



MAHAVITARAN

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HRD/O&M/F.No.5/

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ADMINISTRATIVE CIRCULAR NO. 452 DATE 30 / 03 / 2013

Sub : Revision of delegation of powers for Reporting, Countersigning and Accepting the Annual Confidential Reports in respect of employees in Non Technical cadre.

The procedure for maintaining confidential reports in respect of Officers/Employees has been laid under various circulars, G.S.O. and the instructions regarding writing of confidential reports in fairly appropriate manner were also issued in the past from time to time. Accordingly, the Authorities for reporting countersigning and accepting the Annual Confidential Reports of the employees in Non-Technical cadre has been appointed vide C.S.No.39 dt.02/04/1996 to G.O.10 (P) dt.25/10/1962.

2. As such, the issue regarding recording of performance of the officers/employees by considering the KPIs/KRAs has been examined and modification in the authorities appointed in respect of certain categories in Non-Technical cadre working in the field was under consideration for sometime in the past.

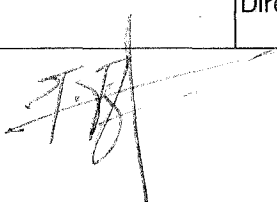
3. Now, the Managing Director in consultation with Director (Finance), Director (Operations) and Director (Projects) has accorded approval to modify the authorities for recording, countersigning and accepting the Annual Confidential Reports of the employees/officers in Non-Technical Cadre as per Annexure – A enclosed herewith.

4. The concerned are requested to take a note of above changes for recording, countersigning and accepting the Annual Confidential Report and the Confidential Reports for the year 2012-13 for the categories mentioned therein shall be recorded/countersigned/accepted as per these revised authorities.

5. This Administrative Circular is made available on Company's Intranet and no hard copy is sent to any office.

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

HR CADRE							
Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
1	Executive Director(HR)	SINCE THE POST IS BEING FILLED ON CONTRACTUAL BASIS ANNUAL PERFORMANCE IS NOT REPORTED					
2	Chief General Manager(HR)/(HR-TE)	Executive Director (HR)	Managing Director	Managing Director	Executive Director (HR)	Managing Director	Managing Director
3	General Manager(HR)	Chief General Manager(HR)/(HR-TE)	Executive Director (HR)	Managing Director	Chief General Manager(HR)/(HR-TE)	Executive Director (HR)	Managing Director
4	Dy.General Manager (HR) working in Corporate Office	Chief General Manager (HR)/General Manager(HR) as the case may be	Executive Director (HR)	Managing Director	Officer not below the rank of Chief General Manager (HR)	Executive Director (HR)	Managing Director
5	Dy.General Manager(HR) working in Field				Officer not below the rank of Chief Engineer	Executive Director (HR)	Managing Director
6	Manager(HR) in Corporate Office	Officer not below the rank of Dy.General Manager(HR)	Officer not below the rank of General Manager(HR)	Executive Director (HR)	Officer not below the rank of Dy.General Manager(HR)	Officer not below the rank of Chief General Manager (HR)/(HR-TE)	Executive Director (HR)
7	Manager (HR) in Field	Chief Engineer	Chief General Manager(HR)	Executive Director (HR)	Chief Engineer	Chief General Manager(HR)	Executive Director (HR)
8	Dy.Manager(HR) in Corporate Office	Officer not below the rank of Manager(HR)	Officer not below the rank of Dy.General Manager(HR)	Officer not below the rank of Chief General Manager (HR)/Executive Director(HR)	Officer not below the rank of Manager (HR)	Officer not below the rank of Dy.General Manager(HR)	Officer not below the rank of Chief General Manager (HR)/Executive Director (HR)



Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
9	Dy.Manager (HR) in Field	Officer not below the rank of Manager (HR)	Officer not below the rank of Dy.General Manager (HR)	Officer not below the rank of Chief General Manager(HR)	Officer not below the rank of Manager (HR)	Chief Engineer concerned	Officer not below the rank of Executive Director (HR) in Corporate Office
10	Assistant Manager(HR) in Corporate Office	Officer not below the rank of Dy. Manager (HR)	Officer not below the rank of Manager (HR)	Officer not below the rank of Chief General Manager (HR/HR-TE)/ General Manager (HR)	Officer not below the rank of Dy. Manager (HR)	Officer not below the rank of Manager (HR)	Officer not below the rank of Chief General Manager (HR/HR-TE)/ General Manager(HR)
11	Assistant Manager(HR) in Zone	Officer not below the rank of Manager(HR)/ Dy. Manager (HR)	Chief Engineer concerned	Executive Director (HR)	Officer not below the rank of Manager(HR)/ Dy. Manager (HR)	Chief Engineer concerned	Executive Director (HR)
12	Assistant Manager(HR) in Circle	Officer not below the rank of Manager(HR)/ Dy. Manager (HR)	Chief Engineer concerned	Executive Director(HR)	Officer not below the rank of Manager(HR)/ Dy. Manager (HR)	Superintending Engineer concerned	Chief General Manager(HR)
13	Jr.Manager (HR) in Corporate Office	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Manager(HR)/ Dy. Manager (HR)	Officer not below the rank of General Manager (HR) /Chief General Manager (HR-TE) as the case may be	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Manager(HR)/ Dy.Manager (HR)	Officer not below the rank of General Manager(HR) / Chief General Manager (HR-TE) as the case may be
14	Jr.Manager (HR) in Zone	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Manager(HR)/ Dy. Manager (HR)	Chief Engineer	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Manager(HR)/ Dy. Manager (HR)	Chief Engineer
15	Jr.Manager (HR) in Circle	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Manager (HR)/ Dy. Manager (HR)	Chief Engineer	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Superintending Engineer	Chief Engineer

Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
16	Jr. Manager (HR) in Division	Officer not below the rank of Executive Engineer	Officer not below the rank of Manager (HR)	Chief Engineer	Officer not below the rank of Executive Engineer	Officer not below the rank of Manager (HR)	Chief Engineer
17	Sr. Clerk/ Establishment Assistant / Head Clerk in Corporate Office	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Manager (HR)/ Dy. Manager (HR)	Officer not below the rank of General Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Manager (HR)/ Dy. Manager (HR)	Officer not below the rank of General Manager (HR)
18	Sr. Clerk / Establishment Assistant / Head Clerk in Field	Officer not below the rank of Jr. Manager (HR) (To be written by Executive Engineer in Division where no Jr. Manager (HR) exists)	Officer not below the rank of Executive Engineer	Officer not below the rank of Superintending Engineer	Officer not below the rank of Jr. Manager (HR)	Officer not below the rank of Executive Engineer	Officer not below the rank of Superintending Engineer
19	Upper Division Clerk (HR)/Lower Division Clerk (HR) in Corporate Office	Officer not below the rank of Jr. Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Jr. Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Assistant Manager (HR)
20	Upper Division Clerk (HR) / Lower Division Clerk (HR) in field	Officer not below the rank of Jr. Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Sub Divisional Officer for Sub Division, Jr. Manager (HR) for Division & Officer not below the rank of Assistant Manager (HR) for Circle & Zone	Officer not below the rank of Manager (HR)	Superintending Engineer /Chief Engineer as the case may be

Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
21	Daftary/Peon in Corporate Office	Officer not below the rank of Jr.Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Jr.Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Assistant Manager (HR)
22	Daftary/Peon in field	Officer not below the rank of Jr.Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Assistant Manager (HR)	Sub Divisional Officer for Sub Division and Jr.Manager (HR) for Division /Circle and Zone	Officer not below the rank of Assistant Manager (HR)	Officer not below the rank of Executive Engineer in Circle Office

ACCOUNTS CADRE

Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
1	Chief General Manager (CF)/(CA)/(IA)	Director(Finance)	Managing Director	Managing Director	Director(Finance)	Managing Director	Managing Director
2	General Manager (F&A) working in Zonal Office	Chief Engineer concerned	Director (Finance)	Managing Director	Chief Engineer concerned	Director (Finance)	Managing Director
3	General Manager (F&A) working in Corporate Office	Officer not below the rank of Chief General Manager	Director (Finance)	Managing Director	Officer not below the rank of Chief General Manager	Director (Finance)	Managing Director
4	Manager(F&A)	Officer not below the rank of General Manager (F&A)	Chief General Manager (CF)/(CA)/(IA) as the case may be	Director (Finance)	Chief Engineer for field & General Manager (F&A) for Corporate Office	Chief General Manager (CF) for field. Chief General Manager (CF)/(CA)/(IA) for Corporate Office	Director (Finance)

Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
5	Dy.Manager (F&A) in field.	Officer not below the rank of Superintending Engineer	Officer not below the rank of Chief General Manager (CF)	Director (Finance)	Officer not below the rank of Superintending Engineer	Officer not below the rank of Chief General Manager (CF)	Director (Finance)
6	Dy.Manager (F&A) in Corporate Office	Officer not below the rank of Manager(F&A)	Officer not below the rank of General Manager (F&A)/ Chief General Manager (CF)	Director (Finance)	Officer not below the rank of Manager (F&A)	Officer not below the rank of General Manager (F&A)/ Chief General Manager (CF)	Director (Finance)
7	Assistant Manager (F&A) in Corporate Office	Officer not below the rank of Dy.Manager (F&A)	Officer not below the rank of Manager (F&A)/General Manager (F&A)	Officer not below the rank of Chief General Manager (CF) and equivalent	Officer not below the rank of Dy.Manager (F&A)	Officer not below the rank of Manager (F&A)/General Manager (F&A)	Officer not below the rank of Chief General Manager (CF) and equivalent
8	Assistant Manager (F&A) in Zonal Office	Officer not below the rank of Dy.Manager (F&A)	Officer not below the rank of Manager (F&A)/General Manager (F&A)	Officer not below the rank of Chief General Manager (CF) and equivalent	Officer not below the rank of Dy.Manager (F&A)	Officer not below the rank of Superintending Engineer of Circle	Officer not below the rank of Chief General Manager (CF) and equivalent
9	Assistant Manager (F&A) in Circle Office	Officer not below the rank of Superintending Engineer	Officer not below the rank of General Manager (F&A)	Officer not below the rank of Chief General Manager (CF) and equivalent	Officer not below the rank of Superintending Engineer	Officer not below the rank of General Manager (F&A) of Zone	Officer not below the rank of Chief General Manager (CF) and equivalent
10	Jr.Manager (F&A) working in Corporate Office	Officer not below the rank of Assistant Manager (F&A)/ Executive Engineer as the case may be	Officer not below the rank of Dy.Manager (F&A)/ Manager (F&A)/ Superintending Engineer as the case may be	Officer not below the rank of Chief General Manager (CF) and equivalent	Officer not below the rank of Assistant Manager (F&A)/ Executive Engineer as the case may be	Officer not below the rank of Dy.Manager (F&A)/ Manager (F&A)/ Superintending Engineer as the case may be	Officer not below the rank of Chief General Manager (CF) and equivalent

Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
11	Jr..Manager (F&A) working in Zone/Circle	Officer not below the rank of Assistant Manager (F&A)	Officer not below the rank of Dy.Manager (F&A)/ Superintending Engineer as the case may be	Officer not below the rank of General Manager (F&A)/ Chief General Manager (CF) as the case may be	Officer not below the rank of Assistant Manager (F&A)	Officer not below the rank of Dy.Manager (F&A)/ Superintending Engineer as the case may be	Chief Engineer of Zone
12	Jr.Manager (F&A) working in Division	Officer not below the rank of Executive Engineer	Officer not below the rank of Superintending Engineer	Officer not below the rank of Chief General Manager (CF)	Officer not below the rank of Executive Engineer	Officer not below the rank of Superintending Engineer	Officer not below the rank of Chief General Manager (CF)
13	Assistant Accountant / Assistant Auditor in Corporate Office	Officer not below the rank of Jr.Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)	Dy.Manager (F&A)/ Manager (F&A) as the case may be	Officer not below the rank of Jr.Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)	Dy.Manager (F&A)/ Manager (F&A) as the case may be
14	Assistant Accountant working in Civil Division, Corporate Office Bandra	Jr. Manager (F&A)	Executive Engineer (Civil)	Executive Director (HR)	As per independent Zone		
15	Assistant Accountant / Assistant Auditor working in field (i.e. Zone/Division/ Sub Division)	Jr. Manager (F&A)	Officer not below the rank of Executive Engineer /Superintending Engineer as the case may be	Dy.Manager (F&A)/ Manager (F&A)/ General Manager (F&A) of the concerned Zone as the case may be	Sub Divisional Officer for Sub Division and Jr.Manager (F&A) for Division and Zone	Officer not below the rank of Executive Engineer / Superintending Engineer as the case may be	Superintending Engineer / Chief Engineer as the case may be
16	Assistant Accountant / Assistant Auditor working in Circle	Officer not below the rank of Jr. Manager (F&A)	Officer not below the rank of Executive Engineer	Dy.Manager (F&A)/ Manager (F&A)/ General Manager (F&A) of the concerned Circle as the case may be	Jr.Manager (F&A) of the Circle	Officer not below the rank of Executive Engineer / Superintending Engineer as the case may be	Superintending Engineer / Chief Engineer as the case may be

Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
17	Upper Division Clerk (A/cs)/Lower Division Clerk (A/cs) in Corporate Office	Officer not below the rank of Jr.Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)	Officer not below the rank of Jr.Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)
18	UDC(A/cs)/LDC (A/cs) in field	Officer not below the rank of Jr.Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)	Officer not below the rank of Assistant Manager (F&A)	Sub Divisional Officer for Sub Division. & Jr.Manager (F&A) for Dn./Circle &Zone	Officer not below the rank of Executive Engineer / Superintending Engineer as the case may be	Superintending Engineer/Chief Engineer as the case may be

I.T. CADRE

Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
1	Chief General Manager (IT)	Director(Finance)	Managing Director	Managing Director	Director (Finance)	Managing Director	Managing Director
2	General Manager (IT)	Chief General Manager (IT)	Director (Finance)	Managing Director	Chief General Manager (IT)	Director (Finance)	Managing Director
3	Dy.General Manager (IT)	General Manager (IT) for Corporate Office, Chief Engineer for field.	Chief General Manager (IT) and Executive Director concerned or in his absence Chief Engineer concerned	Director(Finance)	General Manager (IT) for Corporate Office, Chief Engineer for field.	Chief General Manager (IT)	Director(Finance)



Sr.No.	Category	EXISTING			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
4	System Analyst	Dy.General Manager (IT) (Chief Engineer for field) where there is no post of Dy.General Manager (IT)/ General Manager (IT) (For Corporate Office)	Chief Engineer for field. Chief General Manager (IT) for Corporate Office	Director(Finance)	Dy.General Manager (IT)/ General Manager (IT) for Corporate Office & Chief Engineer for field.	Chief General Manager (IT)	Director(Finance)
5	Programmer	System Analyst	Dy.General Manager(IT)/Chief Engineer where there is no post of Dy.General Manager(IT)	Chief General Manager (IT)	Superintending Engineer for field & Dy.General Manager (IT) for Corporate Office.	General Manager (IT)	Chief General Manager (IT)
6	Assistant Programmer/ Computer Operator	Programmer	System Analyst	System Analyst where there is no post of Dy.General Manager (IT)/ General Manager (IT)	System Analyst	Superintending Engineer for Field Dy.General Manager (IT)/ General Manager (IT) for Corporate Office	Chief General Manager (IT)
7	Junior Programmer/ Asstt. Computer Operator	Shift Incharge	System Analyst where there is no post of Dy.General Manager (IT)/ General Manager (IT)	System Analyst where there is no post of Dy.General Manager (IT)/ General Manager (IT)	System Analyst	Superintending Engineer for Field Dy.General Manager (IT)/ General Manager (IT) for Corporate Office	Chief General Manager (IT)