



No.MSPGCL/HR-II/O&M  
**Maharashtra State Power Generation Co. Ltd.**  
"Prakashgad", 2<sup>nd</sup> Floor,  
Bandra (East), Station Road,  
Mumbai – 400 051.

## **ADMINISTRATIVE CIRCULAR NO.66 DATED 23/04/2009.**

### **Introduction of New Junior Engineer (Trainee) in MSPGCL**

At present there is no set procedure to introduce the new entrant in the company. It is observed that in absence of effective orientation programmes the trainees feel confused insecure and worry about how will they perform on the new job in the new environment since they are fresh. To make the new employees feel 'at home' in the new environment, the introduction of systematic and planned orientation of employees to their jobs, their co-workers and the organization is need of the time.

Orientation is necessary to introduce the new trainees to all areas of the company. This will help in creation of favorable atmosphere amongst the new employees. This orientation programme will have a lasting effect on the absenteeism and prevent the trainee from leaving the organization.

The orientation programmes consist of following stages.

- i) A general introduction to the company.
- ii) Specific orientation of 52 weeks training at training center / on job.
- iii) Chief General Manager(TRD) Koradi will take care and arrange for 26 weeks training as early as possible.
- iv) After completion of induction level training specific orientation to the department and the job, is to be assigned to the employee.
- v) Till the beginning of the induction level training the new employees shall work in parallel at specific section, with the regular experienced employees of the company.

The power station HR head are required to play important role to introduce the new trainee to the company. The areas where the H.R. section has to help the new trainee while welcoming him in to the company are as follows :-

- (1) Greeting the new trainee cordially. Help him to overcome his / her natural shyness or nervousness that he / she may experience in the new environment.
- (2) To prepare the list of trainees posted to their power station and the section-wise vacancy position.

- (3) All essential paperwork should be completed and ready with various forms / letters required to be filled in on joining such as medical examination, forwarding of transportation forms, temporary I.D. cards, attendance cards, forms for medical facility, application for accommodation etc.
- (4) To prepare a broacher of the power station covering following information that to will be handed over to the trainee.
  - (a) History of the Company / Power Station.
  - (b) Mission and vision statement of the Company.
  - (c) Give the structure of the Company / Power Station and information about functions of each department.
  - (d) Information about hierarchy in the cadre as well power station. (Names and titles of key officers / managers.)
  - (e) To supply the information about the work conditions, important telephone nos. colony layout, contact person in emergency etc.
  - (f) To provide employee related information such as welfare facilities including canteen, colony transport facility, bus timings, pay day, working hours, weekly holiday, paid holidays, submission various form pertaining to CPF / various exemption / opening of service book completion of necessary entries etc.
- (5) Get the feed back of trainee at the end of day and ask for any help he requires.
- (6) After completion of all formalities on posting introduce him to his department with co employees and his superior.
- (7) Be in touch with new trainees and meet them periodically till they get acquainted with the routine work environment.
- (8) Submission of joining reports and statement of statues of joining of trainees to corporate office.

The above guide lines will help the new trainees in feeling at home with his / her job.

This Circular is issued with the approval of Executive Director(H.R.)

  
**General Manager(H.R.)**

To  
All as per mailing list in field & Corp. Office of MSPGCL.