Committee shall forward its reasoned and cogent recommendations on the representations made by the personnel to the Government of Madhya Pradesh within such time as may be allowed by the Government of Madhya Pradesh. The Apex Committee shall take assistance of the Working Committee for finalizing recommendations on the representations made by the personnel.
- 3) While considering the representation of the personnel and making recommendations, the Working Committee and the Apex Committee shall duly take into account the suitability, ability and experience of the personnel, and all other relevant factors giving due weightage to career prospects and the representations of the personnel.
- 4) The Working Committee or the Apex Committee, as the case may be, may decide to hold a meeting to hear the personnel on their representation at such place and at such time and in such manner as the Apex Committee may decide. The personnel shall be entitled to take

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assistance from the representatives of the Employees Association or Unions of the Board, as the case may be, during such meeting.

SCHEDULE B (12)

Personnel working in the Board's Secretariat, Personnel Department, IRO/PRO/ Sr.LO offices – such personnel shall be distributed and transferred to the four Companies situated in Jabalpur in accordance of the order of preference submitted by the personnel in the prescribed form (Schedule-F)

4. Only the relevant abstract of the GoMP Notification dt: 30.9.2003 and 13.6.2005 and Order dt: 30.11.2010 have been referred in the preamble above. Detailed Notification/Order should be referred by the interested personnel for further details.

B. Guidelines for consideration of representations/ options

In exercise of the powers given in the Govt. of MP order No. 8460-F.RS-17-XIII-2002 dtd. 30.11.2010 published in Gazette Notification No.615 dtd. 30.11.2010 (herein after referred as 'the Transfer Order dt. 30.11.10'), as stated above, the Apex Committee has finalized the guide-lines as under for the purpose of making reasoned and cogent recommendations on the representations received from the personnel against their provisional transfer on 30.11.2010: -

1. The personnel already transferred on provisional basis to the respective Companies in pursuance of the transfer order dt: 30.11.10, can submit their representation in

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Schedule-E in respect of their transfer or any matter relating to their transfer.

2. The personnel working in Board's Secretariat, Personnel Department, I.R.O., P.R.O. and Sr.L.O. offices shall submit their option for transfer in Schedule-F. They will be distributed and transferred to the four Companies situated in Jabalpur in accordance with the order of preference indicated by them in Schedule-F. For those personnel who do not submit option for any reason, their cases shall be decided and recommended to the Govt. for transfer by the Apex Committee which will be binding on such personnel.

3. Such personnel of the Board, who are presently working on deputation to any Govt. / Semi-Govt. organization other than those indicated in the Transfer Order dt. 30.11.10 or working elsewhere under Schemes like FURLOW or otherwise, with due permission of the Board to retain lien on the date of above order shall be treated as deemed transferred on provisional basis to the Company from which they were relieved from for joining duties in other Departments/ entities. Such personnel can submit representation in Schedule-E in regard to their transfer or any other matter relating to their transfer to any other Company.

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4. The representation/ option in Schedule- E or F, as the case may be, should be filled in completely in all respect in duplicate duly signed. The representation/ option with blank entries shall not be considered and will be treated as not submitted by the concerned personnel.
5. If the personnel concerned wants to be heard personally and willing to avail assistance from any employee Association/ Union of the Board, he should specifically mention relevant details in Schedule-E or F, as the case may be. In case not mentioned specifically, the representation/ option will be decided by the Committee in accordance with the relevant provisions.
6. If any personnel, whose seniority is maintained at Regional / Circle/ Division level and his/her services have been transferred in the same Company pursuant to the Transfer Order dt. 30.11.10 opts for transfer of his/her services to other Company, he/ she will have to forego seniority as per prevailing rules of the Board in vogue. For other personnel, the inter-se seniority will be maintained in the gradation list of the respective Company.
7. Such priority of Company requested in the representation/option shall not be considered, if there is

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no cadre post available in a particular Company for which representation/ option is preferred.

8. The representations/options received from the personnel of the following categories shall be considered sympathetically:

- i. Personnel belonging to Scheduled Caste/ Scheduled Tribe category.
- ii. Husband/ wife for transfer in the same Company Lady employee.
- iii. On the ground of chronic ailments like Cancer, Kidney, Psychic illness, physical disability of self or dependent family member
- iv. Personnel, who are left with less than one year of service as on 30.11.2010.

9. The cut-off date for submission of the representation / option in Schedule-E or F duly countersigned by the Controlling Officer (with his signature & seal), shall be 45 days w.e.f. 30th November 2010, i.e. by 15th Jan 2011. The representations/ options from the concerned personnel must reach the office of the Secretary, MP State Electricity Board by 31st Jan 2011. The representations/ options received after the 31st Jan 2011 due to postal delay/ transit delay or delay on any account shall not be considered.

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10. The representation/ option once submitted shall be treated as "FINAL" unless it is revised/ withdrawn by the personnel before 15th Jan 2011.
11. No representation/ option form from the retired personnel/ dependent of expired personnel shall be considered.
12. The personnel retired (superannuation/voluntarily) expired in the intervening period subsequent to their provisional transfer to the date of final transfer shall be treated as retired from the Company to which he/ she was provisionally transferred on 30.11.2010.

C. Other Matters Relating to Transfer

1. Company-wise and Cadre-wise Promotional Posts:-

The Cadre wise promotional posts for the Board's Personnel as available in the six Companies is shown in the Annexure-I attached herewith. The Companies are in the process of revising their own organization structure, but in any case, for the purpose of promotion of Board's personnel transferred to the six Companies, the cadre-wise promotional posts shall not be less than indicated in the attached Annexure-1.

2. Maintenance of 'MPEB Provident Fund Trust' and SCLIS & GTIS Schemes:-

Provisions in respect of all statutory and other schemes have been given in the Transfer Scheme Rule 7 (9) reproduced in Clause-A 2 above. However, 'MPEB Provident Fund Trust' and SCLIS & GTIS Schemes shall

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be managed by the Transco on behalf of all the six Companies for the personnel transferred from the Board in the same manner as is being managed in the Board.

1. Terminal Benefits:-

Provisions in regard to the Terminal Benefits of the personnel of the Board transferred to the six Companies have been given in the Transfer Scheme Rules 7 (10), reproduced in Clause-A 2 above.

2. Service Conditions:-

In regard to applicability of the service conditions of the Board's personnel transferred to the 6 Companies, provisions have been given in Transfer Scheme Rules 7 (4), (7) & (8), reproduced in Clause-A 2 above.

Encl.: Annexure – 1
Schedule – E & F

Jabalpur, dated 28.12.2010


(Pramod Vaishya)
Secretary, MPSEB and
Convener, Apex
Committee

ANNEXURE -I

COMPANYWISE- CADREWISE - PROMOTIONAL POSTS OF MPSEB PERSONNEL

SNo	Cadre	Promotional Posts held by Board	COMPANYWISE AVAILABILITY OF MPSEB promotional POSTS					Transco	Genco
			Tradeco	EZ	CZ	WZ			
Class - I Posts									
1	ED/CE(Gen)	12	0	0	0	0	0	12	
2	ED/CE(T&D)	19	3	4	4	4	4	0	
3	ED/CE(Civil)	3	0	0	0	0	1	2	
4	Resident Engineer	1	1	0	0	0	0	0	
5	Chief (CS&A)	1	0	1	0	0	0	0	
6	Addl.CE/Addl.Secy.(Gen)	17	0	0	0	0	0	17	
7	Sr. Chief Chemist	2	0	0	0	0	0	2	
8	Addl.CE/Addl.Secy.(T&D)	25	4	6	5	5	5	0	
9	Addl.CE(Civil)	5	0	0	0	0	1	4	
10	System Manager	2	0	1	0	0	1	0	
11	Chief Chemist	4	0	0	0	0	0	4	
12	S.E.(Gen)/Jt.Secy.(Gen)	74	0	0	0	0	0	74	
13	S.E.(T&D)/Jt.Secy.(T&D)	115	8	31	26	26	24	0	
14	S.E.(Civil)/Jt.Secy.(Civil)	24	1	3	3	3	3	11	
15	Sr. System Analyst	2	0	1	0	0	1	0	
16	Chief Safety Officer	2	0	0	0	0	0	2	
17	E.E.(G)/Dy.Secy(G)/Eff.Eng.	266	0	0	0	0	0	266	
18	Sr. Chemist	19	0	0	0	0	0	19	
19	E.E.(T&D)/Dy.Secy(T&D)	477	17	125	115	115	105	0	
20	E.E.(Civil)/Dy.Secy(Civil)	83	6	9	9	9	10	40	
21	System Analyst	3	0	1	0	0	1	1	
22	E.D.(Fin)/Dir.(Fin.)	2	1	0	0	0	0	1	
23	Addl.Dir.(Fin./Acs)	4	1	1	0	0	1	1	
24	Chief Medical Officer	1	1	0	0	0	0	0	
25	Jt.Director (Fin./Ac)/Jr.Chief(CAC)	13	2	2	2	2	2	3	
26	Addl. C.M.O.	3	1	0	0	0	0	2	
27	I.R.O.	1	0	0	0	0	0	1	
28	Dy.Director/Sr.AO	34	4	6	6	6	6	6	
29	Sr.E.D.P. Officer	2	0	1	0	0	1	0	
30	Statistical Officer	1	0	0	0	0	1	0	
31	Staff Officer	5	1	1	1	1	1	0	
32	Sr. Law Officer	1	1	0	0	0	0	0	
33	Sr. Security Officer	1	1	0	0	0	0	0	
34	Sr. Welfare Officer	2	0	0	0	0	0	2	
35	Sr. Medical Officer	5	2	0	0	0	0	3	
36	Public Relation Officer	1	1	0	0	0	0	0	
37	Sr. Ad.O / .Dy.Secy.	11	1	2	2	2	2	2	
TOTAL CLASS-I		1243	57	195	173	173	170	475	

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Class - II Posts								
38	A.E.(GEN) *	184	0	0	0	0	0	184
39	A.E.(T&D) *	555	0	135	135	150	135	0
40	A.E.(CIVIL) *	94	5	14	14	14	12	35
41	FIRE OFFICER	3	0	0	0	0	0	3
42	Horticulturist	3	1	0	0	0	0	2
43	Accounts Officer	52	6	10	9	9	9	9
44	E.D.P. Officer	4	0	2	0	0	1	1
45	Publicity Officer	2	1	0	1	0	0	0
46	Librarian	1	1	0	0	0	0	0
47	Welfare Officer	9	0	1	1	1	1	5
48	Confidential Officer	2	1	0	0	0	0	1
49	Asstt. Statistical Officer	1	0	0	0	0	1	0
50	Security Officer	11	2	1	1	1	0	6
51	Law Officer	7	2	1	1	1	1	1
52	Administrative Officer	29	4	5	5	5	5	5
53	Private Secretary	37	5	5	4	4	5	14
	TOTAL CLASS-II	994	28	174	171	185	170	266
Class - III Posts								
54	J.E. (Plant) *	19	0	0	0	0	0	19
55	J.E. (T&D) *	120	0	35	35	35	15	0
56	J.E. (Civil) *	27	0	3	3	3	3	15
57	Sr. Plant Supervisor	10	0	0	0	0	0	10
58	Sr. Line Supr.	22	0	3	3	3	13	0
59	Sr. Surveyor Supr. (T&D)	3	0	0	0	0	3	0
60	Sr. S/Stn. Supr.	25	0	1	1	1	22	0
61	Sr. Civil Supr.	3	0	1	1	1	0	0
62	Head Draftsman (Civil)	3	0	0	1	1	0	1
63	Head Draftsman (Elect)	5	0	1	1	1	1	1
64	Plant Supr.	512	0	0	0	0	0	512
65	Line Supr.	196	0	32	32	32	100	0
66	Surveyor Supr.(T&D)	7	0	0	0	0	7	0
67	Testing Supr.	480	0	27	27	26	400	0
68	Civil Supervisor	10	2	1	1	1	1	4
69	Surveyor Supr.(Civil)	3	0	0	0	0	0	3
70	Sr. Draftsman (Civil)	14	0	1	1	1	1	10
71	Sr. Draftsman (Elect)	16	0	2	2	2	4	6
72	Sub Officer	9	0	0	0	0	0	9
73	Horticulture Supervisor	1	1	0	0	0	0	0
74	Draftsman (Civil)	13	0	1	1	1	1	9
75	Draftsman (Elect)	31	0	5	4	5	7	10
76	Leading Fireman	12	0	0	0	0	0	12
77	Sr. Plant Asstt./Crane Oprt.	1033	0	0	0	0	0	1033
78	Sr. Testing Asstt.	1042	0	84	107	138	713	0
79	Sr. Line Asstt.	1283	0	423	380	330	150	0

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80	Sr. Surv. Asstt.	15	0	0	0	0	15	0
81	Sr. Civil Asstt.	42	4	10	5	5	7	11
82	Asst. Draftsman (Civil)	57	0	9	9	9	9	21
83	Asst. Draftsman (Elect)	108	0	20	20	20	21	27
84	Plant Asstt.	1620	0	0	0	0	0	1620
85	Line Asstt.	3815	0	1280	1055	1215	265	0
86	Surveyor Asstt.	12	0	0	0	0	12	0
87	Civil Asstt.	179	16	29	25	25	34	50
88	Data Processing Suptdt.	4	0	2	0	0	1	1
89	Operation Supervisor	4	0	2	0	0	1	1
90	Punch Room Supr.	8	0	3	0	0	3	2
91	Personal Asstt.	52	5	8	7	7	7	18
92	Confidential Asstt.	1	1	0	0	0	0	0
93	Head Store Keeper	1	0	0	0	0	0	1
94	Stock Verifier	17	0	3	2	2	2	8
95	Section Officer	441	12	110	95	120	40	64
96	Asstt. Fire Officer	3	0	0	0	0	0	3
97	Data Processing Asstt.(SG)	6	0	2	0	0	2	2
98	Key Puch Operator (SG)	2	0	1	0	0	1	0
99	Security Inspector	5	2	1	1	0	0	1
100	Nursing Sister	5	2	0	0	0	0	3
101	Sr. Steno	196	11	37	30	30	26	62
102	O.A.Gr.-I/Receptionist	1086	75	250	225	260	110	166
103	Store Keeper Gr.II	46	0	7	7	7	4	21
104	Security Sub Inspector	33	11	3	2	2	0	15
105	O.A.Gr.-II	4348	158	1195	1040	1230	290	435
106	Head Security Guard	216	21	35	35	35	35	55
	TOTAL CLASS-III	17221	321	3627	3158	3548	2326	4241
Class - IV Posts								
107	Sr. Plant Attdt.	293	0	0	0	0	0	293
108	Sr Line Attdt.	9381	0	3200	2541	3040	600	0
109	Sr. Civil Attdt.	98	13	13	14	15	0	43
110	D.O.A. Gr.II (Civil)	2	0	0	0	0	0	2
111	D.O.A. Gr.II (Elect)	7	1	1	1	1	1	2
112	Daftary	307	10	80	70	85	20	42
113	Sr. Security Guard	602	50	84	120	48	180	120
	TOTAL CLASS-IV	10690	74	3378	2746	3189	801	502
	GRAND TOTAL -	30148	480	7374	6248	7095	3467	5484

* Posts reserved for departmental employees.

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SCHEDULE E

REPRESENTATION AGAINST PROVISIONAL TRANSFER

(Energy Department, GoMP Order No. 8460 – F.R.S. -17-XIII -2002 Dt.: 13.11.10)

1. Name of Employee & employee no. _____
2. Designation _____
3. Place of posting _____
4. Entity in which working prior to provisional transfer _____
5. Company in which provisionally transferred _____
6. Company to be opted (in order of preference)
Priority No.1 _____
Priority No.2 _____
Priority No.3 _____
Priority No.4 _____
Priority No.5 _____

7. Reasons for representation against provisional transfer

8. Whether to be heard personally Yes/No
9. If yes, whether assistance from any Employee Association/
Union of the Board will be required Yes/No
10. If yes, Name of the Employee Association/Union _____

Signature _____

Name of Employee: _____

Designation: _____
(To be submitted in duplicate)

Acknowledgement –

Receipt No. & date: _____

Received by (with seal of the office) _____

SCHEDULE F

OPTION FOR TRANSFER

(Applicable for personnel at Sl. No. 12 of Schedule B)

(Energy Department, GoMP Order No. 8460-F.R.S.-17-XIII-2002 Dated 30.11.2010)

1. Name of Employee & employee no. _____
2. Designation _____
3. Office in which presently working _____
4. Company to be opted (in order of preference) _____
Priority No. 1 _____
Priority No. 2 _____
Priority No. 3 _____
Priority No. 4 _____
5. Reasons for representation against provisional transfer

6. Whether to be heard personally Yes/No
7. If yes, whether assistance from any Employee Association/
Union of the Board will be required
Yes/No
8. If yes, Name of the Employee Association/Union _____

Signature _____

Name of Employee: _____

Designation: _____

(To be submitted in duplicate)

Acknowledgement -

Receipt No. & date. _____
Received by (with seal of the office) _____