



MAHAVITARAN

GAD/Prom/P.A.Cell/
Office of Chief General Manager (P)
Maharashtra State Electricity Distribution Co.Ltd
4th Floor, Prakashgad,
Dr. Anant Kanekar Marg, Bandra (E)
MUMBAI 400051.

ADMINISTRATIVE CIRCULAR NO. 256 DATE 30/10/2009

Sub: Promotions - Standard of Selection for Departmental Promotions
to (Selection & Non-Selection Posts) in MSEDCL.

The issue regarding prescribing the Standard of Selection for assessing the employees for promotion to "Selection & Non-Selection Posts" was under consideration for some time past. Now, the Managing Director, in consultation with Director (Finance), Director (Operations) & Director (Projects) has taken following decisions in this regard.:-

1. Annual Confidential Reports/Performance Appraisal Reports of the employees shall be rated on five point scale as under:

Sr. No.	Overall Grading	No. of Marks
1	2	3
1.	Outstanding	5 Marks
2.	Very Good	4 Marks
3.	Good	3 Marks
4.	Average	2 Marks
5.	Poor	1 Mark

2. In case of promotion to "Selection and Non-Selection posts", the standard of selection rated on five point scale as indicated above for preceding five years shall be operated as under:-

A) Cut-off Marks of A.C.R. Ratings for "Selection Posts".

Sr. No.	Name of the Post	Required minimum marks	Remarks
1	2	3	4
1.	Executive Director	22	Based on assessment of last five years CR rating.
2.	CE & its equivalent	21	Based on assessment of last five years CR rating.
3.	G.M & its equivalent	20	Based on assessment of last five years CR rating.
4.	S.E & its equivalent	19	Based on assessment of last five years CR rating.
5	Manager (F&A) & its equivalent/ Ex. Engineer & its equivalent	18	Based on assessment of last five years CR rating.

Note

- i) The standard of selection as indicated in Col. No.3 should also be applicable to backward class candidate for which the post is reserved. However, if suitable candidate is not available with the above standard, the Competent Selection Committee can reduce one mark, provided the Officer has completed minimum two years service in the Post.

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- ii) The selection of candidate based on relative merit of the marks obtained in Annual Confidential Reports for last preceding five years are to be considered only for selection of best candidates. However, once the Competent Selection Committee selects the candidate, while preparing the merit list, it should be prepared as per Seniority of Officers selected (i.e. as per their existing Seniority).

B) Cut-off Marks of A.C.R. Rating for "Non-selection" Post

At present, the performance of the employees for "Non-section posts" is assessed, based on the ratings of last three years C.Rs. However, hereinafter the performance of the employees for "Non-selection posts" shall be assessed based on the ratings of last five years C.Rs.

Sr. No.	Pay Group	Required minimum marks	Remarks
1	2	3	4
1.	Pay Gr.I & II	18	Based on the assessment of last five years C.Rs ratings.
2.	Pay Gr. III & IV	15	Based on the assessment of last five years C.Rs ratings.

Note:

- i) The cut-off Marks of assessment of Annual Confidential Reports may be relaxed by one Mark in favour of employees belonging to SC/ST/NT(A)/NT(B)/NT(C)/ NT(D)/ SBC categories when the posts are reserved for them.
- ii) In case of employees in Technical Cadre who are non-qualified/diploma holders, one additional Mark over and above the prescribed minimum marks as indicated above shall be required for selection.
- iii) (a) In case of non-technical employees, where minimum qualification is prescribed as Graduation and passing of Departmental Examination i.e. Lower/Higher, GAD/Accounts Examinations as prescribed for the posts, the employees who are Graduates but not passed the said qualifying Departmental Examinations, however, by virtue of their age, they are exempted from passing the said Departmental Examination, one additional mark, over and above the prescribed minimum required Marks as indicated above will be required for selection.
- (b) In case of non-technical employees who are not Graduate but have passed Lower/Higher, GAD/Accounts qualifying Departmental Examinations, one additional marks, over and above the prescribed minimum required marks as mentioned above will be required for selection.
- (c) The non-technical employees who are non-qualified and exempted from passing qualifying Departmental Lower/Higher, GAD/Accounts Examinations are not eligible for promotion.
3. This Administrative Circular shall come into force with immediate effect.
4. This Administrative Circular is available on the web site of the Company i.e. www.mahadiscom.in.


(S.Y. Patil)

Chief General Manager (P)

To
All as per Mailing List of MSEDCL



MAHAVITARAN

GAD/O&M/F.No.5 **3 5 7 3 1**
Maharashtra State Electricity Distribution Co.Ltd
Estrella Batteries Expansion Building
Ground Floor, Plot No.1, Dharavi Road
Matunga, Mumbai – 400 019.

Date : 17/11/2009

CORRIGENDUM

(to Administrative Circular No.256 dated 30/10/2009)

Sub : Promotions – Standard of Selection for Departmental Promotions
to (Selection & Non-Selection Posts) in MSEDCL.

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The standard of selection for assessing the employees for promotion to “**selection and non-selection posts**” is circulated vide Adm. Circular No.256 dated 30/10/2009. Now, it has been decided to delete the Note (ii) below Para – 2(B) of the said Circular.

2. The other contents of the said Administrative Circular shall remain unchanged.
3. This Corrigendum is also available on the website of the Company i.e. www.mahadiscom.in.

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

To

All as per mailing list of MSEDCL.

सुधारपत्र क्र. २

8 MAR 2010

विषय : पदोन्नती - म.रा.वि.वि.कं.मर्या.मध्ये (निवड व निवडेंतर पदांवर) विभागीय पदोन्नती देण्यासाठीच्या निवडीचे निकष.

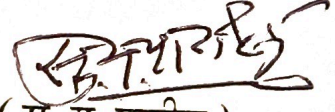
संदर्भ : १) प्रशासकीय परिपत्रक क्र.२५६ दिनांक ३०.१०.२००९.
२) प्र.प.क्र.२५६ दि.३०.१०.२००९ ला सुधारपत्र दिनांक १६.११.२००९

प्रशासकीय परिपत्रक क्र.२५६ दिनांक ३०.१०.२००९ मधील परिच्छेद क्र.२ (ख) टीप (तीन-क) रद्द समजून त्याऐवजी खालीलप्रमाणे वाचण्यात यावा.

परिच्छेद क्र.२ (ख) टीप (तीन-क) : तांत्रिकेतर कर्मचारी जर किमान शैक्षणिक अर्हता धारण करित असतील व पदोन्नतीसाठी विभागीय निम्नस्तर/उच्चस्तर साप्रवि/लेखा परीक्षा उत्तीर्ण होण्याची अट असेल, परंतु उक्त अर्हताकारी परीक्षा उत्तीर्ण नसतील तरीही वयाची अट पूर्ण केल्यामुळे उक्त विभागीय परीक्षा उत्तीर्ण होण्यापासून त्यांना सुट दिली असेल तर त्यांची निवड होण्यासाठी त्यांनी आवश्यक किमान एकूण गुणापेक्षा एक गुण जास्त मिळवलेला असणे आवश्यक आहे.

२. प्रशासकीय परिपत्रक क्र.२५६ दि.३०.१०.२००९ मधील इतर अटी व शर्ती कायम राहतील.

३. सदर सुधारपत्र www.mahadiscom.in या कंपनीच्या संकेतस्थळावर उपलब्ध करण्यात आले आहे.


(सु. य. पाटील)

मुख्य महाव्यवस्थापक (क)

प्रत :
महावितरण कंपनीच्या प्रेषण यादीप्रमाणे.