



MAHAVITARAN

No.GAD/Prom/PA Cell/

Maharashtra State Electricity Distribution Co.Ltd.
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, Mumbai – 400 019.

ADMINISTRATIVE CIRCULAR NO.281 DATE 18.03.2010

**Sub: Promotions – Standard of Selection for Departmental promotion to
“Selection & Non-Selection Post” in MSEDCL.
- Arriving “Overall Assessment of the employees for Promotion.”**

The issue regarding prescribing the standard of Selection after assessing the employees for promotions to “**Selection & Non-selection Post**” has been circulated vide Administrative Circular No.256 dt. 30.10.2009.

During the meetings of various Selection Committees, it is observed that, some of the Annual Confidential Reports, in respect of direct recruitees are not available for a period of 5 years, considering their date of joining and they become eligible for promotion after completion of 2 years service in the post. Hence the assessment of CRs for a period of 5 years is not available.

Moreover, some of the employees are placed under suspension or in some of the cases gap sheets/non-availability of Annual Confidential Report/Annual Appraisal Reports whatsoever for the reasons, are not available for a period of 5 years and some of the CRs are available. There are no specific guidelines available for assessment of Confidential Reports in such cases, in the G.O.10(P) dt. 25.10.1962 and procedure is followed in vogue at present.

In order to streamline the process, it has been decided with the approval of Competent Authority to adopt the following procedure.

“In case of gap sheets/non-availability of Annual Confidential Reports for whatsoever the reasons, the overall assessment of Annual Confidential Reports shall be worked out on the basis of average rating of the available C.Rs atleast for a period of 2 years on records and same shall be rated on 5 Point scale for arriving ‘**overall assessment**’ of the employees for promotion.”

The above Administrative Circular shall come into force with immediate effect.

This Administrative Circular is available on the website i.e. www.mahadiscom.in.

(S.Y. Patil)

Chief General Manager(P)

To
As per mailing list upto Divisional level