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**ADMINISTRATIVE CIRCULAR NO. 310 DATED 25/08/2010**

**Sub: Review of overall gradings of Annual Confidential Reports i.e. "Poor",  
"Below Average" and "Average"-  
- Representations thereof and consideration for Deemed date of Promotions.**

As per instructions contained in Administrative Circular No.422 dt. 10.06.2004, the overall grading falling in the category "Average", "Below Average" & "Poor" recorded in the Annual Confidential Reports of employees are communicated to the concerned, so that employees will not remain ignorant about the overall gradings recorded in their Annual Confidential Reports and will get an opportunity to improve their performance and make efforts to remedy, defects and shortcomings.

Accordingly representations against communication of overall gradings such as "Poor", "Below Average" & "Average" are entertained for review by the Competent Authorities.

It is observed that, on representation from the employee, the same Competent Authority is reviewing the said representation and upgrading the overall gradings as "Good" or "Very Good" after year or two without any justification. Thereafter, the concerned employee is subsequently representing for grant of promotion/deemed date promotions/grant of higher grade benefit under G.O.74(P) dt. 30.04.1974/G.O.111(P) dated 13.05.1982.

It is also a general trend that, Annual Confidential Reports are reviewed by showing gesture of generosity by the concerned authority, rather than based on performance of the employee during the period under report. Moreover, review of Annual Confidential Report is made, when the authorities are either transferred or retiring shortly, at the behest of employee's requests. This type of upgradation is not appreciated.

In view of this, it is decided that, such review of Confidential Report shall not be considered for deemed date promotions. Considering the 5 point rating scale of Annual Confidential Reports of concerned employee of relevant period, he shall not be held eligible for deemed date of promotion/grant of higher grade under the provisions of G.O.74(P)/G.O.111(P) on this aspect at later stage, by the Competent Selection Committee/Competent Authority. The case shall only be considered for promotion/grant of benefit of higher grade under the provision of G.O.74 (P) & G.O.111(P) in the next ensuing meeting of Competent Selection Committee/by Competent Authority as per overall gradings on five point rating scale **with prospective effect** only.

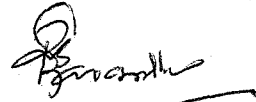
Further, it is also decided that, after considering the representation against communication of overall grading such as “**Poor**”, “**Below Average**” & “**Average**”, the Annual Confidential Reports shall only be upgraded one step higher i.e. “**Poor**” to “**Below Average**” or “**Average**” to “**Good**” only by the concerned Reporting / Countersigning / Accepting Authorities.

The review of overall grading of Confidential Report at later stage, will be considered in the next ensuing meeting of Competent Selection Committee for selection of higher post at a later stage of selection. The practice of granting deemed date promotion/grant of higher grade benefit under G.O.74(P) and G.O.111(P) with back date, on the basis of review of Confidential Reports will not be considered. All such cases shall be considered with prospective effect only.

This circular is issued with the approval of Chairman cum Managing Director, MSEDCL.

This Administrative Circular shall come into force with effect from the date of issue of this Circular.

The Administrative Circular is made available on Company’s website i.e. [www.mahadiscom.in](http://www.mahadiscom.in).



[ Col. Rahul Gowardhan (Retd.) ]  
Executive Director (HR)

To

As per Mailing List  
(Upto the rank of Ex.Engineer, equivalent & above ]