

No: HR/PA Cell/PMS/ACR-2015-2016/

Date: 26 FEB 2016

6681

Circular

Sub.:- Implementation of On-line C.R./PMS System for evaluating performance of the employees for the year 2015-2016 & onwards.

Ref.:- Adm. Circular No. 399 dtd. 02.03.2012.

On-line C.R./Performance Management System for the year 2015-2016 & onwards, for the employees falling under statewise seniority group is already implemented. To make the system more effective & to achieve the objectives, the guidelines & time schedule for recording On-line C.R. forms, are already been circulated vide Adm. Circular No. 399 dtd. 02.03.2012. Now time schedule for compliance in the context of On-line C.Rs. for the year 2015-2016 are as under:-


Sr. No.	Details of Programme	Due Dates
1	Updation & submission of employee data in HRMS to IT by HR- Incharge.	20.04.2016
2	Submission of request for creating user in case of new Reporting Officer.	30.04.2016
3	Submission of Self Assessment by S.E. equivalent & above employee to Reporting Officer & C.R. cell by	30.04.2016
4	Forwarding list of employees to the Reporting Officer by HR-Incharge.	30.04.2016
5	Recording On-line C.Rs. by Reporting Officer, by	15.05.2016
6	Reviewing On-line C.Rs. by Review Officer-I, by	31.05.2016
7	Reviewing On-line C.Rs. by Review Officer-II, by	15.06.2016
8	Countersigning On-line C.Rs. by Countersigning Officer, by	30.06.2016
9	Accepting On-line C.Rs. by Accepting Authority, by	31.07.2016



All the Dy. General Manager (HR)/Asstt. General Manager (HR)/Sr. Manager (HR)/ Manager (HR) /Dy. Manager (HR) & HR-Incharge of Division are hereby directed that, as per the schedule, the updation of employee data in HRMS & submission of details of Reporting Officers, Reviewing Officers-I, Reviewing Officers-II, Countersigning Officers & Accepting Authority to H.O., I.T. Cell for creation of Login – ID & Password etc. should be completed by 30th April 2016.

It should also be ensured that, all HRMS data in respect of employees falling under Statewise Seniority Groups & **working under your control/zone** be updated before 30th April 2016 & the Time Schedule as above shall be strictly observed.

This Circular is available on Company's Intranet and no hard copy is sent to any office.


(Sandesh Hake) 26/2
Chief General Manager (HR)

Copy s.w.rs to:-

- 1) The Director (Operations)/(Projects)/(Finance)/(V&S), MSEDCL, Corporate Office, Mumbai.
- 2) The Regional Executive Director I/II/III, MSEDCL, Kalyan/Pune/Nagpur.
- 3) The Executive Director(HR)/(Projects)/(Commercial)/(CP), MSEDCL, Corporate Office, Mumbai.

Copy f.w.cs. to:-

- 1) The O.S.D. to Managing Director, MSEDCL, Corporate Office, Mumbai.

Copy to:-

As per the mailing list up to Division level.