

MAHA TRANSCO

Maharashtra State Electricity Transmission Co. Ltd

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

Name of Office: CIO & CSO Department

Office Address: Plot No, C-19, Prakashganga, Bandra-Kurla Complex, Bandra (E),

Mumbai-51

Contact No.

: (022) 26595090 Fax (022) 26595090

Email Id

:cio@mahatransco.in

No. MSETCL/CIO/IO Panel/ 156/7058

Date: -30.05.2013

General Order for persons to be selected in the panel for conducting Investigation.

Subject:-Selection of Investigation Officers & Allotment of work of Investigation.

Ref

- :-1) Administrative Circular No. 289 dated 12.09.2011 vide the Board Resolution No.65/10 dated 12.08.2011.
 - 2) MSETCL/CVO/IO Panel/395 dated 25.10.2011
 - 3) Advertisement in news papers and on web site of MSETCL 09.05.2012.
 - 4) HR/RC/Invest. Officer Panel/189 dated 23.07.2012
 - 5) MSETCL/CVO/IO Panel/223 dated 17.09.2012
 - 6) CMD/MSETCL/141 dated 10.05.2013

The persons in the attached list have applied in response to MSETCL advertisement vide ref-3 for conducting investigation in respect of the complaints received against various employees of the organization. The individual work order will be issued by the Chief Investigation Officer.

Terms & Conditions:

The following information should be provided:

- 1. Address for correspondence, email address and contact number for allotment of Investigation if not submitted with application or in case of any change.
- 2. The proceedings/any paper related to the investigation will not be disclosed to any media/person by you.
- 3. The Investigation Officer (I.O) will be paid Rs 5000 /- per investigation and in special and suitable cases the Executive Director (HR) will be entitled to enhance the payment up to Rs 10000/- per investigation. The payment shall be made after completion of Investigation and submission of Investigation report. The cost of stationary/Xerox copy shall be borne by MSETCL. The payment will depend on the quantity of work involved in the investigation and on the quality of the report submitted by the Investigation officer. Whether the name is to be retained on the panel will solely depend on the performance of the individual in future.
- 4. The remuneration mentioned in clause-3 above, is not negotiable and will be determined after receipt of Investigation report and other documents in all respect within the stipulated time. In case, the report is not found satisfactory or not received in stipulated time, the payment will not be made on account of the Investigation, except for the actual expenditure incurred by the IO, as verified by MSETCL.

- 5. The Investigation will be carried out as per the work order issued by the CIO. The individual job work will be issued at the discretion of the competent authority only.
- 6. Traveling Expenses as per actual from the place of declared district address limited to Ist class Railway fare or Road mileage in Rs./km whichever is less for to & fro journey will be paid only once during the investigation. If any journey to another place is necessitated in connection and during the course of investigation, the same shall also be allowed for to & fro journey only once as per the above rates. The DA of Rs. 400 for maximum 7 days or the actual number of days whichever is less shall be paid. No hotel charges for halting is payable. The DA as above shall be paid only if conditions of eligibility as per Employees Service Regulations of MSETCL are fulfilled. The address declared by the I.O in his application shall be treated as his head quarter for this purpose.
- 7. Scope of work: Investigation means detail open investigation into the allegations made in the complaint with vigilance angle before issue of charge sheet. The work order along with the attested copy of the complaint shall be sent to the Investigation Officer by Courier with acknowledgement or by any suitable mode including hand delivery at the address submitted by the IO as per clause-1 or at the email address. Normally the Investigation should be completed and Investigation report be submitted within 7 days from the date indicated in the work order. The period of Investigation may be extended by the competent authority as prescribed. The investigation will be carried out as per the guidelines in vogue in MSETCL to start with and may be modified from time to time as per the experience gained. The investigation report must contain the following.
 - The report must contain the findings of the IO to the allegations made in the complaint which has vigilance angle. The finding must be based on the evidences and statements or oral information gathered during the Investigation.
 - The copy of the above mentioned documents/oral information converted in written form must accompany the report.
 - The main aim of conducting investigation is to find out whether there is misappropriation of revenue/resources/material or anything tangible of the organization or any irregularity in following the rules and regulations for benefit of self or any other person has been committed and the prescribed procedure for handling these has not been followed. The scope of the Investigation officer shall be limited to pointing out whether the employees mentioned in the complaint and their lapses or misconduct has resulted in such misappropriation/ leakage or loss or they have carried irregularity for own or for somebody's benefit and the value of such loss or benefit if measurable. If outsiders are also involved, mentioning of this fact with evidences gathered during Investigation of the departmental employees will be sufficient and the Investigation Officer need not go beyond this point to explore the extent of involvement of outsiders and their statements need not be taken. However the I.O should collect all possible evidence by making all possible efforts.
 - The prescribed procedure of MSETCL which should have been followed by the
 employees concerned, the actual way by which the work/activity was carried out and
 the employees who failed to perform their duties which resulted into
 leakage/theft/embezzlement/fraud etc must be covered in the report.

- The statement(s) of the main accused employee(s) in the complaint or the employee(s) who in the opinion (formed during the course of Investigation) of the Investigation officer might be responsible for the loss or other specific allegations made in the complaint must invariably be taken if they are willing to do so, and accompany the report. Refusal to submit the statement must be recorded in the report.
- As far as possible, the copy of the complaint and the work order will be sent to the Investigation officer through courier or any other mode in advance clearly mentioning the date from which the Investigation shall start and the date up to which the report has to be submitted. The copy of the work order will also be marked to the officer under whose control the employees against whom the allegation is made. He will be directed to keep the attested xerox of all the papers ready for submission to the Investigation Officer on the first day of the Investigation, which has relevance to the subject matter of the complaint. The I.O. will go through the papers submitted by the office and ask for additional papers if necessary and arrange the date and place for questioning and recording the statement of the concerned employees so as to complete the investigation within the prescribed time. The additional papers (attested xerox) asked by the IO shall be supplied immediately and in any case not later than three days by the concerned. If the papers are not submitted/ not submitted in time, the same shall be recorded in the Investigation report.
- The next higher office or the concerned office of the MSETCL as per the work order will extend all the necessary cooperation to the Investigation Officer for conducting the Investigation smoothly and in an impartial manner. The said office will be responsible for calling the employees / concerned persons as per the requirement of the IO on the prescribed date and time for recording their statements and questioning. Advance notice of sufficient time (as the present place of working of the employee(s) might be different) will have to be given by the IO to the said office so as to arrange their presence for the Investigation.
- The Investigation report must have an index and all the documents attached with the report must be indexed page wise. All the pages of the report including the enclosures must be duly numbered and signed by the Investigation officer.
- 8. The Investigation Officer should complete the investigation and submit the report within 7 days from the date indicated in the work order. Extension will be granted by the ED(HR) on merits only if applied for the same. If Investigation is not completed within the stipulated time limit, no charges will be paid and all papers/documents should be handed over to CIO at the cost of Investigation officer. However, T.A/D.A and other stationary charges if incurred actually may be paid.
- 9. The competent authority has a right to withdraw the case from the IO at any stage without assigning any reason thereof and without payment of fee, in case of incomplete Investigation or where Investigation Report along with findings are not received.
- 10. The IO may be allotted the work of adjoining Zone. Unwillingness for working in other Zone may be submitted up to 15.06.2013 otherwise it will be presumed that the applicant is willing to work in other Zone also.

- 11. In case any difference or dispute with local officer arises in connection with Investigation at any point it should be brought to the notice of C.I.O.
- 12. The I.O shall keep the office of the C.I.O. informed of any change in the residential address or telephone number, fax number or e-mail address for communication.
- 13. All the matters/disputes arising under and on account of this order shall be settled exclusively under the jurisdiction of Mumbai Courts.

Executive Director (HR)

Encl: - as above.

Copy s.w.r.to:-

- 1) Hon. C.M.D. MSETCL
- 2) Director (Operations/Projects/Finance), MSETCL

Copy f.w.cs.to:-

ED (Ops/Projs), MSETCL

Copy to:-

- 1) CE, EHV CC O&M Zone (Amravati/Aurangabad/Karad/Nagpur/Nashik/Pune/Vashi/SLDC)/(Trans.O&M)/(Proj &Design)/(STU)/(C&M)/(CPA)/(HRD)/(Civil), CGM (HR/F&A),CS/CIRO/CLA, MSETCL
- 2) Chief Investigation Officer/Chief Security Officer, MSETCL

List of Applications fulfilling the requirements as mentioned in advt. for Empanelment as Investigation Officer Annexure 'A'

Sr. No.	S/Shri	Zone applied for	Willingness to work in other adjoining Zone
1	M.R. Pawar	Vashi	No
2	P.N. Giri	Amravati	Nagpur
3	Dr. A.D. Patil	Karad	Vashi, Pune, Nashik
4	M.V. Dhiria	Vashi	No
	V.M. Vanshiv	Pune	Any Zone
6	P.H. Sutar	Nashik	Any Zone
7	S.D. Sone	Vashi	Any Zone
8	A.A. Shaikh Mhd.	Nagpur	No
9	R.P. Rode	Nagpur	Yes
10	P.O. Pinjarkar	Amravati	No
11	S.M. Dalvi	Nagpur	No
12	L.B. Wakde	Aurangabad	Pune
13	P. A. Vanjeri	Vashi	Pune, Nashik
14	Dr. N.M. Deshmukh	Nagpur	Amravati
15	S.P. Bendrikar	Aurangabad	Pune
16	B.G. Patil	Nashik	No
17	A.P. Bagul	Vashi	Aurangabad
18	B.Y. Muradi	Aurangabad	Any Zone
19	S.L. Lohakare	Nagpur	Amravati, Aurangabad, Pune, Nashik
20	M.S. Dhakane	Aurangabad	Nashik, Pune
21	N.N. Katkuri	Aurangabad	Amravati
22	R.S.Gosavi	Vashi	No
23	C.B. Hotkar	Vashi	Pune
24	A.V. Khatavkar	Aurangabad	Pune, Nashik, Karad
25_	N.K. Solanki	Amravati	Nagpur
	D.B. Nitnaware	Vashi	Any Zone
27	S.L. Suryawanshi	Nashik	No
_	A.B. Desai	Nashik	No
	C.B. Singh	Vashi	Pune
30	P.K. Jain	Nagpur	Not given
31	V.R. Shah	Vashi	Nashik

32	A.V.A.G.Mujawar	Nashik	Pune
33	M.M. Dewhare	Nagpur	No
34	D.B. Barve	Nagpur	Yes
35	D.R. Jadhao	Amravati	Nagpur
36	SS Deshpande	Aurangabad	Vashi

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