

Administrative Circular No. 417 dtd. 25.06.2012

Sub:- Revised Delegation of powers for Recording, Countersigning & Accepting of Annual Confidential Reports of the Asstt. Engineer (Dist.) working in Small Training Centre.

Ref.:- Correction Slip No. 39 dtd. 02.04.1996 to G.O. 10(P) dtd. 25.10.1962.

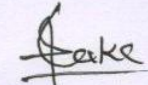
The company has its independent training & safety department. The Small Training Centre are located at circles for imparting the training to pay group III & IV employees. The Asstt. Engineer (Dist.) is in-charge of these Small Training Centres. The performance appraisal of these Small Training Centre in-charge's is required to be assessed by the concerned functional authority for further development/improvement and recording in their Annual Confidential Report.

2. This matter has been examined thoroughly and the Managing Director, M.S.E.D.C.L. in consultation with the Executive Director (HR) has accorded approval to include the Chief Engineer (T&S) and Executive Director (HR) for Countersigning and Accepting of the Confidential Reports in respect to Asstt. Engineer (Dist.) of Small Training Centre as under -

Existing					Revised		
Sr. No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Counter-signing Officer	Accepting Authority
1	2	3	4	5	6	7	8
1	A.E. (Dist.) (Small Training Centre)	Officer not below the rank of Executive Engineer	Officer not below the rank of Superintending Engineer	Officer not below the rank of Chief Engineer	Superintending Engineer of the Circle	Chief Engineer (T&S)	Executive Director (HR)

3. The revised delegation of powers shall be applicable for the Confidential Reports for the year 2012-13 and onwards.

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


 (Sandesh Hake)
Chief General Manager (HR)