

CONFIDENTIALNo. G.D/V/Confidential Report/ 270
Maharashtra State Electricity Board,
Prakashgad, 2nd Floor,
Bandra (East), Bombay-400051

Date: 29 Jan. 1990

CIRCULAR

Sub:- Writing, Countersigning & Accepting of Confidential Reports in respect of the Officers/employees by the Officers after retirement.

As per the powers delegated under C.O.10(F) dt.24-10-62 and Correction Slips issued to the same from time to time, the C.Rs. are to be recorded, countersigned and accepted by the prescribed authorities. Further as per Para-7 of Adm. Circular No.45 dt.31-3-73 the C.Rs. are required to be written at the time the Reporting Officer relinquishes the charge on his retirement. After recording the C.Rs. the same are to be submitted by the Reporting Officer to the Countersigning Authority before the date of his retirement and in case this is not done at least within a week from the date of his retirement which should be watched by the new Reporting Officer.

It is however, noticed that these provisions are not adhered to strictly and the C.Rs. continued to be sent at the residence of the retired Officer after his retirement for a long period which is not desirable. Likewise, the representations of the employees against the adverse remarks are also referred to the retired employees which is not correct in the interest of administration. In this context, it is pertinent to point out that for the obvious reasons, the C.Rs. are basically required to be recorded by the Officer to whom powers are delegated and who has actually watched the performance of the concerned employee during the particular period if such period is 4 months and above as Confidential Reports are very much material for the future prospects of an employees. It is, therefore, incumbent on the part of the concerned officer to record the Confidential Report of all such employees before relinquishing the charge of the post on his retirement, as it is not desirable to send the C.Rs. at the residence after retirement for the reasons stated above.

It is, therefore, decided by the Chairman in consultation with the Member (Adm.), Accounts Member and Technical Member that the officers who have been delegated the powers of writing and countersigning and accepting C.Rs. of the employees working under them should comply with the above instructions strictly and ensure that the C.Rs. are written, countersigned and accepted before relinquishes the charge on retirement. The authority who takes over from the officer who is due for retirement shortly should also keep a close watch on the above formality and make it sure that all C.Rs. are written and countersigned and accepted by the concerned authorities before their retirement. Any lapse or slackness in this behalf shall be viewed seriously.

Gireesh Pradhan
(GIREESH PRADHAN)
Member (Adm.)/Secretary.

To
all as per mailing list.