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**ADMINISTRATIVE CIRCULAR No. 199 dt. 31-12-2008**

Sub: Revised delegation of powers for recording, reviewing, countersigning and accepting the Confidential Reports in respect of Executive Engineer (Dist.)

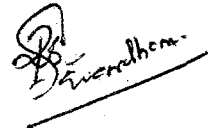
Ref: Correction Slip No.39 dt. 02.04.1996 to G.O. 10(P) dt. 25.10.1962.

Under the present Scheme of writing of Confidential Reports, there are only three levels for writing reports, namely, the Reporting Officer, the Countersigning Officer and the Accepting Authority.

Consequent on restructuring of erstwhile MSEB, the issue regarding inclusion of one more level, namely, the Reviewing Officer in the Confidential Reports in respect of Executive Engineers (Dist.) in MSEDCL was under examination.

This matter has been examined thoroughly and the M.D. (MSEDCL) in consultation with the Director (Finance), Director (Operations) and Executive Director (HR) has accorded approval to include new level of Reviewing Officer & to revise the existing delegation of powers for recording, reviewing, countersigning and accepting the Confidential Reports in respect of Executive Engineers (Dist.) as indicated in Annexure- 'A' appended hereto.

The revised delegation of powers shall be applicable for the Confidential Reports for the year 2008-2009 and onwards.



Executive Director (HR)

Encl: Annexure 'A'

To:  
All as per mailing list

**Delegation of powers for recording, reviewing, countersigning and accepting the Confidential Reports  
in respect of Executive Engineers(Dist.)**

**EXISTING**

**REVISED**

Sr. No	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks	Reporting Officer	Reviewing Officer	Countersigning Officer	Accepting Authority	Remarks
1	2	3	4	5	6	7	8	9	10	11
1.	E.E (Dist.)	Officer concerned not below the rank of S.E	C.E/T.D concerned as the case may be	T.D. concerned/ T.M concerned	If the C.R. is counter-signed by the T.D, the T.M shall be the A.A	Reporting Officer not below the rank of S.E	C.E and Ex. Director concerned	Director (Operations)	Managing Director	-

**Note:** The Reviewing Officer will review the Confidential Reports written by the Reporting Officer and offer his comments based on facts and figures on separate sheet which will be attached to the Confidential Reports.