

No.: GAD/PA Cell/ 35568

Date: 24 NOV 2010

**Administrative Circular No. 321 Dt. 24.11.2010**

**Sub: - Revision of delegation of powers for Recording/ Reviewing/  
Countersigning & Acceptance of Annual Confidential Reports in  
respect of S.E.(Dist.) and S.E.(Infra).**

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The issue regarding revision of delegation of powers for Recording/Reviewing/ Countersigning and Acceptance of Annual Confidential Reports in respect of S.E's.(Dist.) and S.E's.(Infra) alongwith staff working under them was under consideration for some time past.

Now the Managing Director in consultation with Director (Finance), Director (Operations), Director (Projects) and Executive Director (H.R.) has accorded approval for revised delegation of powers for Recording/Countersigning/ Reviewing & Acceptance of Annual Confidential Reports in respect of S.E's.(Dist.) and S.E's.(Infra) alongwith staff working under them as per annexure 'A' attached.

The above delegation of powers shall be applicable for the Annual Confidential Reports for the year 2010-11 and onwards.

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

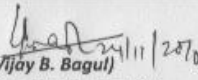
Encl: - Annexure 'A'

  
(Vijay B. Bagul)  
Chief General Manager (P)

To,  
All as per mailing list  
Upto the rank of EE, equivalent & above.

**Delegation of powers for Recording, Reviewing, Countersigning and Acceptance of the Confidential Reports in respect of S.E's. (Dist.) and S.E's. (Infra) alongwith staff working under them.**

Sr. No.	Existing Delegation					Revised Delegation				
	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks	Reporting Officer	Reviewing Officer	Countersigning Officer	Accepting Authority	Remarks
1	S.E.(Dist.)	Officer not below the rank of Dy. C.E.	C.E./T.D. and T.M. concerned as the case may be.	Chairman	If T.D. is the Reporting Officer, then T.M. shall be the Countersigning Officer and Chairman shall be the Accepting Authority. If T.M. is the Reporting Officer then the Chairman shall be the Countersigning as well as Accepting Authority.	Officer not below the rank of C.E.	E.D. concerned	Director (Operations)	Managing Director	C.R. of S.E.(Dist.) working in R.E.D. office shall be reported by E.D. and reviewed & Countersigned by Director(Operations).
2	S.E.(Infra) in Zone	-	-	-	-	Concerned C.E. of the Zone.	E.D. (Projects)	Director (Projects)	Managing Director	-
3	Staff working under S.E. (Infra) including J.E. at Sub Division	-	-	-	-	S.E. (Infra)	-	Concerned C.E. of the Zone.	E.D. (Projects)	-

  
 (Vijay B. Bagul)  
 Chief General Manager (P)