

**HUMAN RESOURCES DEPARTMENT**

HR/Estt./F.No.44/

**ADMINISTRATIVE CIRCULAR NO.44 DATED 19-04-2007.**

Sub: Fixing time limit for settlement of employees claims and representation.

Standard of performance for employees/officers working in H.R. Deptt.

.....

The issue regarding prescribing the time limit for settlement of employees monetary claims and disposal of representations of the employees was under consideration of the Company for some time past.

2. Now, the Managing Director has prescribed the standard of performance which specifies the time limit for settlement of employees claims and representations as well as stipulates penalty on account of failure to adhere to the time limit as indicated in Annexure-'A'.

3. All the Heads of Zone, Circle, Division, Sub-Division and Sectional heads in Corporate Office and field are requested to bring the standard of performance to the notice of all employees/officers working in H.R. and Audit/Finance Departments and ensure strict compliance thereof. The H.R. Guardian Officers nominated vide this Office Order No.CGM/HR/Estt./2747 dt.13.3.07 for the Zonal areas and also other higher officers during their visit in the field shall ensure that the standard of performance is strictly implemented in field offices and Corporate Office and report to the Managing Director and other senior officers in Corporate Office.

  
Chief General Manager(HR)

To,  
All as per mailing list in Corporate Office  
and field and of MSETCL.

## ANNEXURE – 'A'

### M.S.Electricity Transmission Company Ltd. Standard of Performance for HR/Audit Sections

Sr. No.	Activity	Standard for disposal	Penalty payable in case of delay
1.	Drawal of Increment	Same month in which due except – - Passing of Marathi language Exam. - Probationer	Rs.10 per day from the 1 <sup>st</sup> of next month till the date of drawal of increment.
2.	TA Bill/OT Bill/Leave encashment/Medical reimbursement bill ( sanctioned) and other misc. claims.		
	a) Submission of claim S/D to Dn. office	3 days	Rs.10/- per day after 3 <sup>rd</sup> day
	b) HR of Dn. office to Audit Dn. office	3 days	Rs.10/- per day after 3 <sup>rd</sup> day
	c) Audit to Cashier	9 days	Rs.10/- per day after 9 <sup>th</sup> day
	Claims to be ready for payment within fortnight	15 days	
3.	Higher grade benefit under G.O.74/G.O.111 due in quarter		
	a) Division level	10 <sup>th</sup> of a month after ending of quarter	Rs.10/- per day after 10 <sup>th</sup> of a month.
	b) Circle level	20 <sup>th</sup> of a month after ending of quarter	Rs.10/- per day after 20 <sup>th</sup> of a month after ending quarter.
	c) H.O. level	End of month after ending of quarter	Rs.10/- per day after end of the month of quarter.

Sr. No.	Activity	Standard for disposal	Penalty payable in case of delay
4.	Confirmation or extending probation period		
	a) Division Level	7 days after due date	Rs.10/- per day after 7 <sup>th</sup> day of due date
	b) Circle level	30 days after due date	Rs.10/- per day after 30 <sup>th</sup> day of due date.
	c) Zone level	30 days after due date	Rs.10/- per day after 30 <sup>th</sup> day of due date.
	d) H.O. level	30 days after due date	Rs.10/- per day after 30 <sup>th</sup> day of due date.
5.	Medical advance	3 days after receipt of application	Rs.10/- per day after 3 <sup>rd</sup> day.
6.	Medical reimbursement		
	a) S/D to Dn. office	3 days	Rs.10/- per day after 3 <sup>rd</sup> day
	b) Dn.office to Zonal office	7 days	Rs.10/- per day after 7 <sup>th</sup> day.
	c) Zone office to dispose (Communication sanction)	15 days	Rs.10/- per day after 15 <sup>th</sup> day
7.	Gratuity	30 days after it became due	
8.	CPF final claim settlement ( from the date of receipt of form)		
	a) GAD to Audit	7 days	Rs.10/- per day after 7 <sup>th</sup> day.
	b) Audit to GAD	7 days	Rs.10/- per day after 7 <sup>th</sup> day.
	c) Audit to Trust in H.O.	3 days	Rs.10/- per day after 3 <sup>rd</sup> day
9.	Disposal of Govt. reference/Replies to Minister/MPs/MLAs/VIPs		
	- Acknowledgement	3 days	Rs.10/- per day after 3 <sup>rd</sup> day
	- Detailed examination & reply	7 days	Rs.10/- per day after 7 <sup>th</sup> day.

Sr. No.	Activity	Standard for disposal	Penalty payable in case of delay
10.	Submission of return/information (including statutory returns)	By due date/ stipulated date	Rs.10/- per day after 7 <sup>th</sup> day
11.	Process of cases/ references received	7 days from the date of receipt	Rs.10/- per day after 7 <sup>th</sup> day
12.	Disposal of references/ representation which requires study and detailed examination	30 days from the date of receipt	Rs.10/- per day after 30 <sup>th</sup> day

Note:

- 1) Day will be counted from the date of receipt by dealing assistant on marking by the Supervisory/Controlling Officer.
- 2) Day means working day and does not include holidays.
- 3) The Controlling Officers will have discretion of extending time limit, if he is satisfied that the dealing assistant was entrusted with some other urgent assignment and therefore standard of disposal could not be maintained.
- 4) The penalty will be levied under minor lapses and no detailed procedure will required to be followed by the authorities prescribed under Regulation 87 (b) of the MSEB Employees' Service Regulations.