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## **ADMINISTRATIVE CIRCULAR NO. 526 DATE 08 / 12 / 2015**

Sub : Standard of selection for departmental promotion and process of review of overall grading done in the Annual Confidential Reports.  
– Arriving at the overall assessment of the employee.

Read: 1) Administrative Circular No. 256 dated 30/10/2009.  
2) Administrative Circular No. 281 dated 18/03/2010.  
3) Administrative Circular No. 310 dated 25/08/2010.

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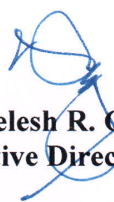
The standard of selection/benchmark for assessing the employees performance for promotion to Selection and Non Selection posts has been prescribed vide Administrative Circular No. 256 dated 30/10/2009. The procedure for arriving overall assessment of the employee for the entitlement to the promotion has also been laid down vide Administrative Circular No. 281 dated 18/03/2010.

2. However, it has been observed during the Competent Selection Committees meetings that in some of the cases the average performance of the employees whose ACRs are not countersigned/accepted are placed before the Committee as per the existing provisions. As such, to streamline the procedure for arriving at the overall assessment of the employees for consideration to the promotion was under consideration sometime in the past.

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

- a) In case the overall performance during the period of last 5 (five) years falls below benchmark then the provision for representation for review of overall performance for the last year may be considered. The maximum time limit to file representation shall be 2 (two) months from the date of publication of proceedings of the of Competent Selection Committee meeting.
- b) The up-gradation can be carried out one stage higher to the overall grading by the then concerned Countersigning and Accepting Authorities in the deserving cases after considering merit/substance in the representation of the concerned employee i.e. “Good to Very Good”, “Very Good to Outstanding”. The then Countersigning and Accepting Authority can seek remarks of the then Reporting Officer in such cases, and deal such cases strictly based on the performance.

- c) In the cases of employees who are in the zone of consideration for departmental promotion and if any of the ACR is not reported/countersigned/accepted or not available and the authority to report/countersign/accept the ACR is not in the services of the Company, the available ACR prior to the period of the last 5 (five) years are to be considered for overall assessment.
- d) In case ACRs, if the Reporting/Countersigning/Accepting Authority has not countersigned/accepted the CR in the HRMS for whatsoever reason within the prescribed period and the Authority who is countersigning/accepting is not in the services of the Company, and if the assessment is reported upon by the Reporting Authority then the assessment reported upon is to be considered to arrive overall assessment of the employee for that year.
- e) In case the ACRs are reported / reviewed in parts for the particular year, in such cases, instead of taking average grading for that particular period, the overall assessment for the longer/bigger period is to be considered over the performance recorded for the smaller period.
- f) When the Officers of the rank up to the level of Additional Executive Engineer & its equivalent are placed on deputation to Distribution Franchisees, the ACRs shall be written by the concerned Distribution Franchisee official and countersigned by the Nodal Officer and is to be accepted by the concerned Functional Director to whom the Nodal Officer reports.
- g) The provision of advance communication of outstanding performance to be done by the Reporting Officers in case of an employee who need to be graded subsequently as 'Outstanding' which is mentioned in the Circular no. ED/HR/PMS/9974 dated 03/04/2010 stands withdrawn.
4. The provisions of Administrative Circular No. 281 dated 18/03/2010 and Administrative Circular No. 310 dated 25/08/2010 shall stand suitably modified.
5. This Administrative Circular shall come into force with immediate effect. The instructions in the Circular are to be made applicable for promotion/grant of higher grade benefit under the provisions of G.O.74(P) & G.O. 111 (P) in the next ensuing meeting of Competent Selection Committee/by Competent Authority with prospective effect and no previous case shall be reopened & reprocessed.
6. This Administrative Circular is available on R-APDRP Portal of the Company.

  
(Neelesh R. Gatne)  
Executive Director (HR)

8.12.2015