

MAHARASHTRA STATE ELECTRICITY BOARD

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Ref : GAD/CR/855

Date: 25/5/2004.

"C I R C U L A R"

Sub:- Writing, Countersigning and Accepting of Confidential Reports by the Retired/Repatriated Officers.

The Board under G.O.10 dt. 25.10.1962 has laid down the procedure and prescribed the authorities for writing, countersigning and accepting of Confidential Reports. Further, as per Para II of Administrative Circular No.45 dt.31.3.1973 the Confidential Reports are to be written at the time of the reporting Officer relinquishes the charge on his retirement. After recording the C.R. the same are to be submitted to the Countersigning authority before the date of retirement and in case this is not done atleast within a week from the date of retirement which shall be watched by new Reporting Officer. These instructions have been reiterated vide Circular No. 270 dt.29.01.1990 in order to discourage the practice of sending the C.Rs at the residence of the Officers after his retirement.

However, it is observed that these instructions are not followed scrupulously compelling the concerned section to send the C.Rs at the residence of the retired officer for Reporting/Countersigning and Acceptance as the case may be. The same is the case of officers who are on deputation and subsequently repatriated to their parent department/organisation.

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In order to remove some of the bottlenecks in this regard, following instructions are issued for immediate implementation :-

1. All the officers who are on the verge of retirement are requested to ensure that the C.Rs of the Officers/employees working under them are recorded before they relinquish their office on attaining the age of superannuation or seeking voluntary retirement before attaining the age of retirement. The Officer who takes over the charge from the retired officer is also requested to keep close watch on the above aspect and ensure that all the C.Rs are written by the concerned authorities.
2. If the retired officer is the accepting authority, such of the confidential Reports after it is recorded and countersigned, may be sent to the custodian of C.Rs who will put the remark that the C.Rs are deemed to have been accepted on the ground of retirement of concerned accepting authority.
3. As regards deputationists who are repatriated to their parent organisation/department before recording/countersigning or accepting the Confidential Reports, the same may be sent to them with prior consultation and got them recorded/ countersigned and accepted as the case may be.

This Circular is issued with the approval of Secretary.

To,
All as per mailing list.

O & M CIRCLE				
M. S. E. BOARD, NASHIK				
<i>Director of Personnel</i>				
Inward No..... <u>8284</u>				
Date..... <u>3.1.MAY.2004</u>				
ADM.O./ E. S.				
A.O.				
E. E.	A. E.-I	A. E.-II	A. E.-III	A. E.-IV

Circular