

☎ : 2647 4211, 2647 2131

Gram : MUMBAIGRID

Ref : GAD/PA Cell/

P.A. Cell,
"Prakashgad", Ground floor,
Anant Kanekar Marg,
Station Road, Bandra (E),
Mumbai - 400 051.

Date :

ADMINISTRATIVE CIRCULAR NO. 230 DATED 04.06.2009

Sub: - Revised Delegation of powers for recording, countersigning and accepting the Confidential Reports of the employees/officers working in various categories in Legal cadre.

Read: - Correction Slip No. 39 dt. 2.4.96 to G.O.20 dt. 25.10.62.

Consequent on creation of Legal Cell in Corporate/field offices and sanction of posts of Law Officers/Jr. Law Officers etc. vide H.O. Order No. GAD/MPR/ MSEDCL/ Legal/35386 dt. 6.12.2005, the need for revising existing delegation of power for recording/countersigning/accepting the Confidential Report of the officers/employees in various categories in Legal Cadre was under consideration some time in the past.


2. Now, the Managing Director, M.S.E.D.C.L. in consultation with the Executive Director (HR) has accorded approval to revise the existing delegation of powers and to delegate the powers for recording, countersigning and accepting the Confidential Reports in respect of the employees/officers working in various categories in Legal Cadre as per Annexure "A" and "B" respectively enclosed herewith.

3. The revised as well as fresh delegation of powers shall be applicable for Confidential Reports for the year 2008-09 and onwards. However, the C.Rs. already accepted need not be reviewed again.

4. All the concerned Reporting/ Countersigning and Accepting Authorities are therefore, requested to take a note regarding above changes while assessing performance of the concerned officers/ employees.

5. This administrative circular is also available on company's website i.e. www.mahadiscom.in

Encl: Annexure "A" & "B".


(S.Y. Patil)
Chief General Manager(P)

To
All as per mailing list.

"ANNEXURE - A"

REVISED DELEGATION OF POWERS FOR RECORDING, COUNTERSIGNING AND ACCEPTING THE CONFIDENTIAL REPORTS OF THE EMPLOYEES/ OFFICERS WORKING IN VARIOUS CATEGORIES IN LEGAL CADRE.

EXISTING

REVISED

Sr. No.	Category	Reporting Authority	Countersigning Authority	Accepting Authority	Reporting Authority	Countersigning Authority	Accepting Authority
1	2	3	4	5	6	7	8
1	Law Officer/Chief Legal Advisor.	Member (Adm.)/ Secy.	Chairman	Chairman	Managing Director	Managing Director	Managing Director.
2	Dy.Law Officer	Law Officer/ Legal Advisor	Member (Adm.)/ Secy./D.O.P.	Member (Adm.)/ Secy./D.O.P.	C.L.A.	E.D. (H.R.)	E.D. (H.R.)

"ANNEXURE - B"

DELEGATION OF POWERS FOR RECORDING, COUNTERSIGNING AND ACCEPTING THE CONFIDENTIAL REPORTS OF THE EMPLOYEES/ OFFICERS WORKING IN VARIOUS CATEGORIES IN LEGAL CADRE.

Sr. No.	Category	Reporting Authority	Countersigning Authority	Accepting Authority
1	2	3	4	5
1	Law Officer/Legal Advisor	Chief Legal Advisor	Chief Engineer concerned	Executive Director (H.R.)
2	Manager (P)	Chief Legal Advisor	Chief General Manager (P)	Executive Director (H.R.)
3	Dy. Manager(P)	Chief Legal Advisor	Chief Engineer concerned	Chief General Manager (P)
4	Jr.Law Officer (H.O.)	Dy. Law Officer	Chief Legal Advisor	Chief Legal Advisor
5	Jr.Law Officer (field)	Legal Advisor	Supdt.Engineer concerned	Chief Legal Advisor
6	Stenographer(H.O.)	Chief Legal Advisor	Chief Legal Advisor	Chief Legal Advisor
7	Stenographer(field)	Legal Advisor	Legal Advisor	Supdt.Engineer concerned
8	Sr. Clerk(H.O.)	Manager (P)	Chief Legal Advisor	Chief Legal Advisor
9	Steno-Typist(H.O.)	Dy. Law Officer	Manager (P)	Chief Legal Advisor
10	U.D.C.(G.A.D.) (HO)	Manager (P)	Chief Legal Advisor	Chief Legal Advisor
11	Driver (field)	Legal Advisor	Legal Advisor	Legal Advisor
12	L.D.C.(H.O.)	Manager (P)	Chief Legal Advisor	Chief Legal Advisor
13	L.D.C. (Field)	Dy. Manager (P)	Supdt.Engineer concerned	Supdt.Engineer concerned
14	Daftary (H.O.)	Dy. Law Officer	Manager(P)	Manager(P)
15	Peon (H.O.)	Dy. Law Officer	Manager(P)	Manager(P)
16	Peon (field)	Legal Advisor	Legal Advisor	Legal Advisor