

M. CO (I)/ 7400

Maharashtra State Electricity
Mercantile Bank Building, M.G. Rd.,
Bombay-23. Dated: 10th Feb. 1977.

Date :-

C I R C U L A R

Sub:- Duties of the Administrative Officers
attached to the Circle Offices.

In this office circular No. SOI/57929 dt. 29.12.76, it was, inter alia, stated that all S. Es. should ensure that the Administrative Officers under their control undertake tours for the requisite number of days and submit their monthly inspection reports to Head Office regularly.

It has now been decided that all Administrative Officers should submit their monthly reports to their respective Zonal Chief Engineers and the Dy. Establishment Officer attached to each Zone should scrutinise and take necessary action with a view to get the draw-backs observed set-right. They should also ensure that the A.Os. are functioning effectively and discharging their duties properly and doing the prescribed touring regularly. The abstract of the important observations in these reports may be furnished to the Secretary and S.O. (I) each quarter alongwith C.E.'s comments on or before 20th of the next month. The report of the first quarter ending March, 1977 should be submitted to the Secretary and S.O. (I) on or before 20.4.77.

The Administrative Officers need not, submit their reports directly to the Head Office hence-forth.

Secretary

To
All S. Es. in the field.

Copy to :-

All Zonal C. Es./C. E. (Stores), Bombay/C. E. (C&C) Bombay/
C. E. (Const. EHV & S/S) Circle Jalgaon - for information and
necessary action.

S.O.(Insp.)/40400,
Maharashtra State Electricity Board,
Mercantile Bank Bldg., Fort,
BOMBAY- 400 023.
Date : 23-9-1975.

C I R C U L A R

Sub:- Duties of the Administrative Officers
attached to the Circle Offices.

1. Instructions have been issued under the Head Office Circular No. 56 dated 17.12.1974 that the Administrative Officers attached to Circle Offices should visit Divisional Offices under their control atleast once in a month and sub-divisional offices atleast once in three months. They should be on tour for not less than 10 days in a month. During visit to Divisional Offices they should take a review of all pending cases and give necessary instructions /guidance to the Head Clerk and other members of the staff concerned to clear off the pending cases. During visit to sub-divisional offices they should discuss with the sub-divisional officers the matters which are to be settled at their level and also ascertain the details of the pending claims of the employees working in the sub-divisions for a long time at the division or circle level. At the time of inspection they should also verify the position of maintenance of work sheets and submission of arrears list and submit a copy of the arrears list with their report.

2. They have to submit a monthly report regarding inspection work carried out by them on or before 10th of the following month. ||

3. The details of the items pertaining to G.A.D. which are required to be inspected at the time of inspection have been given in detail vide Head Office Circular No. S.O. INSP/V/35680 dated 27.8.1975.

4. All Superintending Engineers are requested to please issue necessary instructions to the Administrative Officers working under them to submit monthly report of their inspection work to the Special Officer (Inspection) on or before the prescribed date. If they do not complete the prescribed minimum period of tour of 10 days in a month for inspection work the circumstances under which they could not do so should be stated in their monthly report. ||

(N. S. Merchant)
Special Officer
(Inspection)

23/9/75

*Immediate
Pl issue a letter
to S.O. (A)
EJ
ms
57x*

No.GAD/O&M/Misc/ 6533
Maharashtra state Electricity Board,
Mercantile Bank Building, Fort,
Bombay-400023.

Date: 13.2.75

✓ To
The Superintending Engineer,
Maharashtra state Electricity Board,
Circle Office, Bombay/Nasik/Nanded/Poona/Pune/Sangli/Nagpur/Amravati/Yeotmal.

Sub: Duties of the Admn.officers
attached to Circle Offices.

Ref: Circular No.56 dt.17.12.74.
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The duties of the Administrative Officers, attached to Circle Offices have been defined in Head Office Circular Nos. (1) GAD/L/48329 dt.3rd December,1970 (2) GAD/O&M/39369 dt.23.8.73.

One of the duties assigned to the Administrative Officer is that they have to visit Divisions & sub-Divisions for inspection purposes and to give guidance to the staff. In addition to this, the work of collecting monthly reports and consolidating the monthly reports has also been assigned to them. They are required to send the consolidated report, alongwith the monthly inspection report, to Head Office, through their Circle Heads.

Now a question has been raised by the Superintending Engineer(Civil), Bombay that, as there is no administrative officer attached to Civil Circle, the civil divisions and sub-Divisions functioning under their administrative control, have remained to be inspected.

With a view to solve this problem, it has now been decided, that the work of inspecting the Civil Divisions and sub-Divisions, and collecting monthly reports from the Civil Divisions should be entrusted to the Administrative Officers concerned.

You are, therefore, requested to issue necessary instructions to the Administrative Officers working under your control to visit the Civil Divisions and Sub-Divisions for inspection, giving guidance to the concerned staff. They may also be requested to collect the monthly progress report from the Civil Division and to send it to the Superintending Engineer, Civil, Bombay.

(N. S. Merchant),
Secretary.

Copy to :-

The Superintending Engineer(Civil),
Maharashtra state Electricity Board,
Bombay/Nagpur.

for information.

File
11/11/75
copy to me pl.
D. N. 10/2



No. GAD/O&M/
Maharashtra State Electricity Board,
Mercantile Bank Building, Fort,
Bombay - 400 023.
Date: 17.12.74

C I R C U L A R No. 56

Sub:- Duties of the Administrative Officers attached to the Circle Offices.

With the creation of the posts of the Administrative Officers, the duties assigned to them have been notified in Head Office Circular No. GAD/L/48329 dated 3rd December 1970. The additional duties entrusted to them have been also notified subsequently under Head Office Circular No. GAD/O&M/39369 dated 23-8-1973.

2. It is however, observed that the Administrative Officers are not punctual in submission of their monthly reports. They also do not visit the Divisional/Sub-Divisional Offices for inspection and give guidance to the concerned staff.

3. With a view to utilise the services of the Administrative Officers for the specific work for which these posts are created, it has now been decided that the Superintending Engineers should issue instructions to the Administrative Officers working under them to visit the Divisional Offices under their control, atleast once in a month and Sub-Divisional offices at least once in three months. They should be on tour for not less than 10 days in a month. During their visit to the Divisional offices they should take a review of all pending claims and give necessary instructions/guidance to the Head Clerk and other staff working at the Divisional level to clear off the pending claims. They should also verify the compliance of the Inspection Notes drawn by the G.A.D. (O&M) Section of the Head Office.

3. During their visit to Sub-Divisional offices they can discuss with the Sub-Divisional Officers, matters which are to be settled at their level and also ascertain whether there are any claims of the employees working in the Sub-Division pending for long time at the Divisional or Circle level. If the practice is followed it will reduce to a great extent the official correspondence from Sub-Division to Division and Division to Circle level and the claims of employees can be settled within a reasonable period.

4. As per Head Office Circular No. GAD/O&M/Circular/5825 dated 8-2-74 monthly report showing the progress of work of the G.A.D. in each Circle has been prescribed. However, it is observed from the reports received so far, that the same do not contain correct statistical information. Reports from some of the Circles are not received at all and in respect of reports received it is observed that they are received too late.

5. In the circumstances, it has been decided that the Administrative Officers should be entrusted with the work of collection of monthly reports from the divisions. They should consolidate the same and submit it to Head Office through Superintending Engineer with their detailed remarks

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23/12

regarding pending work with reasons for the same and how they intend to improve the position. The Superintending Engineers while forwarding the reports to Head Office may offer their own remarks if any, in the matter. All Superintending engineers are, therefore, requested to issue necessary instructions to the Administrative Officers working under their control to follow these instructions scrupulously.

(N.S. Merchant)
Secretary.

J. V. V.

To:

All as per mailing list.

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*If we do not have
referred countries pl
the call of the
the*

urgent

USD

*As per rule 130,
CS number 13.12.1974.
above*

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nm*

(see the yr. no. 7 no. dt. 10.2.74)