CIN:U40101MN2013SGC008344

MANIPUR STATE POWER COMPANY LIMITED

Keishampat Junction, Imphal – 795001

Corporate Office:- Electricity Complex, Patta No. 1293 under 87(2), Khwai Bazar, Keishampat, Imphal – 795001, Manipur, INDIA

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Azadi Ka Amrit Mahotsav

OFFICE ORDER.60

Imphal, the 15th May, 2026

No.6/13/PAF/MD-MSPCL/2017/Pt./772-78 : In pursuance of the approval conveyed by the Board Of Directors (BOD) of Manipur State Power Company Limited (MSPCL) in its 53rd meeting held on 24th September 2024 regarding Annual Confidential Report (ACR)/ Performance Appraisal Report (PAR), it is hereby informed that the company is pleased to issue consolidated guidelines regarding ACR/PAR in line with Office Memorandum No. F.No.2/1/86-ACR/(Rules) dated 24th August, 2020 and No. 2/1/86-ACR/(Rules) dated 19th March 2015 of the Government of Manipur as given below for strict compliance. It shall come into force with immediate effect.

2. Annual Confidential Report/ Performance Appraisal Report assessing the performance, character, conduct and qualities of all officers/employees shall be written for each financial year in such form as may be specified by the ACR/PAR cell under the Human Resource and Administration Section of MSPCL. While writing ACR/PAR the following time line shall be strictly followed by all concerned:

Activity	Cut-Off dates
ACR/PAR for current year to be submitted to the reporting Authority	31st May
Appraisal by reporting authority	31st July
Appraisal by reviewing authority	30th September
Appraisal by accepting authority	15th December
Close / Completion	31st December

3. If Annual Confidential Report/ Performance Appraisal Report for a financial year is not closed / completed by 31st December of the year in which the financial year ended, no remarks shall be recorded thereafter and it shall be treated as **No Report**. In order to follow the cut-off dates strictly and to ascertain that delay (if any) is not caused by the Officer Reported Upon, the Officer Reported Upon shall endorse a copy of his/her self-assessment (if applicable) to the ACR/PAR cell under Human Resource and Administration Section while submitting it to his/her Reporting Officer.

4. If delay is caused due to non-initiation/late initiation of ACR/PAR and if it is not completed within the time line specified above, then the ACR/PAR cell shall automatically issue **"No Report Certificate"** for such period. If any ACR/PAR is submitted after the cut-off dates without satisfactory proof that delay was not caused by the Officer Reported Upon, then such ACR/PAR will not be counted/considered for any official purpose. For the purpose of DPC in such cases, the No Report Certificate shall be considered and the grading shall be as per the prescribed Special Assessment Report only **(Annexure II).**

5. Provided that, officer/employee who have submitted their ACR/PARs in time but delay has been caused at the level of Reporting/Reviewing/Accepting Authorities "Demit Office" remarks shall be allowed, subject to satisfactory proof that the said ACR/PAR was submitted to the Reporting/Reviewing/Accepting Authority in time.

6. Provided further that, only one report shall be written for a particular period during the course of the financial year and there shall be a single reporting, reviewing and accepting authority at each level of assessment as specified in **Annexure-I** and in no circumstances more than one person shall write the ACR/PAR at each level in the capacity of reporting, reviewing or accepting authority for a given period. Where more than one ACR/PAR is written during the course of a financial year each report shall clearly indicate the different periods to which they pertain.

7. Where Accepting Authority writes or reviews the ACR/PAR, it shall not be necessary to review or accept such report. However appropriate entry to that effect shall be made. Similarly if the reviewing authority writes the ACR/PAR it shall not be necessary to review such report.

8. Provided also, that if more than one person of the same superior level supervises the performance of the Officer/employee, the company shall identify the person to report or review well in advance of the relevant assessment year.

9. It shall not be competent for the reporting, reviewing or the accepting authority to report, review or accept any such ACR/PAR unless the concerned Officer/ employee has worked under the Reporting/Reviewing/Accepting Authority for at least 3 (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 ACR/PAR. For period less than 3 (three) months, no ACR/PAR shall be recorded and "No Report Certificate" shall be issued for such period.

10. Notwithstanding anything it shall not be competent for the reporting, reviewing authority or accepting authority to assess any such ACR/PAR -

(a) Where the authority reporting, reviewing and accepting the ACR/PAR is a company employee after one month of his retirement from service and
(b) In other cases, after one month of the date on which he/she demits office.

11. Any "adverse remarks' shall be communicated to the official/employee concerned within 15 (fifteen) days from the date of completion of his ACR/PAR, provided that the ACR/PAR concerned is completed as per timeline mentioned in para-2.

(Th. Bimol Singh)
Managing Director
MSPCL

Copy to:

1. The Commissioner (Power), Government of Manipur
2. All Executive Directors, MSPCL, for information
3. All General Managers, MSPCL, for information
4. All Deputy General Managers, MSPCL for information
5. The Nodal officer, for uploading in the Company official website.
6. **OFFICE ORDER BOOK**
7. File concerned

Annexure-I

The Reporting/Reviewing/Accepting Authorities of Annual Confidential Reports /Performance Appraisal Reports for MSPCL in respect of concerned Officers/Employees shall be as given below:

Sl. No	Designation of Officer/Employee reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
1	Executive Director	Managing Director	Administrative Secretary (Power)	Administrative Secretary (Power)
2	General Manager	Executive Director	Managing Director	Administrative Secretary (Power)
3	Company Secretary	Executive Director (HR)	Managing Director	Administrative Secretary (Power)
4	Deputy General Manager	General Manager	Executive Director	Managing Director
5	Manager	Deputy General Manager/ Executive Director / General Manager	Executive Director/ General Manager	Managing Director
6	Junior Engineer/ Deputy Manager/ Group B posts	Manager	Deputy General Manager	Executive Director / General Manager
7	Assistant Manager	Manager	Deputy General Manager	Executive Director / General Manager
8	Group-C Posts	Manager	Deputy General Manager	General Manager/ Executive Director
9	Group-D Posts	Deputy Manager/ Junior Engineer	Manager/ Deputy General Manager	Deputy General Manager/ General Manager

ANNEXURE- II

CONFIDENTIAL

SPECIAL ASSESSMENT REPORT

To be sent before DPC
Reference No

For the Year/Period:

1. Name of Officer:

   (a)Date of Birth:

   (b)Date of regular appointment in the grade:

2. Educational Qualification:
3. Technical Qualification:

4. Service in the Department:

   Temporary/Permanent /Ad-hoc

5. Specify the work done now:
6. Any inquiry / Vigilance case pending:
7. Any punishment given:

8. Personal qualities:

9. Grading

   "Good / Average' / "Below Average'

   (Please put a ring around the appropriate grading and strike out other grading)

10. Recommendation regarding promotion

Managing Director,
MSPCL