

MAHARASHTRA STATE ELECTRICITY DIST.CO.LTD.

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Disciplinary Action Section
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Bandra (E)
Mumbai-400 051.

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No.GAD/DAC/MR/

Date: 27/12/2005

ADMINISTRATIVE CIRCULAR NO. : 14

Sub: Incentive to the Management Representative for pleading the case in the domestic enquiry before Enquiry Officer.

In accordance with provisions under S.R.93, the Competent Authorities are appointing Management Representative to plead the case in the departmental enquiries for the charges leveled against the employee. While acting as Management Representative, he has to carefully read the charges, study the case, collect the evidence in support of the charges and marshal the evidence during the course of domestic enquiry to substantiate the charges leveled against the employee, as per the existing instructions issued from time to time. Besides this, he has to also make arrangement for Rest House or Conference Room or any other suitable place for sitting and conducting the enquiry, arrangement for writer for recording proceedings and other arrangement as per recently issued instructions vide Admn. Circular No.10 dated 17/10/05. The outcome of the departmental enquiry is fully depend upon the pleading of the case by Management Representative in the departmental enquiry.

The Management Representative has to perform the aforesaid duties in addition to his own assignments. Considering all these aspects and to motivate the Management Representative, the Managing Director (Discom) in consultation with Director (Operation) & Director (Finance) has accorded approval to grant Rs.500/- (Rupees five hundred only) per case as an incentive to the Management Representative. The payment of incentive to Management Representative shall be arranged by the concerned Competent Authority (viz. the Competent Authority which has assigned the case to plead) within a month from the date of receipt of the enquiry report from the Enquiry Officer.

The Board's Representatives (now Management Representatives) in whose cases the enquiry is not concluded on the date of issue of this circular or to whom cases are assigned hereafter shall be entitled to the aforesaid incentive.

Further, it has also been decided that in case the enquiry proceedings are delayed on the part of Management Representative by seeking postponement or adjournment on unjustified grounds beyond one month from the date of 1st intimation of Enquiry Officer then there shall be a reduction @ 5% per week from the incentive apart from disciplinary action for inordinate delay and neglecting the assignment. The Competent Authority referred to above shall decide as to whether the postponement or adjournment sought by the Management Representative is justified or otherwise.

(S.Y. Patil)

Chief General Manager(P)

Copy submitted to:

1. The Managing Director, MSEDCL, Corporate Office, Mumbai.
2. The Director (Operation), MSEDCL, Corporate Office, Mumbai
3. The Director (Finance), MSEDCL, Corporate Office, Mumbai.

Copy as per mailing list upto the level of Executive Engineer in field & HO