

ANNEXURE

(Representation to be submitted through CE/SE/EE only)

To,
The Assistant General Manager (HR-NT),
M.S.Electricity Transmission Co.Ltd.,
Prakashganga, 7th Floor,
Bandra (East),
Mumbai – 400 051.

SUB: Representation for correction in the Seniority List of UDC (HR).

REF: MSETCL/HR-NT/Seniority/UDC (HR)/18368 dated 16.12.2011

My name has been included in the integrated seniority list referred to above at Sr. No. __. The information/data mentioned against my name is required to be corrected as indicated below.

Sr. No.	Column head of seniority list	Shown in the seniority	Position required to be corrected
1.	C.P.F. No.		
2.	Name of Employee		
3.	Caste		
4.	Date of Birth		
5.	Qualification		
6.	Date of Joining as Office Assistant		
7.	No. & Date of departmental examination passed / exempted		
8.	Chances availed for passing examination		
9.	Name of the circle which reviewed the seniority		
10.	Date of selection of UDC (HR)		
11.	Date of Appointment/Promotion to the post of UDC (HR)		
12.	Date of joining as UDC (HR)		
13.	Date of joining on request transfer as OA/UDC, if any		
14.	Deemed date promotion as UDC (HR)		

15. (a) No. of integrated seniority list to be incorporated / corrected as
(b) Reasons in support of request at (a) above

Any other remarks: _____

Place:

Date:

Signature of employee

Certificate from the officer Not below the rank of Executive Engineer

Certified that the particulars as requested to be corrected have been verified from the Service Book and found correct.

Officer incharge of the rank of
Executive Engineer and above.

Superintending Engineer

