

No.5/5/2011-Power
GOVERNMENT OF MANIPUR
SECRETARIAT: POWER DEPARTMENT

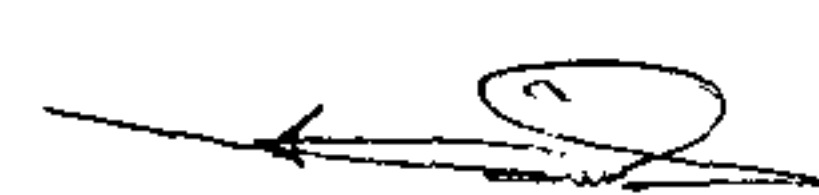
Imphal, the 17th May, 2014.

Subject: Operational Guidelines for Employee related issues after Unbundling of Electricity Department, Manipur as per Transfer Scheme – regarding.

The Electricity Department, Manipur (EDM) has been unbundled into 2 (two) successor Companies namely (1) Manipur State Power Company Limited (MSPCL or HOLDCO) and (2) Manipur State Power Distribution Company Limited (MSPDCL or DISCOM) w.e.f. the 1st of February, 2014 under Section 131 and 133 and other applicable provisions of the Electricity Act, 2003 by notifying the Manipur State Electricity Reforms Transfer Scheme, 2013 (or in short transfer Scheme, 2013) on the 31st of January, 2014. There are certain queries from various quarters regarding payment of various entitlements of an employees of Electricity Department, Manipur now under deputation to the Company including Medical re-imbursement, leave related issues, GPF/GIS/NPS related issues, process for pension/family pension, Encashment of un-utilised earned leave, Provisional gratuity, Service book, etc.

The following clarifications/decisions of the Government on the matters pertaining to the above issues are placed as under:

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| <i>Personnel of EDM deputed except 2 Offices</i> | 1 | That all employees of the erstwhile Electricity Department, Manipur (EDM) has been placed under deputation en mass either to MSPCL or MSPDCL except for employees posted specifically by an order of the Government with the 2 (two) Offices retained with the erstwhile EDM namely (a) The Office of the Administrative Officer (Power), Manipur and (b) the Office of the Executive Engineer, MRT. Manipur (or EE/MRT); |
| <i>Benefits covered by Transfer Scheme, 2013</i> | 2 | That all benefits entitled to employee/personnel of the erstwhile EDM, who are under order of deputation to the two Companies, shall be considered for as per the provisions laid down in Clause 5 of the Transfer Scheme, 2013 in respect of payments or withdrawals (whichever is relevant) for salaries after return from deputation, withdrawal of GPF advances or part final withdrawal, payment of pension and other terminal benefits; |
| <i>Who will make the claims to the Government</i> | 3 | The Claims for various entitlements of personnel under deputation to the Companies (MSPCL/MSPDCL) will be as: |
| <i>For personnel deputed to MSPCL</i> | a | That all employees/personnel under order of Deputation to MSPCL shall initiate their claims from the Company to the Office of the Executive Engineer (MRT), Electricity Department, Manipur before taking up to the Government. The EE (MRT) shall take necessary steps for payment/withdrawal of fund from the Government and transfer the same to MSPCL in the case of GPF advance and GPF Part final while for the remaining payments/withdrawals to the payee through their respective bank accounts; |
| <i>For personnel deputed to MSPDCL</i> | b | Whereas, all employees/personnel under order of Deputation to MSPDCL shall initiate their claims from the Company to the Office of the Administrative Officer (Power), Manipur before taking up to the Government. The Administrative Officer (Power), shall take necessary steps for payment/withdrawal of fund from the Government and transfer the same to MSPDCL in the case of GPF advance and GPF Part final while for the remaining payments/withdrawals to the payee through their respective bank accounts; |
| <i>Leave admissibility and sanction</i> | 4 | a Leave of all kinds of the employees/personnel under deputation to the Company (MSPCL/MSPDCL) while under the period of deputation shall be granted by the Company subject to admissibility of leave. However, leave for the Managing Directors of the Companies shall be accorded approval only with prior approval of the Government. |



The relevant sanction for leave of all kinds shall be endorsed to the Administrative Department; Office of the Accountant General, Manipur, and the retained Head of Office concerned linking to the Company.

Managing Director of the Company shall ensure that the leave records are properly noted on the service book of the concerned Service Book for employees other than those maintained by the Office of the Accountant General, Manipur. For personnel whose service books are maintained by the Office of the Accountant General, Manipur proposal for the same be made for obtaining shadow copies of the same from the Office of the AG, Manipur and the same shall be recorded in the shadow service books.

Sanction for un-utilised earned leave

- b Earlier Head of Department/Chief Engineer (Power), Manipur was competent to accord sanction for cash equivalent of un-utilised earned leave. These powers shall now be exercised by the Administrative Department on receipt of proposals from the Office of the AO (Power), Manipur or EE (MRT), EDM.

Maintenance of service book for employees under deputation

- 5 The Managing Directors of both the Companies are to ensure that the Service Books of all the deputed employees/personnel, except the ones maintained by the Office of the Accountant General, Manipur, shall properly record all service records including promotion, increment, leave records, verification of service, any other service related matters in the relevant service books as per the existing norms of the Government of Manipur. The custodian of these service books shall be the Managing Director of the Company concerned.

Process of GPF deposits, GIS deductions, with the Office of AG, Manipur

- 6 An Authorised Officer in each Company shall submit the amount deducted for GPF/GIS Contribution with the help demand draft to the Office of the Accountant General, Manipur regularly on a monthly basis after the payment of salaries & entitlements. The deposit shall be accompanied by a Schedule indicating the details of the employee – name, designation, EIN, GPF Account No, Amount of contribution, Month of Contribution, etc. Separate demand draft shall be prepared for GPS deductions in respect of Grade-IV and all other remaining employees/personnel. *Explanation No (iv) below Clause 10(g) of the Transfer Scheme, 2013 may be referred to.*

GPF accounts for Grade –IV under order of deputation

- 7 The GPF Statement in respect of the Grade-IV employees/personnel of the EDM under deputation to the Company shall be maintained by the Managing Directors of the Company. Statements duly signed by the Managing Directors of the respective Companies shall be countersigned by the AO (Power), Manipur or EE (MRT), EDM before the same is submitted for withdrawal to the Government or Treasuries or process of retirement is taken up.

Sanction for GPF advance

- 8 Sanction of GPF advance for employees/personnel shall be done by Administrative Department only henceforth.

Process of NPS deduction and transfer of Contribution amount

- 9 Designated/Authorised Officer of the Company shall forward a demand draft to the Directorate of Treasuries & Accounts, Manipur to be drawn in favour of Deputy Director, Treasuries & accounts along with Schedule duly filled in – indicating the Employee contribution and employers' contribution. *Explanation No (iv) below Clause 10(g) of the Transfer Scheme, 2013 may be referred to.*

Pension retirement benefit process

- 10 Transfer of service related documents shall be initiated 6(six) months before due retirement for employees under deputation; [A consolidated list of employees/personnel due to retire in the following 6 months and next 1 year shall be submitted well in advance twice in a year – 1st working days of January and July].

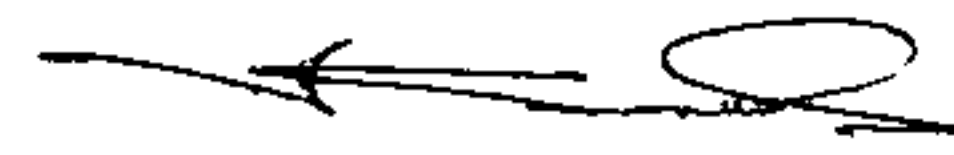
Sanction of Provisional gratuity

- 11 The Head of Office is competent to accord sanction for Provisional Gratuity of Employees of the Government with approval of the Head of Department. The same provisions are retained however prior approval of the Administrative Department shall

be required to be taken instead of HQD. The DDO/HOO shall ensure that the provisional gratuity drawals are properly reflected in the pension paper proposal for the employee/personnel before forwarding it to the Office of the AG, Manipur/ Pension Sanctioning Authority.

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| <i>Sanction for GIS</i> | 12 | The Head of Office [here AO (Power), Manipur and EE (MRT), EDM] is competent to accord sanction for Group Insurance Scheme (GIS) as per Rules laid down for the same. |
| <i>Termination from Service on superannuation, etc</i> | 13 | The Administrative Department shall only be the competent authority for issuance of Service termination orders either on attaining the age of superannuation or on expiry of the employee or voluntary retirement or otherwise for of all categories of employees of the erstwhile EDM. The earlier practice of issuance of Orders for termination from service by the Appointing Authority or delegated powers by the Chief Engineer (Power), Manipur shall now lie only with the Administrative Department. |
| <i>Pay slip</i> | 14 | The personnel under deputation to the Companies from the Electricity Department, Manipur under the Transfer scheme shall not be required to issue pay slip by the office of AG, Manipur for the period under deputation and their salaries are not to be presented to the Treasury Offices. |
| <i>Engagement on Contract</i> | 15 | No contract engagement of any kind shall be taken up by Electricity Department, Manipur for utilisation in the Company (MSPCL/MSPDCL). |
| <i>Entries in service book</i> | 16 | Under no circumstances, entries recorded in the service book in the past of the employees/personnel of the Government done shall be amended/rectified/ erased/ etc in the company. Such powers will remain with the Appointing Authority which is the Government. |

By orders & in the name of Governor,


 (Th. Kirankumar) 17/5/2024
 Joint Secretary (Power)
 Government of Manipur

Copy to:-

1. The Secretary to Governor, Manipur, Raj Bhawan.
2. The Secretary to the Hon'ble Chief Minister, Manipur.
3. The Chief Secretary, Government of Manipur.
4. The Addl. Chief Secretary, Government of Manipur.
5. The Principal Secretary (DP), Government of Manipur.
6. The Accountant General, Manipur.
7. The Commissioner (Power), Government of Manipur.
8. The Secretary (Law), Government of Manipur.
9. The Addl. Secretary (FD/PIC), Government of Manipur.
10. The Addl. Secretary (Pension), Government of Manipur.
11. The MD, MSPCL/MSPDCL, Manipur. They are requested to ensure that the same information is intimated to all concerned.
12. The Director, Treasuries & Accounts, Manipur. He is requested to instruct all Treasury Officers/Sub-Treasury Officers for checks as per the above mentioned clarification.
13. The AO (Power), Electricity Department, Manipur.
14. The Director, Printing & Stationery, Manipur. He is requested to kindly publish in the Gazette extraordinary and send 5 copies to this Department.
15. The Treasury Officer concerned.
16. The OSD (IT), Manipur with a request to kindly upload the same in the state Government website www.manipur.gov.in. Further he is requested to create a separate folder for Power Department in the webpage so that all relevant instruction, information, etc of the Department may be clubbed together.
17. The General Secretary, Manipur Electricity Employees' Union, Electricity Complex, Keishampat
18. Guard File/Order Book.