

No: HR/PA Cell/PMS/ACR-2016-2017/

9032

Date: 20 APR 2017

Circular

Sub.- Implementation of On-line C.R./PMS System for evaluating performance of the employees for the year 2016-2017 & onwards.

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

Performance Management System for the year 2015-2016 for the employees falling under statewise seniority group is already implemented through system in our Company. To make the system more effective & to avoid employees grievances, 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 2016-2017 are as under:-

Sr. No.	Details of Programme	Due Dates
1	Updation & submission of employee data in HRMS to IT by HR- Incharge.	25.04.2017
2	Submission of request for creating user in case of new Reporting Officer.	30.04.2017
3	Submission of Self Assessment by S.E. equivalent & above employee to Reporting Officer & C.R. cell by	10.05.2017
4	Forwarding list of employees to the Reporting Officer by HR-Incharge.	15.05.2017
5	Recording On-line C.Rs. by Reporting Officer, by (If Reporting Officers retired before 31.05.2017)	30.05.2017

All the Dy. General Manager (HR)/Asstt. General Manager (HR)/Sr. Manager (HR)/ Manager (HR) /Dy. Manager (HR) & HR-Incharge of Field Offices & Corporate Office are hereby directed to monitor updation of employee data in HRMS & submission of details of Reporting Officers, Reviewing Officers-I, Countersigning Officers & Accepting Authority to Head Office as per the schedule. All formalities for creation of Login – ID & Password etc. should be completed by **30th April 2017** in co-ordination with I.T. Section.

(P.T.O.)

It should also be ensured that, all HRMS data in respect of employees falling under Statewise Seniority Groups & **working under jurisdiction of zone / Head Office be updated before 30th April 2017** & 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) 20/4
Chief General Manager (HR)

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- 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.

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

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