



# MEGHALAYA ENERGY CORPORATION LIMITED

(A Government of Meghalaya Enterprise)

## Corporate Affairs

Corporate Identification No. U40101ML2009SGC008374  
LUM JINGSHAI, SHORT ROUND ROAD, SHILLONG 793 001, MEGHALAYA  
Website address : [www.meecl.nic.in](http://www.meecl.nic.in)

No. MeECL/CA/GA/51/2023/11

Dated. 19<sup>th</sup> April, 2023

// CIRCULAR//

In continuation to this office Circular No. MeECL/CA/GA/51/2023/6 dated 11<sup>th</sup> April, 2023, and to acquire necessary information/details of the employees of MeECL and its subsidiaries, viz. MePGCL, MePDCL & MePTCL, with regard to the implementation of the Enterprise Resource Planning (ERP) System, the format is hereby modified accordingly.

Controlling Officers are therefore requested to furnish the details of each regular employee under their respective jurisdiction as per the modified format enclosed at **Annexure-I** and for Contractual/Casual Employees in **Annexure-II**.

The information is to be submitted to official Email ID [corpaffairsmeecl.ds@gmail.com](mailto:corpaffairsmeecl.ds@gmail.com) within a period of **30 (thirty) days**, from the date of issue of this Circular.

Sd/-

(D. Hynniewta, MCS)

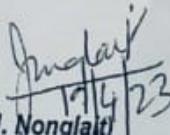
Director (Corporate Affairs)

Memo No. MeECL/CA/GA/51/2023/11(a)

Dated. 19<sup>th</sup> April, 2023

Copy to:

1. The P. A. to the Chairman-cum-Managing Director, MeECL, for kind information of the CMD.
2. The Director (Finance), MeECL, Shillong.
3. The Director (Distribution), MePDCL, Shillong.
4. The Director (Transmission), MePTCL, Shillong.
5. The Director (Generation), MePGCL, Shillong.
6. The Director, HRDC, MeECL, Umiam.
7. All Chief Engineers, MePGCL/MePDCL/MePTCL.
8. The Chief Accounts Officer, MeECL, Shillong.
9. The Company Secretary, MeECL, Shillong.
10. All Additional Chief Engineers, MePGCL/MePDCL/MePTCL.
11. All Deputy Chief Accounts Officers, MeECL.
12. All Superintending Engineers, MePGCL/MePDCL/MePTCL.
13. The Chief Security-cum-Vigilance Officer, MeECL, Shillong.
14. The Public Relations Officer, MeECL, Shillong.
15. All Senior Accounts Officers, MeECL/MePTCL.
16. All Executive Engineers, MePGCL/MePDCL/MePTCL.
17. The Executive Engineer, MIS, MePDCL, Shillong. Kindly upload the same in the MeECL official website.
18. All Assistant Executive Engineers/Resident Engineers, MePGCL/MePDCL/MePTCL.
19. The Medical Superintendent, MeECL, Shillong/Sumer.
20. All Headmasters/Headmistresses, MeECL School.
21. All Officers, MeECL, Corporate Affairs, Shillong.
22. Guard file.

  
(J. Nonglait)  
19/4/23  
Deputy Secretary



**ANNEXURE-II  
CONTRACTUAL/CASUAL EMPLOYEES**

Sl. No.	EMPLOYEE PERSONAL INFORMATION								ADDRESS				EMPLOYEES SERVICE HISTORY				LEAVE	
	Employee ID No.	Gender	Date of Birth	Name of the Employee			Marital Status	Staying in Quarters	PRESENT ADDRESS	PERMANENT ADDRESS		Name of Post	Date of Joining	Fixed Pay Drawn/Daily Wages	Place of Posting	Leave Account Record as on 1st Jan, 2023		
				First Name	Middle Name	Last Name										Earned Leave		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
									Flat Number (if available)		Flat Number (if available)							
									Building Name (if available)		Building Name (if available)							
									Road/Street		Road/Street							
									Locality		Locality							
									City/Town/Village		City/Town/Village							
									District		District							
									State		State							
									Pincode		Pincode							