



# MAHA VITARAN

Maharashtra State Electricity Distribution Co. Ltd

☎ : 2647 4211, 2647 2131

Gram : MUMBAIGRID

P.A. Cell,  
"Prakashgad", Ground floor,  
Anant Kanekar Marg,  
Station Road, Bandra (E),  
Mumbai - 400 051.

## ADMINISTRATIVE CIRCULAR NO.110 DATE 28-5-2007.

Sub: - Modification of existing Confidential Report form in respect of Officers in Pay Gr. I & II and S.E equivalent and above.

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The question of improving the existing forms of Annual Confidential Reports (A.C.Rs) prescribed for officers in Pay Gr. I & II and S.E. equivalent and above was under consideration for some time, in view of changed scenario after restructuring of erstwhile M.S.E.B.

After careful consideration the Managing Director in consultation with Director (Operations) has now accorded approval to modify the existing form of Annual Confidential Report (A.C.R.) in respect of Officers in Pay Gr. I & II and S.E. equivalent and above by introducing following parameters from the financial year 2006-07.

Quarter Ending	Billing Efficiency	Collection Efficiency	*AT&CE
June (PY)			
June (TY)			
Sept.(PY)			
Sept.(TY)			
Dec.(PY)			
Dec.(TY)			
March (PY)			
March (TY)			

(PY = Previous Year, TY = This Year)

\*AT&CE = Aggregate Technical & Commercial Efficiency.

.....Contd./-

These parameters are included at Sr. No. 4 in Part-II of the Annual Confidential Report forms.

The Reporting/Countersigning and Accepting Authority shall record the Confidential Report of Sectional Officers/ Sub-Divisional Officers/Executive Engineers/Superintending Engineers/Chief Engineers (on the basis of information which is available with I.R./I.T. Sections) in the revised C.R. forms for Financial year 2006-07.

All the concerned Reporting/Countersigning/Accepting Authorities are requested to take note of the changes as above while recording/countersigning/accepting the Confidential Reports of the officers under their control for the year 2006-07 & onwards in the revised C.R. forms only.



Chief General Manager (P)

To  
All as per mailing list.