

MAHARASHTRA STATE POWER GENERATION CO. LTD.

(Formerly : Maharashtra State Electricity Board)

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No. CGM/HR/Trg/

NO - 8543

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Circular

Subject: Guidelines for nomination of officers/ employees from Mahagenco for training programmes organized by External (Outside Mahagenco) Training institutes.

In pursuance of approval accorded by Hon. Chairman & Managing Director, MSPGCL, following guidelines are issued for nominations of officers/ employees working in Mahagenco for training programmes organized by External Training Institute (Outside Mahagenco Training Institute):

A. For Central or State Govt organized /Public Utility/Central or State Sponsored Training Programme/ Conferences/ Seminars/ Training workshops:


The external trainings organized by Central Govt Training institute/State Govt Training institute will be given preference. Further, the conference/ Seminars/Training workshops sponsored by Govt of India or State Govt will be considered for nominations from Mahagenco. If the training programme is organized by Central Govt. training institute / State Owned training institute /training sponsored by GoI/training sponsored by Government of Maharashtra, the training programmes will be finalized by Executive Director (HR).

B. For nominations of external trainings organized by Non-Govt (Private) Training Institutes:

- 1) The Executive Training Selection Committee will be formed with following committee members :
 - A. Executive Director(HR)
 - B. Chief General Manager(HR)
 - C. Chief General Manager(F)
 - D. Two members as decided by Executive Director (HR) as per the training subject.
- 2) The Non - Govt Training Institute will make detail presentation to the committee for every training programme submitted where the training institute will elaborate the training programme subject, faculty, the training institute reputation, the training institute experience and whether they have organized the training programme for other State Govt Power Generation companies.
- 3) The Executive Training Selection committee will finally select the training programme subject, number of nominations and training fee .
- 4) The training nominations of Technical cadre to non-technical cadre will be in the ratio of 70% : 30% as per the subject of training programme.
- 5) The Executive Training Selection committee will finalize the training programme for nominations from Offices/ Plant Offices. The Training Department, Corporate Office will call for nominations from Field offices/ Power plant/ other offices through HO Training portal on Mahagenco website.

- 6) The nominations will be on rotation basis, so that each power station/ office gets the opportunity to attend the training programme.
 - 7) The Chief Engineer/Head of Department will forward training nominations of the officers/employees working in the plant/office through HO Training Portal –Mahagenco website.
 - 8) The participants for training programme who has past record of Disciplinary action or at present any pending Disciplinary case against him/her will not be nominated for the training programme organized by external training institute.
 - 9) The nomination proposals as received via Training Portal on Mahagenco website will be shortlisted by Executive Director(HR) and Chief General Manager(HR) and later the shortlisted nominations will be submitted by Training Department, Corporate Office, Mumbai to the Competent Authority for final approval.
 - 10) Till the activation of HO Training Portal on Mahagenco website, call for training nominations for external training programmes and receiving of nominations from plant head/ Head of Department will be through E mail.
- C. The proposal to depute the officers of the cadre of Chief Engineers and equivalent for external training programmes will be submitted to the Hon. Chairman & Managing Director. The proposal to depute the officers of the cadre of Dy.Chief Engineers and equivalent for external training programmes will be submitted to respective Hon. Director. The proposal to depute the officers of the cadre of Supdt. Engineer and equivalent and below for external trainings will be submitted to Executive Director(HR).
- D. The Chief Engineer/Head of Department will ensure that after training, the nominated officer should impart knowledge he/she gained during the training to related employees in a week time and submit the report of the same to Chief General Manager(HR).Further, TA bill for the training programme is not to be approved if the training feedback and report is not submitted by the participant.
- E. The feedback submitted by participant will be reviewed by the Executive Training Selection committee for further nominations in future.
- F. To process the training nominations from Mahagenco, the training institute will send their proposal to Training Cell, MSPGCL, Corporate Office via e-mail(trainingcellho@mahagenco.in) for every training programme in advance before 1 month of training programme.

This Circular is available on <https://www.mahagenco.in/training-portal/>.


Executive Director (HR)
MSPGCL