



**MADHYA PRADESH MADHYA KSHETRA
VIDYUT VITARAN COMPANY LIMITED
(GOVT. OF M.P. UNDERTAKING)
NISHTHA PARISAR, GOVINDPURA, BHOPAL (MP) 462023
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Website: www.mpcz.co.in
CIN : U40109MP2002SGC015119**



HUMAN RESOURCE DEPARTMENT (ISO 9001:2008 CERTIFIED)

No. MD/MK/HR-VI/ACR/ 1053

Bhopal, dtd. 29/04/19

CIRCULAR

The link for filling up the Annual Confidential Reports Online for the year 2018-19 has been provided in the PRAYAS Account from 26.04.2019. This online process is only for regular employees which would include erstwhile employees of MPSEB, societies, new recruits, company employees of regular cadre for Class I/Class II/JE Level officers only.

The online Tagging and verification has already been captured in PRAYAS. For any modification/changes which are required to be done for AE/JE cadres (field level) editing rights will only be reserved with Manager HR of respective Region/Circle after prior intimation to this office with proper justification. For all the other cadre modifications, editing rights will only be reserved with Manager HR-VI of Corporate office.

For any technical issues or cases if any officer is not getting link to fill the ACR, the same may be submitted to this office on priority basis.

The time schedule for online submission of ACR is as mentioned below.

S.NO	OFFICER CONCERNED	TIMELINES FOR ACR SUBMISSION
1	Self-Appraisal by Officer	30 th June 2019
2	Reporting Officer	31 st July 2019
3	Reviewing Officer	31 st August 2019
4	Accepting Officer	30 th September 2019

By Order

CHIEF GENERAL MANAGER (HR&A)

No. MD/MK/HR-VI/ACR/

Bhopal, dtd.

Copy to:-

1. The Director (Technical), O/o MD(CZ), Bhopal.
2. The Chief Financial Officer, O/o MD (CZ), Bhopal.
3. The CGM (Commercial)/(Proc.)/(SM&O)/(RP)/(UP)/(IT)/(W&P) O/o MD (CZ), Bhopal.

4. The Director, PDTC, Bhopal.
5. The Chief General Manager (BR)/ (GR), MPMKVVCL, Bhopal/Gwalior.
6. The Reporter of Compliance, O/o MD(CZ), Bhopal.
7. The General Manager (O&M/City/Stores/Civil), MP MKVVCL_____.
8. The General Manager (Estt /Rec/Civil/A&PGR/Comml /W&P/AMR Cell O/o MD (CZ), Bhopal.
9. The Dy. General Manager (O&M/City Dn.(N/S/E/W/Central), MP MKVVCL, _____.
10. The Sr. Publicity Officer, O/o MD (CZ), Bhopal.
11. The Addl. Sr. Medical Officer, MP MKVVCL, Bhopal.
12. The Manager HR/AO O/o _____ MPMKVVCL, Bhopal.
13. The PS to MD/ Webmaster O/o MD (CZ), Bhopal.
14. Order copy/Serial Copy.

sd/-
CHIEF GENERAL MANAGER (HR&A)