

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

P.A. Cell

☎ : 2647 4211, 2647 2131

Gram : MUMBAIGRID

“Prakashgad”, Ground floor,  
Anant Kanekar Marg,  
Station Road, Bandra (E),  
Mumbai - 400 051.

Ref : GAD/PA Cell/ **No 23179**

Date :

22 JUL 2010

To,

1. Dy. General Manager(P), MSEDCL, Office of the Regional E.D.(I)-Kalyan/E.D.(II)-Pune/E.D.(III)-Nagpur.
2. The Manager(P),  
M.S.E.D.C.L.,  
Aurangabad/Amravati/Baramati/Bhandup/Jalgaon,,/Kalyan/Kolhapur/  
Kokan/Latur/Nagpur/Nasik/Nanded/Pune/Nagpur (U).
3. Dy. Manager(P), MSEDCL, T&S, Eklahare, Nashik.
4. Dy. Manager(P), MSEDCL, Civil Section, Corporate Office, Mumbai.
5. Dy. Manager(P)(Stores), MSEDCL, Mumbai.

**Sub:** - Confidential Reports position for the period from 2009-2010.

**Ref:** - 1) GAD/NTE/PA Cell/PMS/11836, dt. 21.04.2010.  
2) ED/HR/CR/12297 dt. 22.04.2010.

With reference to above, the instructions regarding implementation of new PMS process (Confidential Reports System) in M.S.E.D.C.L. and writing of Confidential Reports for the period of 2009-2010 are already issued.

As per the schedule, the C.Rs. of the employees/officers for the year 2009-2010 are expected to be countersigned by the all countersigning authorities upto the end of June 2010 i.e. 30 June 2010 and send to the Accepting Authority upto 31<sup>st</sup> July 2010.

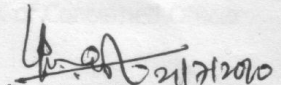
You are requested to see and confirm that all the Confidential Reports of the employees/officers working under your zone/control are countersigned and they are sent to the Accepting Authority for acceptance as per schedule.

It is also requested that time schedule may be observed strictly. After acceptance of C.R.s upto CE/ED and equivalent level, C.Rs. may be checked and communicated to the concerned employees/officers in the formats enclosed (Format-1, Format-2, & Format-3) respectively whichever is applicable & O/C be attached alongwith C.Rs. of the concerned.

The further correspondence of P.A. Cell may be made on following new E-mail address i.e [amppacell@mahadiscom.in](mailto:amppacell@mahadiscom.in)

The above Letter is also available on web site [www.mahadiscom.in](http://www.mahadiscom.in)

Encl:- As above.

  
(V.B. Bagul)

General Manager (P-Estt.)

To,  
All as per mailing list upto Division level.

Desktop: Kulkarni/Kulkarni.doc

①



P.A. Cell,

☎ : 022-2647 2131  
: 022-2647 4211, 3583/84/87  
Gram : MUMBAIGRID  
E-mail : [amppacell@mahadiscom.in](mailto:amppacell@mahadiscom.in)

“Prakashgad”, Ground floor,  
Anant Kanekar Marg,  
Station Road, Bandra (E),  
Mumbai - 400 051.

Ref : GAD/PA Cell/ Yr /F.No- /

Date :

CONFIDENTIAL

To,

Shri/Smt. \_\_\_\_\_,  
Junior Engineer(T&D),  
M.S.E.D.Co.Ltd.,  
\_\_\_\_\_  
\_\_\_\_\_.

Thr :- \_\_\_\_\_, MSEDCL, \_\_\_\_\_.

Sub: - Overall grading recorded in the C.R. for the year \_\_\_\_\_.

Ref : - Adm. Circular No.422 dt.10.6.2004.

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I am to inform you that in your Confidential Report for the year \_\_\_\_\_,  
the overall grading has been recorded as under :

Overall Grading: - “ **Very Good** ” / “ **Good** ”

The overall grading recorded in your Confidential Report as indicated above  
is communicated to you so as to know your performance. However, no representation for  
revising/upgrading the overall grading shall be entertained.

Sign. of Concerned Officer

Copy submitted/f.w.c.s./to :-

The \_\_\_\_\_, MSEDCL, \_\_\_\_\_.

In case the incumbent is transferred, the letter may be forwarded to  
concerned Dn./ Circle/ Zone where he/she is posted, under intimation to this office.



P.A. Cell,

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: 022-2647 4211, Ext. 3583/84/87  
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“Prakashgad”, Ground floor,  
Anant Kanekar Marg,  
Station Road, Bandra (E),  
Mumbai - 400 051.

Ref : GAD/PA Cell/Yr /F.No.- /

Date :

CONFIDENTIAL

To,  
Shri/Smt. \_\_\_\_\_,  
Junior Engineer(T&D),  
M.S.E.D.Co.Ltd.,  
\_\_\_\_\_  
\_\_\_\_\_.

Thr:- \_\_\_\_\_, MSEDCL, \_\_\_\_\_.

Sub: - Overall grading recorded in the C.R. for the year \_\_\_\_\_.

Ref: - Adm. Circular No.422 dt.10.6.2004.

-----

I am to inform you that in your Confidential Report for the year \_\_\_\_\_,  
the overall grading has been recorded as under :

Overall Grading: - “ **Outstanding** ”

The overall grading recorded in your Confidential Report as indicated above  
is communicated to you so as to know your performance.

Sign. of Concerned Officer

Copy submitted/f.w.c.s./to :-

The \_\_\_\_\_, MSEDCL, \_\_\_\_\_.

In case the incumbent is transferred, the letter may be forwarded to  
concerned Dn./ Circle/ Zone where he/she is posted, under intimation to this office.



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“Prakashgad”, Ground floor,  
 Anant Kanekar Marg,  
 Station Road, Bandra (E),  
 Mumbai - 400 051.

Ref: GAD/PA Cell/CI-III/ / / Date:

**CONFIDENTIAL**

To,  
 Shri/Smt. \_\_\_\_\_,  
 \_\_\_\_\_,  
 M.S.E.D.C.L.,  
 \_\_\_\_\_,  
 \_\_\_\_\_.

Thr: - \_\_\_\_\_, MSEDCL, \_\_\_\_\_  
 Sub: - Adverse remarks, shortcomings and overall grading recorded  
 in the C.R. for the year \_\_\_\_/for the period from\_\_\_\_\_

\*\*\*\*\*

I am to inform you that in your Confidential Report for the year \_\_\_\_/for the  
 period from \_\_\_\_\_ the following adverse remarks, shortcomings and overall grading have  
 been recorded. The details are as under.

**PART-I**

**PERSONAL QUALITIES:**

- |                             |   |  |
|-----------------------------|---|--|
| a) Co-operation with others | - | Polite with superiors but rude with others.      |
|                             | - | Indifferent.                                     |
|                             | - | Obstinate.                                       |
| b) Judgement                | - | Hasty in judging.                                |
|                             | - | Unsound  |
| c) Leadership quality       | - | Poor   |
| e) Initiative and drive     | - | Lacks despite pushing<br>Requires pushing (Poor) |

**PROFESSIONAL ABILITIES :**

- |  |   |   |
|--|---|---|
| f) Job knowledge                             | - | Poor knowledge even for present post.   |
| g) Ability to handle Industrial<br>Relation. | - | Tactless /Obstinate   |
| h) Creativity                                | - | Does not apply his mind.  |
| i) Quality of work                           | - | Gets involved in petty details and<br>misses main point.<br>Tends to be superficial |
| j) Ability to tackle emergencies             | - | Panicky   |

- k) Ability in Communication
- |            |   |      |
|------------|---|------|
| a) Written | - | Poor |
| b) Oral    | - | Poor |
- l) Cost Consciousness
- |  |   |  |
|--|---|--|
|  | - | Indifferent<br>Wasteful<br>Tends to overspent resources. |
|--|---|--|
- m) Consciousness for maintenance of Plant and Equipment.
- |  |   |                              |
|--|---|------------------------------|
|  | - | Tends to neglect maintenance |
|--|---|------------------------------|
- o) Mentally alert
- |  |   |    |
|--|---|----|
|  | - | No |
|--|---|----|
- p) Managerial/Supervisory ability
- |  |   |      |
|--|---|------|
|  | - | Poor |
|--|---|------|
- q) Is he/she amenable to discipline
- |  |   |    |
|--|---|----|
|  | - | No |
|--|---|----|

**PART-II**

4. Whether he stayed at headquarter during the period under report
- |  |   |    |
|--|---|----|
|  | - | No |
|--|---|----|

**Shortcoming:**

**Overall grading :** " Average / Poor "

The above overall grading may prevent you from getting the benefit of higher grade/pay scale under G.O.74 (P)/G.O.111 (P) and also for promotion.

The above adverse remarks/shortcomings and overall grading are treated as remediable and it is hoped that you will endeavour to show improvement by better performance and conduct in future. If you desire to represent against adverse remarks/ shortcomings and overall grading, you should submit the representation within one month from the date of receipt of this letter. Failure to submit the representation within stipulated time in itself will be the ground for rejecting your representation on which no complaints would be entertained.

Sign. of Concerned Officer

**Copy submitted/f.w.c.s./to :-**

The \_\_\_\_\_, MSEDCL, \_\_\_\_\_.

He is requested to arrange to obtain an acknowledgement in token of having received this letter from Shri/Smt. \_\_\_\_\_ on the copy of this letter and return the same to this office for record.

Letter