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Administrative Circular No. 404 dtd. 02-04-2012

Sub: Revised Delegation of powers for Recording, Countersigning & Acceptance of Annual Confidential Reports in respect of employees working as Enquiry Officers.

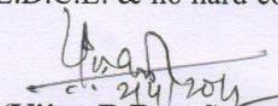
The issue regarding Recording, Countersigning & Acceptance of Annual Confidential Reports in respect of employees who are working as **Enquiry Officers**, was under consideration for some time in the past.

Now, the Managing Director in consultation with Executive Director (HR) has accorded his approval, to revise the existing delegation of powers for Recording, Countersigning & Acceptance of Annual Confidential Reports in respect of employees working as Enquiry Officers in Regional Executive Director Offices & O&M Zones of MSEDCL, as shown below:-

Existing Delegation				Revised Delegation			
Category	Reporting Officer	Counter-signing Officer	Accepting Authority	Category	Reporting Officer	Counter-signing Officer	Accepting Authority
E.E. (Enquiry)	Jt. Dir. (P)	C.E. Of the Zone	Member (Adm)/ Secy.	Manager (HR-Enquiry)	D.G.M (HR) R.E.D. Office	C.G.M. (HR)	E.D. (HR)
Dy. E.O. (Enquiry)	Jt. Dir. (P)	C.E. Of the Zone	Member (Adm)/ Secy.	E.E. (Enquiry)	D.G.M. (HR) R.E.D. Office	C.G.M. (HR)	E.D. (HR)
A.P.O (Enquiry)	Jt. Dir. (P)	C.E. Of the Zone	Member (Adm)/ Secy.	Dy. Man. (HR-Enquiry)	C.E. Of the Zone	C.G.M. (HR)	E.D. (HR)
-	-	-	-	Asstt. Man. (HR-Enquiry)	C.E. Of the Zone	C.G.M. (HR)	E.D. (HR)

The revised delegation of powers shall be applicable for Annual Confidential Reports being recorded for the year 2012-2013 & onwards. However, the Annual Confidential Report for the year 2011-2012 shall be recorded by the authorities as hitherto before.

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(Vijay B Bagul)

Chief General Manager (HR)