



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

Performance Appraisal Cell,  
Maharashtra State Electricity Distribution Co. Ltd.  
"Prakashgad", Ground floor Plot No G-9,  
AnantKanekarMarg, Station Road, Bandra (E)  
Mumbai: 400 051.  
Phone 26472131/26474211 Extn.3583/84/87  
**E-mail** : amppacell@gmail.com  
**Website** :www.mahadiscom.in

No: HR/PA Cell/PMS/ACR-2020-2021/ 5392

Date : 04-03-2021

**CIRCULAR**

**Sub :- Time Schedule for recording On-line C.Rs. of employees falling under State Seniority for the year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.**

- 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.

The online C.R./Performance Management System for the Officers / Employees falling under Statewise & Circlewise / Divisionwise Seniority is implemented since 2011-12 & 2016-2017 respectively. The revised delegation of powers for Reporting / Reviewing / Countersigning / Acceptance 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.

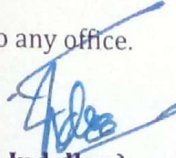
2. **Guidelines regarding recording ACR of employees falling under Circlewise / Divisionwise Seniority for the year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 will be issued separately.**
3. Time Schedule for recording On-line C.Rs. of employees falling under State Seniority for the year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 is as under: -

**TIME SCHEDULE**

Sr. No.	Details of Programme	Due Dates
1	Updation of employee data in HRMS	31.03.2021
2	Submission of Self Assesment by Officers of the rank of S.E. equivalent & above employees to the Reporting Officer	15.04.2021
3	Recording of On-line CR's by the Reporting Officer	31.05.2021
4	Reviewing of online CR's by Review Officer	30.06.2021
5	Countersigning of On-line CR's by the Countersigning Officer	31.07.2021
6	Accepting of On-line CR's by the Accepting Authority	30.08.2021

4. All HR – Incharge working in Corporate Office & Field Offices are hereby directed to monitor updation of employee's data in HRMS and CR authorities shall correctly be fed in the HRMS 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.

This Circular is available on Employee Portal-eLibrary. No hard copy is sent to any office.

  
**(Shivaji Indalkar)**  
Commander - Retd.  
Chief General Manager (HR)