



MANIPUR STATE POWER DISTRIBUTION COMPANY LIMITED

Regd. Office: 3rd Floor, New Directorate Building near 2nd M.R. Gate, Imphal-Dimapur Road,
Imphal, Manipur - 795001
CIN: U40101MN2013SGC008343

C I R C U L A R

Imphal, the 28th June, 2018.

No. 16/18/2017-MSPDCL (HR): ¹²²⁷⁻³² In pursuance of the decision taken by the Board of Directors of MSPDCL in its 31st Meeting held on 30th May, 2018 at item No. 31.11, the Annual Confidential Reports (ACRs) forms which are enclosed as Annexures in respect of the following 9 (nine) categories of posts are hereby adopted with immediate effect for all officers/officials of MSPDCL:

1. General Manager
2. Deputy General Manager
3. Manager
4. Deputy Manager & Assistant Manager
5. Grade I & II Officers/officials for which no specified forms prescribed (HR/Admn./Finance/Company Secretary/IT/Legal)
6. Establishment Assistant
7. Junior Establishment Assistant (JEA)
8. Grade - IV, Non-Technical staff
9. Grade III & IV for which no specified forms prescribed. (HR/Admn./Esstt./F&A/CO/other Technical staff)

All the concerned Officers/Officials are hereby informed to collect the forms from HR Wing, MSPDCL. Filled-in ACRs may be submitted to Manager (HR/Admn.), MSPDCL.

Encl.: Annexures I,II,III,IV,V,VI,VII,VIII and IX.

Manant 28/6/2018

(Bhagyashree Laishram)

Executive Director (HR/Admn./IT/Legal)

Copy to:

1. The Managing Director, MSPDCL for kind information.
2. All Executive Directors (Tech./Commercial), MSPDCL
3. All General Managers, MSPDCL
4. All Deputy General Managers, MSPDCL
5. All Managers, MSPDCL
6. Concerned File / Guard File.