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ADMINISTRATIVE CIRCULAR NO. 203 DATED 30/01/2009

Sub: Procedure for awarding the grading as “Outstanding” in the Confidential Reports of the employees.

It has been observed that the “Outstanding” grading in Confidential Reports are not being awarded based on actual performance of the individual. Of late, it is also observed that the large number of ratees have been awarded the grading as “Outstanding” by the Reporting Officers in the C.Rs for the year 2007-2008. The Managing Director has taken serious view of the same.

Therefore, the Managing Director has now decided that only in deserving cases and who have exceptional qualities and performance during the period under report will be awarded “Outstanding” grading and the percentage of the same should not increase above 20%.

The procedure to be followed for awarding the grading “Outstanding” is laid down as under:

- i) Employees likely to be awarded “Outstanding” in their C.Rs for the year 2008-2009 to be shortlisted by the Reporting Officer based on their performance so far.
- ii) The list of the employees likely to be awarded “Outstanding” grading will be forwarded with detailed performance to the Countersigning Authority by 28th of February with a copy to the Accepting Authority.
- iii) It is not mandatory on the part of countersigning Authority to award “Outstanding” grading to those who have been shortlisted and intimated by the Reporting Officer. This will be strictly as per the actual performance of the employees during the period under report.

- iv) In case because of some special achievements, some employees may be considered for outstanding grading. The detailed justification note needs to be attached by the Reporting Officer alongwith the C.R.
- v) In all outstanding cases, letter of intimation to the Countersigning Authority will be attached with the C.R.
- vi) In case "Outstanding" grading is recorded by the Reporting Officer as per the above instructions, the Countersigning authority if agrees with the same needs to justify in writing.

These instructions should be strictly followed while writing the Confidential Reports for the year 2008-2009 and onwards.



(Col. R.B. Gowardhan, Retd.)
Executive Director (HR)

To

All as per mailing list.