

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

OFFICE OF THE EXECUTIVE DIRECTOR (HR)

Tel.: 2647 4211 / 26475128 (P) Fax: 26476813 email : edhr_dist@mahadiscom.in
Plot No.G-9, "Prakashgad", Anant Kanekar Marg, Bandra (East), Mumbai - 400 051.

No.: EDHR/PMS/ 14738

Date : 06/05/2010

Circular

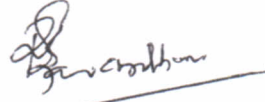
**Sub. : Amendment in circular on 'Implementation of new PMS
Process (CR System) in MSEDCL'**

Ref: GAD/NTE/PA Cell/PMS/11836 Dated 21.04.2010.

With reference to above subject and circular under reference, the *Implementation of new PMS Process (CR System) in MSEDCL* is mentioned in details. The following amendments in the above circular are to be made.

1. For the *section 5* in above circular, this mentions the Roles and Responsibilities of Reporting Officer, Countersigning Officer, Accepting Officer, PA Cell etc. The Reporting, Countersigning and Accepting Officers are supposed to pass on the acknowledgement slip to the employee. **Amend- the designated CR Officer at each level has to share the responsibility of handing over the acknowledgement slip to the concerned employee after receipt of the CR forms.**

2. For the Roles and Responsibilities of Countersigning Officer under *section 5*, this also states that the Countersigning Officers have to communicate the adverse remarks to the employees. **Amend - the adverse remarks to be communicated by the Accepting Officer through their PAs/Stenos while communicating the overall grading to the employees before sending the CR forms to PA Cell, Mumbai.**



**Executive Director (HR)
MSEDCL, Mumbai.**

To:-

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