



**MAHAVITARAN**  
Maharashtra State Electricity Dist.Co.Ltd  
(A Govt. of Maharashtra Undertaking)  
CIN : U40109MH2005SGC153645  
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HRD/PA Cell/  
Maharashtra State Electricity Distribution Co.Ltd.  
Plot No.G-9, Prakashgad  
Prof. Anant Kanekar Marg  
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**Telephone No. : 022-26472131/26474211**  
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**ADMINISTRATIVE CIRCULAR NO. 506 DATE 18 / 04 / 2015**

**Sub:** Revision in delegation of powers for Reporting, Reviewing, Countersigning and Accepting of Annual Confidential Reports in respect of employees working in field.

**Read:-** 1. Correction Slip No. 39 dt.02/04/1996 to G. O. 10(P) dt. 25/10/1962.  
2. Administrative Circular No. 199 dt. 31/12/2008.

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The instructions regarding writing of Annual Confidential Reports of various officers / employees working in the Company have been issued and the Authorities to Reporting, Reviewing, Countersigning and Accepting the ACRs are modified vide Correction Slip No. 39 dt.02/04/1996 to G. O.10(P) dt. 25/10/1962 & Administrative Circular No.199 dt. 31/12/2008. Considering the functionality and to have proper assessments of the performance, the issue regarding revision of delegation of power for Reporting/Reviewing/Countersigning and Accepting of Annual Confidential Report in respect of officers/ employees working in field was under consideration sometime in the past.

2. Now, the Board of Directors vide Resolution No.372 dtd. 13<sup>th</sup> March 2015 have accorded approval for revising delegation of powers for Reporting,/Reviewing,/ Countersigning and Accepting of Annual Confidential Report in respect of the Officers working in Field as shown in Annexure- 'A' enclosed to this Administrative Circular.

3. The revised delegation of powers shall be applicable for Annual Confidential Reports being recorded for the year 2014-15 and onwards. However, the Annual Confidential Reports for the year 2013-14 shall be recorded by the authorities as hitherto before.

4. This Administrative Circular is available on Company's R-APDRP portal.

**Encl:** Annexure- 'A'

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

**Annexure 'A'**

Sr. No	Category	Existing Authority					Revised Authority				
		Reporting	Review-I	Review-II	Countersign	Accepting	Reporting	Review-I	Countersign	Accepting	
1	Chief Engineer (Dist.)	Regional Executive Director	-	-	Director (Operations)	Managing Director	Director (Operations)/ Director (Projects)	-	Managing Director	Managing Director	
2	Superintending Engineer (Dist)	Chief Engineer	Regional Executive Director	-	Director (Operations)	Managing Director	Chief Engineer.	-	Director (Operations)/ Director (Projects)	Managing Director	
3	Executive Engineer (Dist)	Superintending Engineer	Chief Engineer	Regional Executive Director	Director (Operations)	Managing Director	Superintending Engineer	Chief Engineer.	Director (Operations)/ Director (Projects)	Managing Director	

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