



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

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No: HR/PA Cell/PMS/ACR-2021-2022/ **No 0 4 5 2 1**
CIRCULAR

Date: **25 FEB 2022**

Sub :- Time Schedule for recording On-line C.Rs. of employees falling under State Seniority for the year 1st April 2021 to 31st March 2022.

- 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.
 4. Administrative Circular No.621 dt 02.03.2021.
 5. Administrative Circular No.624 dt.10.03.2021

The online C.R./Performance Management System for the Officers / Employees falling under Statewise and Circlewise / Divisionwise Seniority is implemented since 2011-12 & 2016-2017 respectively. The revised delegation of powers for Reporting / Reviewing / Countersigning / Accepting Authorities for year 2018-2019 & onwards in case of employees falling under Statewise Seniority is circulated vide Administrative Circular no. 584 dt.04.05.2019 & Administrative Circular no.621 dt.02.03.2021.

2. Guidelines regarding recording ACR of employees falling under Circlewise / Divisionwise Seniority is circulated vide Administrative Circular No.624 dated 10.03.2021 read with NO.HR/CR/30519 dated 15.12.2021.
3. Time Schedule for recording On-line C.Rs. of employees falling under State Seniority for the year 1st April 2021 to 31st March 2022 is as under: -

TIME SCHEDULE

Sr. No.	Details of Programme	Due Dates
1	Updation of all employee/officers data(including employees falling under Circlewise / Divisionwise Seniority) in Employee Portal	31.03.2022
2	Submission of Self Assesment by Officers of the rank of S.E. equivalent & above officers to the Reporting Officer	30.04.2022
3	Recording of On-line CR's by the Reporting Officer	31.05.2022
4	Reviewing of online CR's by Review Officer	30.06.2022
5	Countersigning of On-line CR's by the Countersigning Officer	31.07.2022
6	Accepting of On-line CR's by the Accepting Authority	31.08.2022

4. All HR - Incharge working in Corporate Office & Field Offices are hereby directed to monitor updation of employee's data in Employee Portal and CR authorities shall correctly be feed in the Employee Portal so as to avoid any administrative delays in the matter. All Competent Authorities are hereby requested to strictly follow above Time Schedule.
5. It is impressed once again upon all officers in the channel of reporting that CRs should be written by each objectively and in time, in order to make available the latest inputs for the promotion panels. Necessary reminders and suitable disciplinary action may be initiated towards this end. For deciding the achievements of performance, the data that is centrally available on the Dashboard is to be considered.
6. This Circular is made available on Employee Portal-eLibrary.


(Arvind M. Bhadikar).
Executive Director (HR)