

No: ED-HR/PA Cell/PMS/ACR-2011-2012/

Date:

26 DEC 2011

No 37876

To,

- 1) All Chief Engineers of zones.
- 2) All Chief Engineers and equivalent in Corporate Office.

Sub.:- Performance based Appraisal system: counselling.

- Ref.:-**
1. Circular No.ED-HR/2092, dtd. 19.01.2009.
 2. Circular No.ED-HR/PMS/9974, dtd. 03.04.2010.
 3. Circular No.ED-HR/GAD/PA Cell/14406, dtd. 30.04.2010.

1. As per the policy, targets/ KRAs for the year 2011-12 were to be issued by Reporting Officers well in advance. However, it has been brought to the notice of Managing Director that some of the reporting officers have not yet issued the targets/KRAs.
2. Please ensure that, all state level seniority officers/employees whose C.Rs. to be written on Performance base, are issued targets/KRAs at the earliest and names of defaulter reporting officers be consolidated and forwarded by **15 January 2012**. All ratees are also advised to obtain the targets/KRAs from their reporting officers. Please also direct reporting officers to conduct counselling wherever needed.
3. For strict compliance please.



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

Copy s.w.rs.to:-

1. The Managing Director, M.S.E.D.C.L., Corporate Office, Mumbai.
2. The Director (Operations/Projects/Finance/V&S), MSEDCL, Corporate Office, Mumbai.

Copy f.w.cs. to:-

1. The Regional Executive Director – I, II & III, M.S.E.D.C.L., Kalyan/Pune/Nagpur.
2. The Executive Director (Project/commercial/CP), Corporate Office, Mumbai.
3. The O.S.D. to Managing Director, MSEDCL, Corporate Office, Mumbai.

Copy to:-

- 1.All as per mailing list upto Division level.