MEGHALAYA ENERGY CORPORATION LIMITED

(Lec

(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

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

Dated. 19th April, 2023

// CIRCULAR//

In continuation to this office Circular No. MeECL/CA/GA/51/2023/6 dated 11th 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 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) Copy to:

Dated, 19th April, 2023

- 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.
- 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/MePTCL
- 19. The Medical Superintendent, MeECL, Shillong/Sumer.
- 20. All Headmasters/Headmistresses, MeECL School.
- 21. All Officers, MeECL, Corporate Affairs, Shillong.
- 22. Guard file.

Deputy Secretary

ANNEXURE-I REGULAR EMPLOYEES

					EMPL	ADDRESS									
SI. No.	Employee ID No.	Gender	Date of Birth	Name of the Employee			Date of Joining in the	Proceed.	Present						
J. 110.				First Name	Middle Name	Last Name	Board/ Corporation	Present Designation	Place of Posting	Marital Status	Staying in Quarters	PRESENT ADDRESS		PERMANENT ADDRESS	
1	2	3	4	5	6	7	8	9	10	11	4.5	13	14	15	16
												Flat Number (if available) Building Name (if available)		Flat Number (if available)	
														Building Name (if available)	
												Road/Street		Road/Street	
						-				+		Locality		Locality	
												City/Town/Village		City/Town/Village	
	1											District		District	
												State		State	
												Pincode		Pincode	

			Employees Serv	ice History						LEAVE		
Name of Post			Date of Joining (On		Date of Fixation of pay	Basic Pay Drawn	If employee is drawing Stagnation			int Record as on an, 2023	Details of all type of	
		Classification of Service	Appointment/ Promotion)				Increment (if yes, mention 1st, 2nd, 3rd)	Basic Pay Scale	Earned Leave	Haif-Pay Leave	Leaves avail w.e.f. 1st Jan, 2022 till date.	
		18	19				23	24	25		27	
Entry Level Post (Adhoc/Regular)												
Regularised (In case of Adhoc)												
Promoted to												
Promoted to												
Promoted to												
Promoted to									- W			
Promoted to						L						
Promoted to												

CONTRACTUAL/CASUAL EMPLOYEES

	EMPLOYEE PERSONAL INFORMATION								CTUALICASUAL E	CTUAL/CASUAL EMPLOYEES								
SI. No.	Employee ID No.									ADDRESS				EMPLOYEES SERVICE HISTORY				
		Gender	Date of Birth	Na	me of the Empl	oyee	Status	Staying in Quarters			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												
1	2	3	4	5	6	7	8	9	10		**						Earned Leave	
								91	Flat Number (if	11	12	13	14	15	16	17	18	
									available)		Flat Number (if available)						10	
									Building Name (if available)		Building Name (if available)							
									Road/Street		Road/Street		-					
								1 10	Locality		Locality							
					\ \				City/Town/Village		City/Town/Village		1					
									District		District		1 1					
									State		State		1 1					
								1,000	Pincode		Pincode		1					