



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

Maharashtra State Electricity Distribution Co.Ltd
Estrella Batteries Expansion Building,
Ground Floor, Plot No. 1, Dharavi Road
Matunga, Mumbai – 400 019.
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HRD/O&M/F.No.283/16404

Date : 06.10.2020

To,


- 1. The Jt. Managing Director, M.S.E.D.C.L., Regional Office, Aurangabad and Kokan Region, Kalyan.**
- 2. The Regional Director, M.S.E.D.C.L., Regional Office, Pune and Nagpur Region.**

Sub: Guidelines to finalize Higher Grade Benefit (HGB) cases on 1st, 2nd and 3rd Occasion of Officers/ Employees of Civil Wing as per G.O. III (P).

1. The clarifications and guidelines regarding finalization of Higher Grade Benefit (HGB) as per GO 74 (P) Dt. 30.04.1974 and GO 111 (P) Dt.13.05.1982 to the Officers/ Employees of the company have been issued from time to time.
2. Now, with reference to the above subject and with a view to streamline and expedite the process of granting Higher Grade Benefit (I, II and III) as per the GO 111 (P) Dt. 13.05.1982 to the officers / employees of the Civil cadre the Competent Authority has given approval to issue the following guidelines separately for the Civil Cadre.

Sr. No.	Pay Group	Authority to grant HGB	Location for maintaining seniority
1	2	3	4
1	I (S.E and Above)	Corporate Office	Corporate Office
2	I & II	Respective Regional Office	Corporate Office
3	III (State wise)	Respective Regional Office	Corporate Office
4	III (Other than State wise)	O&M Zone	O&M Circle
5	IV	O&M Circle	O&M Division
6	I, II, III and IV in Civil Zone, Corporate Office and Civil Division, Bandra	Corporate Office	Corporate Office

3. Therefore, the respective Competent Authorities are hereby requested to follow the above guidelines and finalise the pending HGB cases in the Civil Cadre as per prevailing rules through HRMS at the earliest. Also, kindly instruct the concerned officers under your jurisdiction to do the needful immediately and ensure all eligible employees get HGB as per the rules.


(Shivaji Indalkar)
Commander (Rtd.)
Chief General Manager (HR)

Copy to:

1. The Chief Engineer (Dist.), M.S.E.D.C.L., All Zone Office
2. The Chief Engineer (T&S), M.S.E.D.C.L., Nashik.
3. The Chief Engineer (Civil), M.S.E.D.C.L., Corporate Office, Prakashgad, Mumbai.
4. The Chief General Manager (HR)/ (T/E), M.S.E.D.C.L. Prakashgad, Mumbai.
5. The Chief General Manager (IT) M.S.E.D.C.L. Prakashgad, Mumbai.
6. The General Manager (HR- DC), M.S.E.D.C.L. Prakashgad, Mumbai.
7. The General Manager (HR- HRMS), M.S.E.D.C.L. Prakashgad, Mumbai.

