

GAD/Gr.VIII/O&M/F.No.5  
M.S. Electricity Distribution Co.Ltd.  
Estrella Batteries Exp. Bldg.,  
Dharavi Rd., Matunga,  
Mumbai-400 019.

## **ADMINISTRATIVE CIRCULAR NO.04 DT.10.10.2005.**

Sub: Standard of performance for employees working in General Administration Department.

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The issue regarding prescribing the standard of performance for the employees working in the General Administration Department (GAD) was under consideration of the Company for some time past.

2. Now, the M.D. has prescribed the standard of performance which specifies the time limit for disposal and also penalty on account of failure to adhere to the time limit prescribed as indicated in Annexure-'A'.

3. All the Heads of Zone, Circle, Division, Sub-Dn. and all Sectional Heads in Corporate Office are requested to bring the standard of performance to the notice of all employees working in GAD and ensure strict compliance thereof. The GAD Guardian Officer of the respective area shall also ensure that the standard of performance is strictly implemented in their area.



(S.V.Patil)  
General Manager(P)

To,  
All as per mailing list of DISCOM in the  
field and Corporate Office, Mumbai.

**M.S. Electricity Distribution Company Ltd.  
Standard of Performance for G.A.D.**

Sr. No.	Activity	Standard for disposal	Penalty payable
1.	Drawal of Increment	Same month in which due except - - Passing of Marathi language Exam. - Probationer	Rs.10/- day from the 1 <sup>st</sup> of next month till the date of drawal of increment.
2.	TA Bill/OT Bill/Leave Encashment/ Medical reimbursement Bill (sanctioned) and other misc. claims.		
	a) Submission of claim S/D to Division.	3 days	Rs.10/- per day after 3 <sup>rd</sup> day.
	b) GAD of Dn.Office to Audit Dn.Office	3 days	-do-
	c) Audit to Cashier	9 days	Rs.10/- per day after 9 <sup>th</sup> day.
	Claims to be ready for payment within fortnight.	<u>15 days</u>	
3.	Higher grade benefit under G.O.74/ G.O.111 due in quarter.		
	a) Division level	10 <sup>th</sup> of a month after ending of quarter.	Rs.10/- per day after 10 <sup>th</sup> of a month.
	b) Circle level	20 <sup>th</sup> of a month after ending of quarter.	Rs.10/- per day after 20 <sup>th</sup> of a month after ending quarter.
	c) H.O. level	End of month after ending of quarter.	Rs.10/- per day after end of the month of quarter.
4.	Confirmation or extending probation period.		
	a) Division level	7 days after due date	Rs.10/ per day after 7 <sup>th</sup> day of due date.
	b) Circle level	30 days after due date	Rs.10/ per day after 30 <sup>th</sup> day of due date.
	c) Zone level	-do-	-do-
	d) H.O. level	-do-	-do-

5.	Medical Advance	3 days after receipt of application.	Rs.10/ per day after 3 <sup>rd</sup> day.
6.	Medical Reimbursement		
	a) S/D to Dn. Office	3 days	Rs.10/- per day after 3 <sup>rd</sup> day.
	b) Dn. office to Zonal Office	7 days	Rs.10/- per day after 7 <sup>th</sup> day.
	c) Zone office to dispose (communicate sanction)	15 days	Rs.10/- per day after 15 days.
7.	Gratuity	30 days after it became due	Rs.10/-/ per day after 30 <sup>th</sup> day.
8.	CPF final claim settlement (From the date of receipt of Form)		
	a) GAD to Audit	7 days	Rs.10/- per day after 7 days.
	b) Audit to GAD	7 days	-do-
	c) GAD to Trust in H.O.	3 days	Rs.10/- per day after 3 <sup>rd</sup> day.
9.	Disposal of Govt. reference/ Replies to Minister/MPs/MLAs/ VIPs.		
	- Acknowledgement	3 days	Rs.10/ per day after 3 <sup>rd</sup> day.
	- Detailed examination & reply	7 days	Rs.10/ per day after 7 <sup>th</sup> day.
10.	Submission of return/information (including statutory returns)	By due date/stipulated date.	Rs.10/- per day after due date/ stipulate day.
11.	Disposal of reference/representa- tion which requires study and detailed examination.	30 days from the date of receipt.	Rs.10/ per day after 30 <sup>th</sup> day.

**Note:**

- 1) 'Day' will be counted from the date of receipt by dealing assistant on marking by the Supervisory/Controlling officer.
- 2) Day means working day and does not include holidays.
- 3) The Controlling Officers will have discretion to extend time limit if he is satisfied that the dealing assistant was entrusted with some other urgent assignment and therefore standard of disposal could not be maintained.
- 4) The penalty will be levied under minor lapses and no detailed procedure will required to be followed by the authorities prescribed under Regulation 87(b) of the MSEB Employees' Service Regulations.