



MAHAVITARAN

Maharashtra State Electricity Dist.Co.Ltd
(A Govt. of Maharashtra Undertaking)
CIN : U40109MH2005SGC153645



HRD/O&M/F.No.02-B/
Maharashtra State Electricity Distribution Co. Ltd.
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
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ADMINISTRATIVE CIRCULAR NO. 685 DATE 24 / 12 / 2024

Sub: Revised terms and conditions in Higher Grade Benefit.

Ref : 1) Administrative Circular No. 304 Dt. 28.07.2010.
2) Administrative Circular No. 342 Dt. 07.06.2011

An Anomaly Committee was constituted to discuss and propose remedy to various issues regarding anomaly due to Pay Revision for the period of 01.04.2018 to 31.03.2023. The Committee Members viz. Director (HR) of MSEDCL and MSETCL and Executive Director (HR) of MSPGCL, Director (Finance), MSEBHCL and Chief Industrial Relation Officers of all companies after examining the issues have recommended for revising the conditions prescribed for granting higher grade benefit on third occasion.

2. Now, the Chairman and Managing Director in consultation with Director (Finance), Director (Operation) and Director (HR) has accorded approval for adoption of recommendation of the Committee. Accordingly, the modalities for deciding higher grade benefit on 3rd occasion notified vide Administrative Circular No. 304 dated 28.07.2010 under para 2 (i)(a) shall be as under:

‘While granting Higher Grade Benefit on 3rd occasion, if an employee availing Basic Pay less than that of he would have received on promotion, in that case the condition of factorization of promotion given in last three years to be exempted. In other case the condition shall prevail.’

3. All other terms and conditions mentioned therein Administrative Circular No. 304 dated 28.07.2010 shall remain unchanged. Also, few examples to exempt the condition of factorization of promotion are enclosed for ready reference as Annexure ‘A’ & ‘B’.

4. It is also to be noted that as per the recommendation of the Anomaly Committee the NMR service shall not be counted for higher grade benefit on 3rd occasion.

5. This Administrative Circular is available on e-library of the Company.

Encl : Annexure – ‘A’ & ‘B’


(Bhushan D. Kulkarni)
Chief General Manager (HR)

Copy s.w.r.to:

- 1) Director (Finance) / (Operations) / (Commercial) / (Projects) / (HR), MSEDCL Corporate Office, Mumbai.
- 2) Jt. Managing Director, MSEDCL, Regional Office, Chhatrapati Sambhajanagar/Kalyan.
- 3) Regional Director, MSEDCL, Regional Office, Pune/ Nagpur.
- 4) Executive Director (S&E)/(Finance)/ (B&R)/(HR) MSEDCL Corporate Office, Mumbai.

Copy forwarded w.c.to:

- 1) Chief General Manger (T/E)/(C.F.)/(I.A)/(C.A)/(I.T)/Chief Legal Advisor/Chief Investigation Officer/Company Secretary, MSEDCL, Corporate Office, Mumbai.
- 2) The Chief General Manager (T&S), MSEDCL, Eklahare, Nashik.
- 3) All Chief Engineers, MSEDCL (Corporate Office/ Field Offices).
- 4) Chief Engineer (Civil), Civil Zone, MSEDCL Corporate Office, Mumbai.

Copy to:

- 1) General Manager (HR-HRMS)/(Planning)/(HR), MSEDCL Corporate Office, Mumbai.
- 2) Chief Industrial Relation Officer/Chief Public Relation Officer, MSEDCL, Corporate Office, Mumbai.
- 3) OSD to CMD, MSEDCL Corporate Office, Mumbai.

GO 74(P)/111(P) Example No. 1

Employees ‘A’ joined on 01.03.1995 as Assistant Engineer his Promotion and HGB details are as below

Particulars	Date	Employee ‘A’ Designation	Remark
Joining	01.03.1995	AE	
1st Promotion	12.05.1999	Dy. EE	
1st HGB	12.05.2005	Addl. EE	
2nd HGB	12.05.2014	EE	
2nd Promotion (26 th Year of Service)	15.04.2021	Addl. EE	
Date of Completion of 28 years (Actual date of Eligibility)	01.03.2023	Addl. EE	He will be eligible for 3 rd HGB in the pay scale of the post of SE
In normal course ‘A’ will get 3rd HGB on 15.04.2024	15.04.2024	SE (As per Adm. Cir. 342)	After 3 Years from promotion of Addl. EE as per the conditions of Adm. Cir. No. 304 read with Adm. C.ir No.342
After exemption of rule (factorization) of promotion employee ‘A’ will get his 3 rd HGB on actual due date i.e. 01.03.2023	01.03.2023	SE	His second promotion post i.e. Addl. EE is a lower post than the post of 3 rd HGB i.e. SE. Therefore it will not affect the date of eligibility for 3 rd HGB.

Note : If the post on which an employee is promoted during 26th, 27th or 28th year of service is same or lower than 2nd HGB post received before 26th year of service in that case promotion not to be counted while granting 3rd HGB (i.e. 3rd HGB shall be granted on date on completion of 28 years of service).

Annexure – 'B'

GO 74(P)/111(P) Example No. 2

Employee 'B' joined on 01.03.1995 as LDC his Promotion and HGB details are as below

	Date	Designation	Remark
Joining	01.03.1995	LDC	
1st Promotion	12.05.1999	UDC	
1st HGB	12.05.2005	HC	
2nd HGB	12.05.2014	Dy. Mgr. (HR)	
2nd Promotion	20.08.2015	HC	
3 rd Promotion	15.12.2017	Dy. Mgr. (HR)	
4th Promotion (In 26 th Year of Service)	15.04.2021	Manager (HR)	
Completion of 28 years (Actual date of Eligibility)	01.03.2023	Sr. Mgr. (HR)	He will be eligible for 3 rd HGB in the pay scale of the post of Sr. Mgr. (HR)
In normal course he will get 3rd HGB on 15.04.2024	15.04.2024	Sr. Mgr. (HR)	After 3 Years from promotion of Manager (HR) as per the conditions of Adm. Cir No. 304 read with Adm. Cir No.342

Note : If the post of 3rd HGB is higher than the post on which an employee is promoted during 26th, 27th or 28th year of service then the conditions of Administrative Circular No. 342 dated 07.06.2011 shall prevail (i.e. 3rd HGB due date shall be extended accordingly).

AM