



OFFICE OF MANAGING DIRECTOR
MADHYA PRADESH MADHYA KSHETRA
VIDYUT VITARAN COMPANY LIMITED
(GOVT. OF M.P. UNDERTAKING)
NISHTHA PARISAR, GOVINDPURA, BHOPAL (MP) 462023
☎-2602033;2602034; FAX:2589821
Website: www.mpcz.co.in

ACR
CIRCULAR



CIN : U40109MP2002SGC015119
HUMAN RESOURCE DEPARTMENT(ISO 9001:2008 CERTIFIED)

No.MD/MK/01/HR-II /

Bhopal, dated

CIRCULAR
ONLINE ANNUAL CONFIDENTIAL REPORT

The timelines for filling up online Annual Confidential Report (ACR) for the year 2016-17(1.04.2016-31.03.2017) is extended for 15 days for Reporting officer, which will be further extended for the Reviewing and Accepting Authority. If you fail to fill the ACR as Reporting, Reviewing and Accepting Authority the point will be noted and accounted in your ACR respectively.

The time schedule for online submission of ACR is revised and is mentioned as below:-

S.No.	Officer concerned	Date by which ACR is to be submitted to the next higher authority by all Class-I/II and Jr. Engineers.
1.	Reporting Officer	30 th September 2017
2.	Reviewing Officer	15 th October 2017
3.	Accepting Officer	31 st October 2017

By Order

CGM (HR&A)

No.MD/MK/01/HR-II / 8848

Bhopal, dated: 15-09-17

Copy to:-

1. The CGM(HR&A)/Procurement/RP/UP/SM&O,O/o MD(CZ), Bhopal.
2. The Director(Technical)/Commercial, O/o MD(CZ) Bhopal.
3. The Director(Finance)/(Trg),O/o MD(CZ),Bhopal.
4. The Chief General Manager (BR)/ (GR), MPMKVVCL, Bhopal/Gwalior.
5. The GM _____ (O&M/CC/ Vigilance/ Civil /Stores), MPMKVVCL
6. The GM(Estt)/(R&Civil)/A&PGR/Commercial/Works and Planning / AMR Cell, O/o MD(CZ),Bhopal.
7. The Dy.General Manager(_____)/Sr.P.O/Sr.S.O,O/o MD(CZ)Bhopal.
8. The DGM(_____)/AO(AU),O/o _____ MPMKVVCL, _____
9. The Manager(HR) _____ /PS,O/o _____.
10. The PS to MD(CZ), Bhopal.
11. The P.S. Section, CGM(HR&A), MPMKVVCL, Bhopal.
12. Web Master/Circular File/Serial Copy.
13. Shri/Ms. _____

CGM(HR&A)