



CGM(HR)/DC/Performance/  
**Maharashtra State Electricity Distribution Co.Ltd.**  
Estrella Batteries Expn. Building,  
Ground Floor, Plot No. 1,  
Dharavi Road, Matunga,  
**Mumbai - 400 019**

Date : 19/10/2011

31773

## **CIRCULAR**

**Sub. :** Maintenance of register of employees having poor performance/default.

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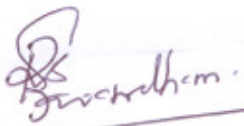
There are few offenders/defaulters/poor performing employees working at various offices in the field and their continuation in the same post/place is deterrent to the Company's interest works. Therefore, there is a need to maintain their record and to counsel them periodically as well as to monitor their performance.

2. Sub Division and Division office will forward names of such employees to the Superintending Engineer by 15<sup>th</sup> of each month. Superintending Engineer of Circle will carry out counseling to such employees within one month and allow them three months period for improvement. In case, after three months, no improvement is noticed, severe disciplinary action shall be initiated against such employees.

3. Further, it may be noted that, the register maintained as above, shall be produced to the concerned Chief Engineer/Executive Director/Director as and when they will visit Zone/Circle Office.

4. This Circular is made available on Intranet of the Company.

Encl. : Format of register.  
(Annexure-'A')

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

To,

As per mailing list upto the level of Sub Division Offices.

