



MAHAVITARAN
(A Govt. of Maharashtra Undertaking)
CIN : U40109MH2005SGC153645

Performance Appraisal Cell,
Maharashtra State Electricity Distribution Co. Ltd.
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No: HR/PA Cell/PMS/ACR-2018-2019/11710

Date : 06.05.2019

CIRCULAR

Sub :- Recording of On-line Confidential Reports of the Officers / Employees for the year 2018 - 2019.

Ref.:- 1. Administrative Circular No. 399 dtd. 02.03.2012.
2. GM/HR-HRMS/CR-III & IV /07983 dated 10.04.2017.
3. Administrative Circular No.584 dt.04.05.2019.

1. The online C.R./Performance Management System for the Officers / Employees falling under State, Circle and Divisionwise Seniority was implemented since 2011-12 & 2016-2017 respectively. The revised delegation of powers for Reporting, Reviewing, Countersigning and Acceptance Authorities for year 2018-2019 & onwards in case of employees falling under Statewise Seniority is promulgated vide Administrative Circular no. 584 Dt.04.05.2019. There is no change in Competent Authorities in case of employees falling under Circle / Division seniority.

2. To make the system more effective & to avoid employee's grievances, the guidelines & time schedule for recording of On-line confidential reports are already circulated vide Administrative Circular no.399 Dt. 02.03.2012. Now the time Schedule for recording of On-line C.Rs. for the year 2018-2019 shall be as under: -

TIME SCHEDULE

SNo.	Activity Details	Due Dates
1	Updation of employee data in HRMS	20.05.2019
2	Submission of Self Assesment by Officers of the rank of S.E. equivalent & above employees to the Reporting Officer.	31.05.2019
3	Recording of On-line CR's by the Reporting Officer.	15.06.2019
4	Reviewing of online CR's by Reviewing Officer.	30.06.2019
5	Countersigning of On-line CR's by the Countersigning Officer.	15.07.2019
6	Accepting of On-line CR's by the Accepting Authority.	31.07.2019

3. All HR- incharges working in Corporate & Field offices are hereby directed to monitor updation of employee's data in HRMS and that the C.R. Authorities are correctly updated so as to avoid any administrative delays in the matter. All Competent Authorities are hereby requested to strictly adhere to the above stated time Schedule.

4. This Circular is available on Company's R-APDRP Portal & Employee Portal-eLibrary.


(Shiyaji Indalkar)
Commander (Retd)
Chief General Manager (HR)