



MAHAVITARAN
Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
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HRD/PA Cell/
Maharashtra State Electricity Distribution Co.Ltd.
Plot No.G-9, Prakashgad
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ADMINISTRATIVE CIRCULAR NO. 508 DATE 20 / 04 / 2015

Sub: Revision in delegation of powers for Reporting, Countersigning and Accepting of Annual Confidential Reports in respect of employees working in I.T.Cadre.

Read:- Administrative Circular No. 452 dated 30/03/2013.

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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/Countersigning and Accepting the ACRs are modified vide Administrative Circular No.452 dt.30/03/2013. Considering the functionality and to have proper assessments of the performance, the issue regarding revision of delegation of powers for Reporting/Countersigning and Accepting of Annual Confidential Report in respect of officers/ employees working in IT Cadre was under consideration sometime in the past.

2. Now, the Managing Director in consultation with Director (Finance), Director (Projects) and Director (Operations) has accorded approval for revising delegation of powers for Reporting /Countersigning and Accepting of Annual Confidential Report in respect of the Officers working in IT Cadre 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 (as per Adm. Cir. No. 452 dated 30/03/2013)			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) at Corporate Office / Zone	General Manager (IT) for Corporate Office, Chief Engineer for field.	Chief General Manager (IT)	Director (Finance)	General Manager (IT) for Corporate Office, Chief Engineer for Zone.	Chief General Manager (IT)	Director (Finance)
4	System Analyst at Corporate Office/ Zone/Circle	Dy. General Manager(IT)/ General Manager (IT) for Corporate Office & Chief Engineer for field.	Chief General Manager (IT)	Director (Finance)	Dy. General Manager (IT) for Corporate Office / Dy. General Manager (IT) of Zone for IT Center attached to Zone & Superintending Engr. of a Circle where IT center is attached to Circle	Chief General Manager (IT)	Director (Finance)

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Sr. No.	Category	EXISTING (as per Adm. Cir. No. 452 dated 30/03/2013)			REVISED		
		Reporting Officer	Countersigning Officer	Accepting Authority	Reporting Officer	Countersigning Officer	Accepting Authority
5	Programmer	Superintending Engineer for field & Dy. General Manager (IT) for Corporate Office	General Manager (IT)	Chief General Manager (IT)	System Analyst	Dy. General Manager(IT) for Corporate Office & Superintending Engineer (O&M) for field	Chief General Manager (IT)
6	Assistant Programmer/ Computer Operator	System Analyst	Superintending Engineer for field / Dy. General Manager (IT) / General Manager (IT)for Corporate Office	Chief General Manager (IT)	System Analyst	Dy. General Manager(IT) for Corporate Office & Superintending Engineer (O&M) for field	Chief General Manager (IT)
7	Junior Programmer/ Asst. Computer Operator	System Analyst	Superintending Engineer for field / Dy. General Manager (IT) / General Manager (IT) for Corporate Office	Chief General Manager (IT)	System Analyst	Dy. General Manager(IT) for Corporate Office & Superintending Engineer (O&M) for field	Chief General Manager (IT)

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