



CIRCULAR

Ref:CMD/HR/PA Cell/13517

Date: 31-05-2017

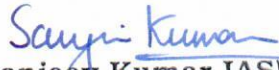
**Sub.: Recording of Annual Confidential Reports**

**Ref. : Circular no.HR/PA Cell/PMS/ACR-2016-17/9032 dt.29.04.2017**

It is observed that the Annual Confidential Reports of the Employees/Officers are not being recorded in time and thus the forwarding and accepting also get subsequently delayed. The Circular mentioned under reference(copy enclosed) is self-explanatory.

All the HODs are hereby directed that the Confidential Reports of the employees/Officers working under their control should be recorded latest by 15<sup>th</sup> June,2017 and forwarded to the Countersigning authority. The countersigning Authority should countersign the Confidential Reports and forwarded latest by 30<sup>th</sup> June ,2017 to the Accepting Authority. Further the Accepting Authority shall clear all the CRs before, 15<sup>th</sup> July 2017.

All the Heads of the Departments are directed to scrupulously follow the above instructions.

  
(Sanjeev Kumar, IAS)  
Chairman and Managing Director

**Enl: as above**

**As per mailing list**

**Maharashtra State Electricity Distribution Co. Ltd.**

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Hongkong Bank Bldg; M. G. Road, Fort, Mumbai - 400 001. ☎ (P) : 22619499, (O) : 22619100 ● Fax : 22650747  
Email : md@mahadiscom.in ● Website : www.mahadiscom.in

No: HR/PA Cell/PMS/ACR-2016-2017/

9032

Date: 20 APR 2017

## Circular

**Sub.:- Implementation of On-line C.R./PMS System for evaluating performance of the employees for the year 2016-2017 & onwards.**

**Ref.:- Adm. Circular No. 399 dtd. 02.03.2012.**

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Performance Management System for the year 2015-2016 for the employees falling under statewide seniority group is already implemented through system in our Company. To make the system more effective & to avoid employees grievances, the guidelines & time schedule for recording On-line C.R. forms, are already been circulated vide Adm. Circular No. 399 dtd. 02.03.2012. Now time schedule for compliance in the context of On-line C.Rs. for the year 2016-2017 are as under:-

Sr. No.	Details of Programme	Due Dates
1	Updation & submission of employee data in HRMS to IT by HR- Incharge.	25.04.2017
2	Submission of request for creating user in case of new Reporting Officer.	30.04.2017
3	Submission of Self Assessment by S.E. equivalent & above employee to Reporting Officer & C.R. cell by	10.05.2017
4	Forwarding list of employees to the Reporting Officer by HR-Incharge.	15.05.2017
5	Recording On-line C.Rs. by Reporting Officer, by (If Reporting Officers retired before 31.05.2017)	30.05.2017

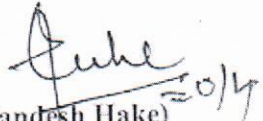
All the Dy. General Manager (HR)/Asstt. General Manager (HR)/Sr. Manager (HR)/ Manager (HR) /Dy. Manager (HR) & HR-Incharge of Field Offices & Corporate Office are hereby directed to monitor updation of employee data in HRMS & submission of details of Reporting Officers, Reviewing Officers-I, Countersigning Officers & Accepting Authority to Head Office as per the schedule. All formalities for creation of Login – ID & Password etc. should be completed by 30<sup>th</sup> April 2017 in co-ordination with I.T. Section.

(P.T.O.)



It should also be ensured that, all HRMS data in respect of employees falling under Statewise Seniority Groups & **working under jurisdiction of zone / Head Office** be updated before 30<sup>th</sup> April 2017 & the Time Schedule as above shall be strictly observed.

This Circular is available on Company's Intranet and no hard copy is sent to any office.

  
(Sandesh Hake) 20/4  
Chief General Manager (HR)

Copy s.w.rs to:-

- 1) The Director (Operations)/(Projects)/(Finance)/(V&S), MSEDCL, Corporate Office, Mumbai.
- 2) The Regional Executive Director I/II/III, MSEDCL, Kalyan/Pune/Nagpur.
- 3) The Executive Director(HR)/(Projects)/(Commercial)/(CP), MSEDCL, Corporate Office, Mumbai.

Copy f.w.cs. to:-

- 1) The O.S.D. to Chairman & Managing Director, MSEDCL, Corporate Office, Mumbai.

Copy to:-

As per the mailing list up to Division level.