

ADMINISTRATIVE CIRCULAR No. 399 dtd. 02.03.2012

Sub: Implementation of On-line C.R./PMS System for evaluating performance of the employees for the year 2011-12 and onwards.

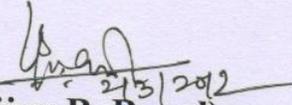
The PMS Phase I & II, to evaluate the performance of the Engineers/Officers/Employees in field and offices has already been designed and made available on the Company's website/Intranet.

Now, it has been decided to implement online performance Monitoring System for the year 2011-12 onwards in respect of the Engineers/Officers/Employees in field further under Statewise Seniority Group. The guidelines and time schedule for recording online C.R. form is attached herewith as a Annexure- 'A' to this Circular for implementation.

In case of any difficulty, the concerned shall contact first the Manager (HR)/HR In-charge of the respective Zone and if not satisfied then shall contact C.R. Cell at Corporate Office.

This circular is available on company's INTRANET & no hard copy is sent to any office.

Encl:- Annexure 'A'


(Vijay B. Bagul)
Chief General Manager (HR)

GUIDELINES FOR ON-LINE C.R./
PERFORMANCE MANAGEMENT SYSTEM

On-line Performance Management System for the employees in state-wise seniority for the year 2011-12 is to be implemented. The necessary on-line C.R./PMS information is available in the HRMS.

2. The objectives of the on-line C.R./PMS System are as under:-
- a) Reporting officer should be able to fill the Confidential Report of an employee **Online**.
 - b) In case of Superintending Engineer, equivalent and above, the self assessment sheet will be prepared by the employees himself and will be submitted to his Reporting Officer and C.R. Cell by e-mail.
 - c) Reporting Officer should submit the C.R. form to the Countersigning Officer. When Reporting Officer submits the C.R., a notification will go to Countersigning Officer as well as a e-mail will be sent automatically to e-mail address of Countersigning Officer.
 - d) A mail regarding the status of C.R. form will be sent to e-mail address of that employee automatically whose C.R. is being forwarded at every stage of submission by concerned authority.
 - e) Countersigning Officer should be able to view / modify the C.R. report submitted by Reporting Officer and should forward the C.R. form to Accepting Authority. When Countersigning Officer submits the C.R. form, a notification will go to Accepting Authority as well as a mail will be sent automatically to e-mail address of Accepting Authority.
 - f) Accepting Authority should be able to view / modify the C.R. report submitted by Countersigning Officer and should submit it to C.R. cell. When Accepting Authority submits the C.R. form, a mail will be sent automatically to e-mail address of Accepting Authority.
 - g) A mail containing Overall Grading will be sent automatically to e-mail address of the employee whose C.R. form is submitted to C.R. Cell.
 - h) The rating of that employee will be updated in HRMS at the same time.



- i) C.R. cell can view the C.R. forms submitted to them by Accepting Authority and they can store these forms in the form of .pdf file on their local machine/P.C.
 - j) On submission of C.R. form in system from one authority to other authority, the system will send to e-mail automatically to other authority and employees.
3. For better implementation of the objectives, the following steps shall be taken by the concerned officers/employees:-
- a) In HRMS, following setting is to be entered for every employee by the concerned HR in-charge of the Division/Circle/Zone and Jr. Manager (HRMS) for the employees in Corporate Office.
 - i) C.R. Reporting Officer,
 - ii) C.R. Review Officer-I,
 - iii) C.R. Review Officer-II,
 - iv) C.R. Countersigning Officer,
 - v) C.R. Accepting Authority.
 - b) Users of all Reporting/Reviewing/Countersigning/Accepting officers will be created by H.O.-I.T. The I.T. section will take CPF no. of these officers from HRMS and will create the users with default password as "welcome".
 - c) Reporting /Reviewing/Countersigning/Accepting officers can change their passwords.
 - d) Data updation in HRMS :
 - i) The required data pertaining to period of C.R. is to be updated in HRMS by the concerned HR In-charge. The system will set Reporting/Reviewing/Countersigning/Accepting Authority as per the Start & End Date. In case, data for any employee is not entered in HRMS then that employee's C.R. entry form will not be generated. **Hence, this information must be entered for all employees.**
 - ii) As in Online C.R. module, status of C.R. form as well as final grading will be sent to employee's email address. Hence, **email address of every employee must be entered/updated in HRMS.**
 - iii) Setting for Technical Employees: As the C.R. form for Technical employees working in Field is different than those working in Office, the information in "Special Information" must be entered and updated by HRMS users for the Technical Employees working in field.



- e) Initiating C.R. entry Process:
- i) HR in-charge of Division/ Circle/ Zone & Junior Manager (HRMS) of Head office shall send the list of employees whose C.R. has to be filled in to the respective Reporting Officer by generating report from **GAD Reports** option available in "**MSEDCL HRMS MANAGER**" menu.
 - ii) After generating above report (excel file), HR In-charge of every location must verify the list and send it to the e-mail address of respective Reporting officer.
- f) Action by Reporting Officer : After receiving mail from HR In-charge, Reporting officer should log into MIS-II application using his User ID and password and fill in the C.R. form by assessing his KRA/Target based performance and submit in HRMS. The Reporting Officer shall enter the KRAs/Targets given to the employee, whose performance is being assessed. A, e-mail will be sent to the countersigning officer and employee. The reporting officer shall generate report and take print out and send it to the Countersigning Officer and keep copy of report for records. After submission of the C.R. form, the reporting officer can view the C.R. but cannot modify/alter later on.
- g) In case of Executive Engineer(Dist.) and Superintending Engineer(Dist.) working in field, the Reporting Officer will submit the C.R. to Reviewing Officer/Officers.
- i) Action by Reviewing Officer- I (Where applicable) : After receiving mail from Reporting Officer, the Reviewing Officer- 1 should log into MIS-II application using his User ID and password and fill in/ Review the C.R. form and submit in HRMS. A, e-mail will be sent to the Reviewing Officer- II and employee. Before submission of C.R. to the Review Officer- II, Review Officer-I can view, the C.R. form & can make changes/modification if required. After submission of the C.R. form the Review Officer-1 can view the C.R. but cannot modify/alter later on.

In case of Superintending Engineer, the C.R. will be submitted to Countersigning Officer and in case of Executive Engineer in field to Reviewing Officer- II.

- ii) Action by Reviewing Officer- II (Where applicable) : After receiving mail from Reviewing Officer-I, the Reviewing Officer- II should log into MIS-II application using his User ID and password and fill in/ Review the C.R. form and submit in HRMS. A, e-mail

will be sent to the Countersigning Officer and employee. Before submission of C.R. to the Countersigning Officer, Review Officer-II can view, the C.R. form & can make changes/modification if required. After submission of the C.R. form the Review Officer-II can view the C.R. but cannot modify/alter later on.

- h) Action by Countersigning Officer : After receiving mail from Reporting Officer/Reviewing Officer, Countersigning officer should log into MIS-II application using his User ID and password and fill in/ countersign the C.R. form and submit in HRMS. A, e-mail will be sent to the Accepting Authority and employee. Before submission of C.R. to the Accepting Authority, Countersigning Officer can view, the C.R. form & can make change/modification if required. After submission of the C.R. form the Countersigning Officer can view the C.R. but cannot modify/alter later on.
- i) Action by Accepting Authority : After receiving mail from Countersigning Officer, Accepting Authority should log into MIS-II application using his User ID and password and fill in /Accept the C.R. form and submit in HRMS. Before submission of C.R., the Accepting Authority can view the C.R. form & can make change/modification if required. A, e-mail will be sent to the CR Cell and employee giving his overall grading. After submission of the CR form the Accepting Authority can view the CR but cannot modify/alter later on.

4. The time schedule for filling in on-line C.R. form shall be as under:-

- a) Updating of employee data in HRMS and submission of details of Reporting Officer, Reviewing Officer-I, Reviewing Officer-II, Countersigning Officer and Accepting Authority to H.O. I.T. Cell for creation of Login ID and Password by the concerned HR In-charge by **31st March, 2012.**
- b) Creation of Login ID and Password for Reporting Officer, Reviewing Officer-I, Reviewing Officer-II, Countersigning Officer and Accepting Authority by I.T. Cell by **15th April, 2012.**
- c) Submission of Self Assessment Sheet to Reporting Officer and C.R. Cell by the employees of the rank of Superintending Engineer, Equivalent and above **15th April, 2012.**
- d) Forwarding of list of employees whose C.R. are to be reported to the respective Reporting Officer by HR In-charge by **15th April, 2012.**



- e) Recording of online C.R. form by the Reporting Officer by **15th May, 2012.**
 - f) Reviewing of online C.R. form by the Reviewing Officer- I by **31st May, 2012.**
 - g) Reviewing of online C.R. form by the Reviewing Officer- II by **15th June, 2012.**
 - h) Countersigning of online C.R. form by the Countersigning Officer by **30th June, 2012.**
 - i) Accepting of online C.R. form by the Accepting Authority by **31st July, 2012.**
5. In case of any doubt/difficulty the concerned employee shall contact first the Manager (HR)/HR In-charge of the respective Zone and in case not satisfied then shall contact C.R. Cell at Corporate Office.

