



MAHARASHTRA STATE POWER GENERATION CO. LTD.

A Govt. of Maharashtra Undertaking (CIN : U40100MH2005SGC153648)

Estrella Batteries Expansion Building, Dharavi Road, Matunga, Mumbai - 400 019.

Tel :- 022-24077441/42/43 website : www.mahgenco.in Email ID - cm_cr_cell@mahagenco.in

Ref.No:MSPGCL/HR-CR/2018-2019/

No - 3916

Date: **11 APR 2019**

To,

- 1) The Executive Director, MSPGCL, (Ash&Solar)/(coal&Gareapalma)/(Projects)/(CP&C)/(IT)
- 2) The Chief Engineer, MSPGCL, STPS Chandrapur /TPS Koradi / Bhusawal / Nashik / Parli / Paras/ Khaperkheda / GTPS Uran / HPS Pophali /Coal, Nagpur /Koradi Training Center.
- 3) The Chief Engineer (Project), MSPGCL, Chandrapur/Koradi/Constn. Koradi/Parli/Paras/ Khaperkheda.
- 4) The Chief Engineer, MSPGCL, Civil – II, Koradi/Civil-I, Mumbai/ Civil-III, Mumbai.
- 5) The Chief Engineer, MSPGCL, Works/EST/FMC/E&S/P&P/PMG/SPGD(O&M)/SPGD(Project)/RCD/ Tech & Vigilance/REC/CPA, Corp. Office Mumbai.
- 6) The Chief General Manager, MSPGCL, Security/Acctts/Internal Audit/Finance/(HR-Traning), Nashik.
- 7) The Chief Operating Officer, MSPGCL, Mahagams.
- 8) The Dy. Chief Engineer, MSPGCL, TI&C Nagpur/Project Bhusawal.
- 9) The Dy. Chief Engineer, MSPGCL, Civil Constn. Circle, Chandrapur/Parli/Bhusawal/Koradi.
- 10) The Dy. General Manager (HR-I/II/III), MSPGCL, Corp. Office Mumbai. Bhusawal Project/TPS Koradi.
- 11) The Supdt. Engineer, MSPGCL, REC Nasik/Pune.
- 12) The C.I.R.O/PRO/ Protocal Officer, MSPGCL, Corp. Office, Mumbai.
- 13) The Asstt. General Manager CPF, Corp. Office, Mumbai.

Subject :- Information Regarding Confidential Reports for the year 2018-2019.

This is to inform you that the assessment year of Confidential Reports 2018-2019 will get completed on 31-03-2019. Therefore it is necessary to submit information regarding Reporting, Countersigning and Accepting authorities of the Officers/employees working under state wise seniority at your establishment in the year 2018-2019 in following format.

Name Of Location:-

Information regarding writing of Confidential Reports for 2018-2019 in respect of Statewise Seniority Employees

Sr. No.	Name of the Officers/ Employee	C.P.F No	SAP ID	Date of Birth	Post (Desgin.)	Period of Working		If Employees Transferred, Place of Transferred and Date	Details of Retired/ Expired/ Resignation/ Terminated during 2017-18	Name of Reporting Officer	Name of Countersigning Officer		Name of Accepting Officer		Remarks
						From	To				From	TO	From	TO	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

The above information (hardcopy) should be forward caderwise in English and also the soft copy (MS-Excell format) to CR Cell on the email id cm_cr_cell@mahagenco.in on 20.04.2019. Please note that while sending the CR's, it should be marked serially as mentioned in the above format.

Executive Director (HR)