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**ADMINISTRATIVE CIRCULAR NO. 446 DATE 20 / 02 / 2013**

Sub : Grant of Higher Grade Benefit under G.O.74(P) dt.30/04/1974 and G.O.111(P) dt.13/05/1982 – Revising the procedure thereof.

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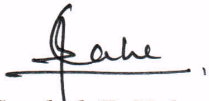
The Higher Grade benefits to the Officers/employees on 1<sup>st</sup> & 2<sup>nd</sup> occasions as a de-stagnation measure are being granted in accordance with the provisions of G.O 74(P) dtd. 30/04/1974 and G.O.111(P) dt.13/05/1982. Further, this benefit is extended on 3<sup>rd</sup> occasion to the employees who have completed 28 years of continuous service in erstwhile MSEB and MSEDCL vide Adm.Cir.No.304 dt.28/07/2010. However, considering the mechanism for granting the higher grade benefits and number of cases pending at various levels of offices, the issue of reviewing the existing procedure of granting of Higher Grade Benefit to employees was under consideration sometime in the past.

2. Now, the Managing Director in consultation with Director (Finance), Director (Operations) and Director(Projects) has accorded approval as under –

- a) For grant of higher grade benefit to the employees, the existing Committees are to be dispensed and the Competent Authority to grant the higher grade benefit shall be as under -
- |       |   |   |
|-------|---|---|
| (i)   | Division wise seniority employees                     | Supdtg.Engineer of the Circle in consultation with Asstt. Manager(HR) & BC Member.          |
| (ii)  | Circle wise seniority employees                       | Chief Engineer of the Zone in consultation with Manager(HR) & BC Member.                    |
| (iii) | State wise seniority employees (upto Selection Posts) | CGM(HR-TE)/GM(HR-NTE) in consultation with Manager(HR-DC) & BC Member as the case may be.   |
| (iv)  | State wise seniority employees (Selection Posts)      | Concerned Functional Director in consultation with ED(HR), CGM(HR)/ CGM(HR-TE) & BC Member. |

Note : To grant the higher grade benefit to the employees falling under Division and Circle wise seniority and working in Corporate Office, the Competent Authorities as notified vide C.S. No.27 dtd. 21/05/1998 to G.O.74(P) dtd. 30/04/1974 shall remain unchanged.

- b) The performance of the employees for previous year of the due date is to be reviewed and if the performance is graded as Good and above, the Higher Grade Benefit (HGB) is to be granted on due date i.e. on completion of 6 / 9 / 28 years as the case may be. In short, if the performance of the employee is recorded as "Average" (in case of BC employees "Poor" ) in any of previous three / five years of the due date, the employee will not be eligible for grant of higher grade benefit. However, the performance shall be reviewed and grant of benefit can be considered subsequently by reviewing his performance. Relaxation in qualifying criteria wherever applicable shall be continued without any equalization by compensating with performance.
- c) The disciplinary action record for grant of HGB on due date is to be verified. If employee is entitled for full pay and allowances on due date the HGB is to be considered and in case on due date the employee is not entitled for full pay and allowances the HGB is to be rejected and in future as and when he is entitled for full pay and allowances, the HGB is to be granted on that date.
- d) In case of Backward Class employees (other than OBC category), if employee is fulfilling (b) & (c) above and having caste validity certificate, the HGB is to be granted on due date. If the employee is not having caste validity certificate, the HGB is to be granted from the date of caste validity provided he fulfills (b) & (c) above on the date of caste validity.
- e) The above provisions shall be applicable from 01/01/2013. The cases of the employees with due date upto 31/12/2013 shall be finalized by the concerned authority by 31/03/2013 based on existing criteria as on due date. The in-charge of concerned HR Department shall be held responsible for non-finalization of the pending cases and disciplinary action will be initiated against the defaulters by fixing the responsibility.
- f) For finalizing the G.O.74 / G.O.111 cases the meeting of the Committee as brought out above shall be held on 1<sup>st</sup> Thursday of the quarter i.e. January, April, July and October of the year. In case 1<sup>st</sup> Thursday happens to be a holiday then the meeting is to be held on next working day of the month.
3. The other terms and conditions laid down in G.O.74(P) dt.30/04/1974, G.O.111(P) dated 13/05/1982 and Adm.Cir.No.304 dt.28/07/2010 alongwith corrections/clarifications issued thereon from time to time shall remain unchanged and equally applicable as hitherto before.
4. The above instructions shall come into force from the date of issue of this Administrative Circular. The applications already received in this regard if any, shall be dealt in accordance with the above changes..
5. This Administrative Circular is made available on Company's Intranet and no hardcopy is sent to any office.

  
( Sandesh E. Hake )  
Chief General Manager(HR)



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**Date : 08.03.2013**

## **CORRIGENDUM**

**( To Administrative Circular No.446 dated 20/02/2013 )**

Sub : Grant of Higher Grade Benefit under G.O.74(P) dt.30/04/1974 and G.O.111(P) dt.13/05/1982 – Revising the procedure thereof.

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The revised procedure for grant of higher grade benefit under G.O.74(P) dt.30/04/1974 and G.O.111(P) dt.13/05/1982 for MSEDCL employees was circulated vide Adm.Cir.No. 446 dated 20/02/2013. Now, Para No 2.(b) and Para No.2(e) shall be read as follows –

**Para 2. b)** *The performance of the employees for previous years of the due date is to be reviewed and if the performance is graded as Good and above, the Higher Grade Benefit (HGB) is to be granted on due date i.e. on completion of 6 / 9 / 28 years as the case may be. In short, if the performance of the employee is recorded as "Average" (in case of BC employees "Poor") in any of previous three / five years of the due date, the employee will not be eligible for grant of higher grade benefit. However, the performance shall be reviewed and grant of benefit can be considered subsequently by reviewing his performance. Relaxation in qualifying criteria wherever applicable shall be continued without any equalization by compensating with performance.*

**Para 2. e)** *The above provisions shall be applicable from 01/01/2013. The cases of the employees with due date upto 31/12/2012 shall be finalized by the concerned authority by 31/03/2013 based on existing criteria as on due date. The in-charge of concerned HR Department shall be held responsible for non-finalization of the pending cases and disciplinary action will be initiated against the defaulters by fixing the responsibility.*

2. The other terms and conditions of the Administrative Circular No.446 dt.20/02/2013 shall remain unchanged.

3. This Corrigendum is made available on Company's Intranet and no hardcopy is sent to any office.

**( Sandesh E. Hake )**  
**Chief General Manager(HR)**



**CORRIGENDUM**  
**(To Administrative Circular No. 446 Dt. 20.02.2013)**

**SUB: Grant of Higher Grade Benefit under G.O. 74(P) Dt. 30.04.1974 and G.O. 111(P) Dt. 13.05.2013- Revising the procedure thereof.**

The revised procedure for grant of higher grant benefit under G.O. 74(P) Dt. 30.04.1974 and G.O. 111 (P) Dt. 13.05.1982 for MSEDCL employees is circulated vide Administrative Circular No. 446 Dt. 20.02.2013 and Corrigendum No. HRD/O&M/F.No.283/07092 Dt. 08.03.2013. Now, Para 2(c) shall be read as follows:-

**Para 2.c) The disciplinary action record for grant of HGB on due date is to be verified. If employee is entitled for full pay and allowances as on due date the HGB is to be considered and in case on due date the employee is not entitled for full pay and allowance the HGB is to be rejected and in future as and when he is entitled for full pay and allowance, the HGB is to be granted on that date. *The review of the disciplinary action cases/reports for prior period of 3 years/5 years of due date is dispensed. However the higher grade benefit may not be granted in the following circumstances to the employees on due date:-***

- a) Employee is under suspension.*
- b) The suspension period has been treated as a punishment.*
- c) ACB case is going on in the Court (Including appeal by ACB Dept.)*
- d) The employee involved in fraud, money laundering, etc. and Disciplinary Action is going on.*
- e) The employee has been involved in criminal case and case is pending in the court.*

2. The other terms and conditions of the Administrative Circular No. 446 Dt. 20.02.2013 read with Corrigendum No. HRD/O&M/F.No.283/07092 Dt. 08.03.2013 shall remain unchanged. The HGB cases already decided and benefit is granted, need not be reopened.

3. The above instructions shall come into force from the date of issue of this Corrigendum.

4. This Corrigendum is made available on Company's e-Library.

  
**(Cdr. Shivaji Indalkar (Retd.)  
Chief General Manager (HR)**