



MAHAVITARAN

NO. GAD/P.A.Cell,  
**Maharashtra State Elect. Distribution Co.Ltd.**  
Prakashgad, Ground Floor  
Anant Kanekar Marg, Station Road,  
Bandra (E), Mumbai – 400 0051

**ADMINISTRATIVE CIRCULAR NO.120 date 31-08-2007**

Sub: Annual Confidential Reports of Officers in Pay Group-I & II  
Ref: Administrative Circular No.110 dt. 28.05.2007.

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The MSEDCL has recently modified the existing format of Annual Confidential Reports (ACR) in respect of Officers of Pay Group-I & II and Superintending Engineer equivalent and above by introducing new parameters so as to evaluate overall grading of the concerned Officer i.e. billing efficiency, collection efficiency & AT & CE vide Administrative Circular No.110 dt. 28.05.2007.

After issuance of above referred Administrative instructions, some queries were raised by the field officers regarding how to evaluate the overall grading of the concerned Officers based on new parameters i.e. billing efficiency, collection efficiency and AT & CE since the situation is different at each work place of the concerned Officers. In view of this, the issue has been examined in detail and now it has been decided that in order to have realistic performance appraisal of the concerned officer, following points may be kept in view before awarding overall grading at Sr.no.5 of Part-II of the C.R. format.

- (i) Efforts taken by the concerned officer for reduction in T&D losses and improvement in collection efficiency and AT & CE.
- (ii) Prevailing working condition/environment of the area where the concerned officer is posted.
- (iii) Manpower available with the concerned officer during period under report.

The concerned officer should keep on record his observations on the above points and then give overall grading in respect of concerned officers.

All the concerned Reporting/Countersigning/Accepting Authorities are therefore requested to keep the above guidelines in mind while recording the assessment of the concerned officer in order to have realistic performance appraisal.

The above administrative instructions should come into force with immediate effect.

  
Chief General Manager (Personnel)

To  
All as per mailing list.