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MAHARASHTRA STATE ELECTRICITY
DISTRIBUTION COMPANY LTD.

P.A. Cell

"Prakashgad", Ground floor,
Plot No G-9, Anant Kanekar Marg, Station Road,
Bandra (E) Mumbai: 400 051.

Phone 26472131/26474211 Extn.3583/84/87

E-mail : amppacell@mahadiscom.in

No: ED/HR/PMS/PA Cell **9711** Date: **25 MAR 2011**

To,

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

Sub.- Performance Appraisal System.

Ref.:- 1. EDHR/2092 dtd. 19.01.2009.

2. ED/HR/PMS/9974 dtd. 03.04.2010.

3. GAD/NTE/PA Cell/PMS/11836 dtd. 21.04.2010.

4. EDHR/CR/12297 dtd. 22.04.2010.

5. ED/HR/GAD/PA Cell/14406 dtd. 30.04.2010.

- 1) As per the instructions issued vide above references, Annual Confidential Reports for the year 2010-2011 will be performance based Appraisal. For engineers working in field the C.Rs. will be initiated based on quantitative target as per letter no. (1) under reference. For all other Technical and Non-Technical state seniority employees in pay group I,II,III C.R. will KRA-KPI based as per instructions issued vide circular under reference (2).
- 2) The C.R. forms applicable are available on the Intranet and same should be used. No C.R. forms will be printed from outside as instructed vide circular under reference (4) above. Any lapse in this regards will be viewed seriously.
- 3) C.R. forms need to be submitted by employees **by 31st March** and if not submitted, Reporting Officer to initiate on his own and submit the same to Countersigning Authority in one lot **by 30th April**. C.R. Nodal Officer of Countersigning Authority to ensure this action. Countersigning Authority to endorse remarks & forward the same to Accepting Authority in one lot within one month and Accepting Authority to submit to C.R. Cell after due communication to ratee to PA Cell at Corporate Office **by 15th August**. All Nodal Officers will ensure the same. PA Cell will submit the list of non receipt of C.Rs. **by 31st August**.
- 4) At Corporate Office, Special Cell to monitor the C.Rs. will check if C.Rs. have been initiated as per **performance based Appraisal system** or not. Any C.R. not in conformity to policy issued, will be treated as null & void and will be required to be re-written and Reporting Officer will be held responsible for the same. Therefore, please ensure that policy is followed in letter & spirit.
- 5) While awarding Overall Grading 'Outstanding' please follow the procedure given in Adm. Circular No. 203 dtd. 30.01.2009.

- 6) The schedule of submission of C.Rs. for the year 2010-2011 will be as per policy letter and same is as under-
 - i) Employee - will submit C.R. form to Reporting Officer upto 31st March, 2011.
 - ii) Reporting Officer - after grading, submit C.R. to Countersigning Officer upto 30th April, 2011 in single lot.
 - iii) Countersigning Officer - after countersignature, will submit the C.R. form to the Accepting Authority upto 31st May, 2011 in single lot.
 - iv) Accepting Authority - after acceptance & communication of Overall Grading to the concerned employee, will submit the C.R. form to P.A. Cell by 15th August, 2011.
- 7) **Please ensure strict compliance and copy be forwarded up to division level.**

Executive Director (HR)

Copy s.w.rs to:-

- 1) The Managing Director, MSEDCL, Corporate Office, Mumbai.
- 2) The Director (Operations)/(Projects)/(Finance)/(V&S), MSEDCL, Corporate Office, Mumbai.

Copy s.w.c. to:-

- 1) The Regional Executive Director I/II/III, MSEDCL, Kalyan/Pune/Nagpur.
- 2) The Executive Director (Projects)/(Commercial)/(CP), MSEDCL, C.O., Mumbai.