

MSETCL/HRD/2013/7705

13-06-2013

CIRCULAR

Sub: Launching of Employee Engagement Survey

In pursuant to the approval accorded by the Competent Authority, viz. the Chairman and Managing Director in consultation with Director (Operations), Director (Finance), Director (Projects) and Executive Director (HR) an Employee Engagement Survey is to be conducted for employees in Pay Group I & II. The survey objective is to conduct a diagnosis of the organization and draw out long term Organisational Development Plan. In the brewing competitive environment, the management has felt need to conduct diagnosis of the organization to enable identification and implementation of Organisational Development initiatives.

2. It is requested to have participation of all employees in the Pay Group I & II to have proper diagnosis of the organization. Every attempt has been made to keep survey questionnaire simple and it requires to be completed in time bound manner.

3. The management entrust work of completing this survey to the Chief Engineers of Zones and Corporate Office as per the timeline given as under:

Action	Timeline
Arranging distribution of EES Questionnaire among staff under control (A blank form is made available on Employee Portal for this purpose).	15-06-2013
Displaying EES Posters at field offices for publicity (Posters are also uploaded on Employee Portal and those to be used for display).	15-06-2013
Making arrangements to collect duly completed forms (Drop Box, etc to be made).	15-06-2013
Ensuring facilitating role to be played by Zonal HR Heads and their team.	15-06-2013
Making awareness of EES in meetings to be called specially for this purpose for officers in the level of EE equivalent and above.	22-06-2013
Ensuring complete participation of employees in the EES and collection of duly filled in forms.	15-07-2013
Forwarding received EES form to the Training Department, C.O., Mumbai.	20-07-2013

4. The Superintending Engineer, Training, C.O., Mumbai, Shri Vandan Mendhe and Asst. General Manager, HR, EHC CC O&M Zone, Aurangabad, Shri Nitin Kamble have been nominated as Nodal Officers for Corporate Office and Filed Offices, respectively. In case any clarification is needed they may please be contacted.

5. A survey questionnaire and publicity posters is enclosed herewith for information and ready reference.


Executive Director (HR)

ENCL: Survey Questionnaire and Publicity Posters

Copy s.w.rs. to:

1. The CMD, MSETCL, C.O., Mumbai
2. The Director (Operations)/ (Finance)/ (Projects), C.O., Mumbai

Copy s.w.cs. to:

- The Executive Director (Projects), C.O., Mumbai

Copy to:

1. The CGM (HR)/ (F&A), C.O., Mumbai
2. The CE (HRD), C.O., Mumbai
3. The CEs at C.O., Mumbai and Field Office