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No. HR/PA Cell/CR/Deputation  
MAHARASHTRA STATE ELECTRICITY  
DISTRIBUTION COMPANY LTD.

P.A. Cell

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## Administrative Circular No. 395 dtd. 29.02.2012

**Sub: Recording, Countersigning & Acceptance of Annual Confidential Reports of employees/officers on Deputation.**

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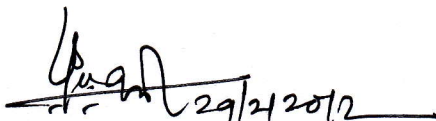
The issue regarding Recording, Countersigning & Acceptance of Annual Confidential Reports in respect of employees/officers who are on deputation, was under consideration for some time in the past.

Now the Managing Director in consultation with Director (finance), Director (Operations), Director (Projects) & Executive Director (HR) has accorded his approval, for Recording, Countersigning & Acceptance of Annual Confidential Reports in respect of employees/officers of M.S.E.D.C.L & working on deputation to various departments i.e. Mantralaya, in Government of Maharashtra & various Distribution Franchisees & other Public/Govt. Departments/utilities etc.

While issuing office orders regarding deputation of employees/officers of M.S.E.D.C.L., the following conditions shall be included in the office orders.

- 1) The C.R. forms of the concerned organisation be considered for Recording of the C.R. and it should be Countersigned & Accepted at least at the level of Principle Secretary in Energy Departments or other Govt. Departments & at the level of General Manager/In-Charge of the Distribution Franchisees etc.
- 2) The details of C.R. information of employees who are on deputation as well as communication of "Overall Grading" to these employee be submitted to the P.A. Cell as per C.R. schedule of M.S.E.D.C.L.

This Circular is made available on INTRANET of M.S.E.D.C.L.

  
(Vijay B Bagul)

Chief General Manager (HR)