

MP. ELECTRICITY REGULATORY COMMISSION (ANNUAL CONFIDENTIAL REPORT) RULES, 2011

www.govtpressmp.nic.in 186] 4 31 2011—ia 10, 1933 31 2011 2003 180 2011 2011" I (2) 2010—11 371 31 2011 (3) (qqRfi31T) @) (Accepting Authority)' @ (Annual Confidential Report)' (performance) (QT) (Chairperson)' (9 (Commission)' 2003 36 2003) (G.) (Employee)' (q) (Officer)' (U) (Reporting Officer)' (Reviewing Authority)' -t Q.AT g) (Secretary)' 3. efiN&IT (1) nqa--l, 372 (2) 31 2011 (3) (1) (2) a-ft a, e9q — * ÜTWfr/ 10. — (1) 31 2011 GIRT RNT OTIAJVIT 11. — a, 10 45 -O 12. — (1) 11 (3.1) 13. — 372 (3) 372 (4) 31 2011 1. 2. 3. 4. 5. 6. 7. 8. 1. 2. 3 4. 5. 6. 7. 8. 10. eqt-ua--T frSlfi\$f) --e---q-l // 3T..A&T e-lül&T 31 2011 REGO BHOPAL: (Appraiser) GINT 372 (5) GIN) 1. 2. 3. 4. 5. 6. 8. 9. 10. 11. 372 12. 13 14 15 (6) 31 2011 (Hobbies)/q-ifriT (Fields of Study required) 31 2011 372 (7) 2. 3. 4. (Appraiser) (Quantitative)/ (Physical)/ (Financial) (8 10 Gig) 2 (Shortfall) (constraints) (remedies) qi) (wasteful expenditure) I 372 (8) 1. 2. 3. 31 2011 (Output), (Ability) (Traits) -\$ GTq-n-€T // -q:j-a I ql•g) (Nature and Quality of work) q-q-uT -O FRI (ii) 31 2011 (Attributes) : (Attitude towards work) 372 (9) 1. (v) 2. 3. 4. 5. \$1 (Decision making ability and judgment) (Initiative) : : (Ability to Inspire and motivate) NIT {Communication skill / (written and oral)} (composition), (style), (consciousness), OT\$ROT (persuasiveness) (u) 372 (10) 6. €5) (u) 7. 8. 9. 10. 31 2011 (Infer-Personal relation and team work) Q.IT (sense of humour) \$1 (Team spirit) aF4 (Relations with Public) : (GGi (Temperament) (Attitude towards SC/ST/Neaker Sections of Society) : (Aptitude and Potential) (specialization) (career development) 1, 2, 3, 1. 2. 3. 5. (Professional field Management) (Personnal Administration) (General Management & Co-ordination (Planning) (Project Management) (Research & Development) 7. 8. 10. (Resource Management) (System analysis & synthesis) (Policy Formulation) [Hospital Administration (for medical officers)] 11. [Any other field (please specify)] 372 (11) 0) 31 2011 (Additional Attributes) (Leadership and Management) : G) (Ability to withstand stress) ZISFÄüT (Ability to contribute original ideas and new methods to achieve the targets) : (q) (3) .(2) .(3) (i) (ii) (iii) (iv) (commitment and steadfastness) : \$1 (Ripe understanding of means and matter) : (organizing capacity) : \$1 (Ability to motivate individuals) : (provide clear guidance and training to subordinates) : (Skills in dealing with the public) . : (supervisory ability relating to) (proper assignments of tasks) : (Identification of proper personnal for performing the tasks) : (Guidance in the performance of tasks) : (Review of performance) 372 (12) 2. 3. 4. 5. 6. 31 2011 qTg) (State of Health) (Integrity) (General Assesment) (Adverse) (Advisory)" 1 372 (13) 2. .3. 4. 5. 6. 31 2011 ? ufi •q--fä-ä-q-q-Eb--•a-f (37-@--tm-o -q-•\$ I \$TQ5T 372 (14) BHOPAL 1. 2. 3. 4. 2. 3. 4. 5. 6. 8. 31 2011 -q-e-, -f-ä-BRT* q-vg, 372 (15) 1. 2. 3. 4. 3. 31 2011 -q-ä-q (3Tq•ä g) 6) (Qd ag—I) 'ÄRTHkf" I 372 (16) 1. 2. 3. 4. (2) 31 2011 (i-E7T) (ü-Ü erg—I) 372 (17) ONR\C.ITY BHOPAL 1. 2. 3. 5. 1. 2. 3. 4. 5. 31 2011 -fi -ft-m q-rg) (OIT@RIJT, g-g) 372 (18) 1. 2. 3. (2) 31 2011 (i-æ7T) aq—I) 372 (19) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 3TT@RüT 31 2011 qfi-g) RqTü 372 (20) 31 2011 Bhopal, the 31st March 2011 NOTIFICATION NoF1083/2011/1-9: In exercise of the powers conferred by Sub-section (2) (o) of Section 180 of the Electricity Act, 2003 (36 of 2003), the State Government hereby makes the following Rules, namely: Madhya Pradesh Electricity Regulatory Commission (Annual Confidential Report) Rules, 2011 (1) These Rules may be called the Madhya I. Short title, commencement and application. Pradesh Electricity Regulatory Commission (Annual Confidential Report) Rules, 2011. (2) They shall be applicable for the Annual Confidential Reports written for, the Financial Year (FY) 2010-11 onwards. (3) They shall apply to the writing and the maintenance of the Annual Confidential Reports of the Officers and employees of Madhya Pradesh Electricity Regulatory Commission (MPERC) including Officers and employees working on deputation

2. Definitions.— In these Rules, unless the context otherwise requires:- (a) 'Accepting Authority' means such authority competent to accept the Annual Confidential Report as prescribed in Annexure-I of these Rules; (b) 'Annual Confidential Report' means the Confidential Report written for each Financial Year (FY) to assess the performance of an Officer/ Employee; (c) 'Chairperson' means Chairperson of Madhya Pradesh Electricity Regulatory Commission; (d) 'Commission' means Madhya Pradesh Electricity Regulatory- Commission constituted under the provisions of Electricity Act, 2003 (36 of 2003); (e) 'Employee' means an employee of class III and IV services of the Commission working on regular basis or on contract or on deputation in the Commission; (f) 'Officer' means an Officer of class I and II services of

the Commission working on regular basis or on contract or on deputation in the Commission; (g) 'Reporting Authority' means such authority competent to supervise the performance of an Officer or an employee and write the Annual Confidential Report as prescribed in Annexure-I of these Rules; (h) 'Reviewing Authority' means such authority competent to Review the Annual Confidential Report as prescribed in Annexure-I of these Rules; and (i) 'Secretary' means Secretary of Madhya Pradesh Electricity Regulatory Commission. 31 2011 372 (21) 3. Maintenance and custody of Annual Confidential Reports— (1) A confidential roll shall be maintained in respect of every Officer and Employee of Madhya Pradesh Electricity Regulatory Commission. (2) The Secretary shall be the custodian of Annual Confidential Reports and the Reports shall be maintained and be kept in safe custody by him

4. Form of the Annual Confidential Report The Annual Confidential Reports shall be written by the reporting authority in Form-I for Officers, Form-2 for Class-III employees, Form-3 for Drivers and Form-4 for Class-IV employees annexed to these Rules. For Officers and employees working on deputation the Annual Confidential Reports shall be written in the Forms specified by their parent organizations

5. Annual Confidential Reports—(1) Annual Confidential Report assessing the performances, character, conduct and qualities of every officer and employee shall be written for each financial year ordinarily within two months of the close of the said year. (2) Annual Confidential Report shall also be written when the Reporting Authority relinquishes charge of the post, and, in such a case, it shall be written at the time of the relinquishment of his charge of the post or ordinarily within one month thereafter. (3) Where the Reporting Authority has not seen, and the Reviewing Authority has seen, the performance of an Officer or an employee for at least three months during the period for which the Annual Confidential Report is to be written, the Annual Confidential Report of any such officer or employee for any such period shall be written by the Reviewing Authority, and where, both the Reporting Authority and the Reviewing Authority have not seen and the Accepting Authority has seen, the performance as aforesaid of any such Officer or employee during any such period, the Annual Confidential Report shall be written by the Accepting Authority. (4) Where the Authority writing the Annual Confidential Report under sub-rule (2) of this Rule retires from service, the Confidential Report shall be written not later than one month of the date of such retirement." (5) Where the Reporting Authority, the Reviewing Authority and the Accepting Authority have not seen the performance of an Officer or employee for at least three months during the period for which the report is to be written, an entry to that effect shall be made in the Annual Confidential Report for any such period

6. Review of the Confidential Report—(1) The Reviewing Authority shall, within one month of the receipt of the Confidential Report, record his remarks on the said report. (2) It shall not be competent for the Reviewing Authority, or the Accepting Authority, as the case may be, to review any such Confidential Report unless it has seen the performance of the Officer or the 372 (22) 31 2011 employee for at least three months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the Annual Confidential Report. (3) Notwithstanding anything contained in sub-rules (1) and (2) of this Rule, it shall not be competent for the Reviewing Authority or the Accepting Authority, as the case may be, to review any such Annual Confidential Report after one month of his retirement from service

7. Acceptance of the Confidential Report- (1) The Accepting Authority shall within one month of the review, record his remarks on the Confidential Report and may accept it, with such modifications as may be considered necessary, and countersign the Report Provided that where the Accepting Authority has not seen the performance of any member of the Service for at least three months during the period for which the Confidential Report has been written, it shall not be necessary for the Accepting Authority to accept any such Report. NOTE. — An entry to this effect shall be made in the Confidential Report. (2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the Accepting Authority to accept and countersign any such Confidential Report after one month of his retirement from Service

8. Cases in which the Accepting Authority writes or reviews the Confidential Report. Notwithstanding anything contained in these Rules, where the Accepting Authority writes or reviews the Confidential Report of any member of the Service, it shall not be further necessary to review or accept any such report

9. Communication of the Confidential Report to the Parent Organization of Deputationist.— A certified true copy of the Confidential Report shall be sent to the parent organization in respect of an officer or employee, who is working on deputation to Madhya Pradesh Electricity Regulatory Commission

10. Communication of Adverse Remarks (1) Where the Annual Confidential Report of an Officer or Employee contains an Adverse Remark, it shall be communicated to him in writing ordinarily within three months of the receipt of the Confidential Report by the Secretary and a certificate to this effect shall be recorded in the Annual Confidential Report and acknowledgement of such officer or employee of having received such communication shall be placed in the personal records.(2)

Where the Reporting Authority or the Reviewing Authority or the Accepting Authority records an Adverse Remark, he shall also record a note to the effect that the remark is an Adverse Remark: Provided that the question whether a particular remark recorded in the Annual Confidential Report of an Officer or employee is an Adverse Remark or not, shall be decided by the Chairperson: Provided further that in the event of any difference of opinion between the Accepting Officer and the Chairperson whether a particular remark is to be deemed an Adverse Remark or not, the opinion of the Chairperson shall prevail. 31 2011 372 (23) 11. Representation against Adverse Remarks. — An Officer or an employee, as the case may be, may represent to the Chairperson against the remark communicated to him under Rule 10 within 45 days of the date of its receipt by him: Provided that the Chairperson may entertain a Representation within three months of the expiry of the said period in consultation with the Secretary, if it is satisfied that the Officer or employee of the Commission had sufficient cause for not submitting the Representation in time

12. Consideration of Representation against Adverse Remarks* 1) The Chairperson shall, and if he or she considers necessary, in consultation with the Reporting Authority, the Reviewing Authority or the Accepting Authority, consider the Representation made under Rule 11 by an Officer or employee of the Commission and pass Orders as far as possible within three months of the date of submission of the Representation- (a) rejecting the Representation, or toning down the remark, or (b) expunging the remark.(2) The order so passed on the Representation shall be final and the Officer or employee as the case may be shall be informed suitably. A copy of the Order so passed shall also be forwarded to the Parent Organization, wherever applicable

13. Interpretation:—Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the State Government, who shall decide the same. By Order and in the name of the Governor of Madhya Pradesh (Mohd Suleman) Secretary Government of Madhya Pradesh Energy Department, Bhopal 372 (24) 31 2011 Annexure-I REVIEWING /ACCEPTING AUTHORITIES OF THE ANNUAL CONFIDENTIAL REPORT OF THE OFFICERS s.No. 1. 2. 3. 4. 5. 6. 7

8. Designation Directors / Secretary Joint Director(Administration) Joint Directors other than S.No. 2 Deputy Director(IT) Deputy Directors other than S.No. 4 Assistant Director(IT) Accounts Officer Personal Officer Reporting [Reviewing Authority Chairperson Secretary Director exercising Administrative control Secretary Director exercising Administrative control Deputy Director(IT) Secretary Secretary' Chairperson Chairperson Chairperson Chairperson Secretary Accepting Authority Chairperson Chairperson Chairperson Chairperson Chairperson Chairperson Chairperson Chairperson REPORTING / REVIEWING / ACCEPTING AUTHORITIES OF THE ANNUAL CONFIDENTIAL REPORT OF THE EMPLOYEES S.No. Name of Post 1. 2. 3. 4. 5. 6. 7. 8. 9

10. Private Secretary to Chairperson Private Secretary/ Personal Assistant Personal Assistant Care Taker to Member Steno Typist [Steno -cum-Computer Operator Receptionist-cum-Librarian Dispatcher Drivers Peons Security Guard Reporting/ Reviewing Authority Member Concerned Officer Joint Director (Admin) Concerned Joint Director Director (L&R) Accounts Officer Concerned Officer Concerned officer Accounts Officer Accepting Authority Chairperson Chairperson Secretary Secretary Director Secretary Secretary Secretary Secretary Secretary 31 2011 372 (25) Form-I MADHYA PRADESH ELECTRICITY REGULATORY COMMISSION BHOPAL APPRAISAL REPORT FOR GAZETTED OFFICERS FROM PERSONAL DATA TO...
... .. e. e .. (To be filled in by the Appraiser) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10

11. PART-I Name in full (In block letter) Father's Name / Husband's Name Date of Birth Date of appointment Employee No./ GPF, A/C No (If any) Academic Qualification Designation Date of appointment Present rank in Various posts held during the reporting year Educational Qualification

acquired during the year, Publications during the year, If any 372 (26) 12. Awards, during the year, if any Membership of professional institutions: 13

14. Hobbies/ Fields of study required: 15.31 2011 Specific training required in any specialized area, which in your opinion would help you to improve your performance: 31 2011 372 (27) DUTIES/JOB ASSIGNMENT Brief Descriptions of duties: (To be filled in by the Appraiser) Quantitative/ Physical/ Financial targets objectives (8 to 10 items, Priority-wise, in order of importance, including vigilance work in respect of employees/ area under your control) set by yourself or set for you and your achievements against each. Clearly indicate your specific contribution Items/Targets/Objective Achievements Shortfall with reference to items/targets/objectives referred to in item 2 (Mention constraints, if any, in achieving the targets and remedies) Achievements & Suggestions about effecting economy and avoiding wasteful expenditure in the operations pertaining to your charge Place... .. Signature of Appraiser:..... .. Date: Name (in block letters) :... 1. 2. 3. 4. 372 (28) 31 2011 PART-III ASSESSMENT OF OUTPUT, ABILITY AND TRAITS CHECKLIST FOR REPORTING OFFICER This system is to be used as an instrument for a. b. c. Assessing an officer's qualities and present performance. Identifying the officer's potential for future growth. Promoting individual performance and organizational efficiency through timely corrective measures (A) 1. 2

3. Each attribute has to be evaluated individually, shutting off the ratings of other attributes. Appraisers are free not to evaluate a trait/ attribute if they have insufficient knowledge of that aspect of the appraise officer. Do not allow personal feeling to govern your assessment. Do not make snap judgements. Be developmental in your assessment. Do not make assessment if the appraise is a relation of your. Pass on the form to the next higher officer. (To be filled in the Reporting Officer) NATURE AND QUALITY OF WORK Please comment on Part-II as filled up by the officer and specifically state whether you agree with the answers relating to tasks, targets, achievements and shortfalls. Also specify constraints, if any in achieving the objectives. Quality of output: Please comment on officer's quality of performance having regard to standard of work and programme, objectives and constraints, if any. Task relevant knowledge: Specific comment on (i) level of knowledge and functions & (ii) related instructions and their application 372 (29) (B) 31 2011 ATTRIBUTES: Attitude towards work: (a) Dedication, motivation, willingness to learn & systematize work (b) Sense of responsibility, maintain sustained quality output. Commitment to objectives Decision making ability and judgment: Initiative: Capacity and resourcefulness of the officer for handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work. Ability to inspire and motivate: Capacity of the officer to motivate, to obtain willing support by own conduct and to inspire confidence 372 (30) 10. 31 2011 Communication skill (Written and Oral): Ability to formulate points logically and to present them clearly and in an effective mannere Composition style consciousness and persuasiveness. (a) Written: (b) Oral:... . Inter-Personal relation and team work: o e cee (a) Personal relations wiffl superiors, colleagues and subordinates, sense of humour and ability to mix. Capacity to work as a member of a team and to promote team spirit. .. (b) Consideration for others, and inter-departmental co-operation. .. Relations with public: Please comment on the officer's accessibility to the public and responsiveness to their needs. (Where applicable) Temperament Attitude towards SC/ST/Weaker Sections of Society: Please comment to the officer's understanding of the problems of SC/ST/ Weaker Sections of Society and willingness to deal with them: APPTITUDE AND POTENTIAL: Please indicate three fields of work from amongst the following for possible specialization and carrier, development of the officer. Please mark 1, 2, 3 in three appropriate boxes Professional field Management Personal Administration General Management & Co- ordina tion Planning Project Management Research and Development 10

11. Resource Management System analysis and synthesis Policy formulation Hospital administration (for medical officers) Any other field (Please specify) (C) 31 2011 ADDITIONAL ATTRIBUTES: (Applicable in case of officers of the rank above) Leadership and Management Qualities: (a) Ability to Withstand Stress , E of SEs 372 (31) or equivalent cadre & (b) Ability to confribute original ideas and new methods to achieve the targets: (c) Commitment and steadfastness: ... d) Ripe understanding of means and matter: (e)Organizing capacity: . (f)Ability to motivate individuals:... .. (g) Provide clear guidance and training to subordinates: Skills in dealing with the public: Accessibility, responsiveness to persuasiveness.... .. Supervisory ability relating to: (i)Proper assignments of tasks' (iii) Guidance in the

performance of tasks: (iv) Review of performance: the needs of the common man, 372 (32) 31 2011
PART-IV GENERAL ASSESSMENT: (To be filled by Reporting Officer) 2. 3. 4. 5

6. State of Health Integrity General Assessment Please give an overall assessment of the officer
Adverse remarks, if any, including penalties imposed or warnings/ displeasures communicated
during the year. If yes, specify in brief Grading: Please indicate one of the following grading in the box
provided for Outstanding/ Excellent Very Good Good Average c Below Average Remarks to be conveyed,
if any should be worded clearly and state whether it is to be concluded as 'Adverse' or 'Advisory Place: ...
... .. Date: Signature of Reporting Officer Name (in block letters) : ... Designation:..... . 31
2011 PART-V REMARKS OF THE REVIEWING OFFICER Length of service under the Reviewing
Officer 372 (33) Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with
due care & attention and after taking into account all the relevant materials? If not, state reasons Do you
agree with the assessment of the officer made by the Reporting Officer? If not, state reasons. c • c 09 • •
General remarks with specific comments on remarks made by Reporting Officer and remarks about
meritorious works of frie officer. Has the officer any special characteristics and/or any abilities, which
would justify his/her selection for special assignment if so, specify? Grading Place: Date:
... Signature of Reviewing Officer Name (in block letters) : Designation:. 372 (34) 31 2011 PART-VI:
REMARKS OF THE ACCEPTING AUTHORITY Place:., ... Date: Signature
:..... Name (in block letters) Designation:..... 31 2011 372 (35) Form-2 MADHYA PRADESH
ELECTRICITY REGULATORY COMMISSION BHOPAL (CONFIDENTIAL REPORT OF CLASS
111 EMPLOYEES) 10 2. 3, 5. For the period from... to.. c. Name of Employee (in blocks letters)
Father's/ Husband's same Date of Birth Present post held Date of appointment to the present post ... to... 1.
2. 3. 4. (To be filled in by the Reporting Officer) Part - I (Applicable to all class - Ill employees)
Personality (indicating way of presentation behavior, tolerance, loyalty etc.) Intelligence, initiative and
sense of duty Capacity for control Professional ability (evaluating required knowledge about job the
employee is expected to carry out) Promptness 372 (36) 6. 7. 8. 1. 2. 3. 4. 31 2011 Integrity Relations with
(i) Public (ii) fellow officials/ subordinates Any punishment, major or minor, or special commendations
during the period under report, if any. PART - 11 TRAITS AND ABILITY (Applicable to all Class Ill
Employees) Leadership quality Area of specialization (indicaang fitness for particular assignment)
Aptitude for learning in the related and new sphere (indicating his quality of acceptance for change/
innovation) Communication ability (indicating ability to present a point logically and in an effective
manner) (a) Written (b) Oral 31 2011 PART - 111 GENERAL REMARKS (Applicable to all Class Ill
Employees) 372 (37) Grading (Refer Note 1) Remarks to be conveyed, if any. These may be worded
clearly and states whether these are to be concluded as 'Adverse or Advisory' (Refer Instruction 8) Date,
Signature Name of Reporting Officer Rubber seal of Designation... s.. 372 (38) Dated... .. 1. 2

3. Grading (Refer Note - 1) 4.Date: . 31 2011 PART - Iv REMARKS OF ACCEPTING AUTHORITY
Signature... .. Name of Accepting Officer Rubber seal of Designation... .. o.
NOTES (1) While indicating gading, please write one of the following Outstanding Very Good Good
Average Below Average c D If the Accepting authority does not agree to the assessment made by the
Reporting Officer, he (2) should record reason for the same in justification thereof. Adverse/advisory
remarks conveyed vide Letter No. and acknowledgement kept in CR folder.
Signature 31 2011 MADHYA PRADESH ELECTRICITY REGULATORY COMMISSION BHOPAL
(CONFIDENTIAL REPORT OF DRIVERS) 372 (39) Form-3 For to Name of Employee letters) the (in
blocks period from... - 1. 2. 3. 4. 5. 1. 2. 3. 4. 5

6. Father's/ Husband's Name Date of Birth Present post held Date of appointment to the present
post (To be filled in by the Reporting Officer) Part —I (Applicable to all class - Ill employees)
Personality (indicating behavior, tolerance, loyalty etc.) Intelligence, initiative and sense of duty
Promptness Integrity Relations with (ii) fellow staff Any punishment, major or minor, or special
commendations during the period under report, if any. 372 (40) 31 2011 PART - 11 REMARKS OF
REPORTING / ACCEPTING AUTHORITY 1. 2

3. Grading (Refer Note - 1) 4.Date: Signature... .. Name of Accepting Officer... ..
.. Rubber seal of Designation... .. Dated... .. NOTES (1) While indicating grading, please write one
of the following Outstanding Very Good Good Average Below Average c D If the Accepting authority

does not agree to the assessment made by the Reporting (2) Officer, he should record reason for the same in justification thereof. Adverse/advisory remarks conveyed vide Letter No. . . and acknowledgement kept in CR folder, Signature 31 2011 372 (41) Form-4 1. 2. 3. 4. 5. 6. 7. 8

9. MADHYA PRADESH ELECTRICITY REGULATORY COMMISSION BHOPAL Character Roll for Class IV Employees of the Commission (To be written in the month of April every year)
Name of Employee Father's/ Husband's Name Educational Qualification Date of Appointment
Present Posting Period for which assessed Conduct, obedience Punctuality Personality Behaviour
and 372 (42) 31 2011 to IO.11

12. Wisdom and ability perform assigned task General Remarks (Please mention transfer or punishment, if proposed) Dated signature of Reporting Officer Name Reporting Officer / Accepting Officer Seal frp\$βi,

