



**MAHAVITARAN**

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HRD/O&M/ACR/F.No.5-Vol.9/

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**ADMINISTRATIVE CIRCULAR NO. 377 DATE 03 / 01 / 2012**

Sub : Delegation of powers for recording, countersigning and accepting the Annual Confidential Reports of the Officers working in Legal cadre.

Read : 1) Correction Slip No.39 dt.02/04/1996 to G.O.10 dt.25/10/1962.  
2) Adm.Cir.No.230 dt.04/06/2009.

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Consequent on re-structuring of legal cadre and sanction of the post of Assistant Law Officer vide Head Office Order No. HR/CGM(HR-TE)/MPR/34735 dt.23/11/2011, the proposal for revising the existing delegation of powers for recording, countersigning and accepting the Annual Confidential Reports of the Officers working in Legal cadre was under consideration sometime in the past.

2. Now, the Managing Director in consultation with the Executive Director(HR) has accorded approval to revise the existing delegation of powers for recording, countersigning and accepting the Annual Confidential Reports in respect of the Officers working in Legal cadre as shown in Annexure – 'A' attached herewith.

3. The revised delegation of powers shall be applicable for Annual Confidential Reports being recorded for the year **2012-13** and onwards. However, the **Annual Confidential Reports** for the year 2011-12 shall be recorded by the authorities as hitherto before.

4. This Administrative Circular is made available on Company's Intranet and no hardcopy is sent to any office.

Encl: Annexure – 'A'

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

**ANNEXURE – ‘A’**  
(To Adm.Cir.No.377 dt.03/01/2012)

**DELEGATION OF POWERS FOR RECORDING, COUNTERSIGNING  
AND ACCEPTING THE ANNUAL CONFIDENTIAL REPORTS OF  
THE OFFICERS WORKING IN LEGAL CADRE.**

Existing Authority				Revised Authority		
Category	Reporting Officer	Counter signing Officer	Accepting Authority	Reporting Officer	Counter signing Officer	Accepting Authority
<b>Chief Legal Advisor</b>	M.D.	M.D.	M.D.	M.D.	M.D.	M.D.
<b>Legal Advisor</b>	C.L.A.	C.E. concerned	E.D.(HR)	C.E. concerned	C.L.A.	M.D.
<b>Manager (HR-Legal)</b>	C.L.A.	C.G.M. (HR)	E.D.(HR)	C.L.A.	C.G.M. (HR)	E.D.(HR)
<b>Dy.Manager (HR-Legal)</b>	C.L.A.	C.E. concerned	C.G.M. (HR)	L.A.	C.L.A.	C.G.M. (HR)
<b>Dy.Law Officer</b>	C.L.A.	C.E. concerned	E.D.(HR)	L.A./C.I.O. concerned	C.E. concerned	C.L.A.
<b>Asstt.Law Officer</b>	C.L.A.	C.E. concerned	E.D.(HR)	L.A.	C.E. concerned	C.L.A.
<b>Jr. Law Officer (Corporate Office)</b>	Dy. L.O.	C.L.A.	C.L.A.	Dy.L.O.	C.L.A.	C.L.A.
<b>Jr. Law Officer (Field)</b>	L.A.	S.E. concerned	C.L.A.	Dy. L.O.	L.A.	C.L.A.

*As 3/1/12*