

**// Most Urgent//**

**//Important//**

**//Reminder-3//**

**MUNICIPAL ADMINISTRATION DEPARTMENT  
MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREARS  
(MEPMA), TELANGANA, HYDERABAD**

From  
Dr.T.K.Sreedevi, IAS,  
Mission Director,  
MEPMA Telangana,  
HYDERABAD.

To  
All Project Directors,  
Municipal Commissioners &  
Project Directors, MEPMA,  
Telangana State.

**Lr.No.466/2014/MEPMA/E1, dated: -11-2019**

Sir,

- Sub: MEPMA – Estt., – MEPMA activities – Evaluation of progress on the workdone by the District Mission Coordinators, Town Mission Coordinators Asst. District Mission Coordinators and Community Organizers – Progress report called for –.Review purpose – Reg.
- Ref: 1) Circular Resolution of the Executive Committee, dt: 16-01-2019.  
2) Lr.No.466/2014/MEPMA/E1, dated: 21-05-2019.  
3) This office Lr.No.466/2014/MEPMA/E1, dated 28-05-2019 of the Mission Director, MEPMA, Hyderabad.

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I invite your attention to the reference cited and you are well aware that the Government have approved the HR policy to the personnel who have completed 5 years of service in MEPMA organization upto 31-08-2018.

In this regard, in the reference 2<sup>nd</sup> & 3<sup>rd</sup> cited the Municipal Commissioners & Project Directors, DPMU MEPMA have already requested to send the attendance details for every month in variably by 21<sup>st</sup> of every succeeding month along with performance reports (targets & achievements) of the individuals covered under HR policy working in MEPMA against their targets and also duly certified by the Municipal Commissioners & Project Directors, DPMU MEPMA that if any adverse remarks are there against each individual at District and ULB level but it is observed that the Municipal Commissioners & Project Directors are furnishing the attendance particulars of outsourced persons working in MEPMA without certifying their performance targets and achievements which is un satisfactory.

It is to inform that, under HR policy at clause 5.2 it is provided that self appraisal report in the prescribed proforma should be obtained by the reporting officer from the individual employee during the period under report within one month after 21<sup>st</sup> of every month.

If for any reason, the Self Appraisal Report is not received by the reporting officer within the stipulated period, he may write the Performance Appraisal Report (PAR) without SAR duly reporting the fact of non-receipt of SAR from the officer reported upon.

In this regard, all the Municipal Commissioners & Project Directors, DPMU MEPMA are once again requested to send the attendance details along with performance report of the individual covered under HR policy and working in MEPMA in the prescribed proforma already communicated and enclosed duly certifying the performance and achievements against the targets allotted with field visits on daily basis.

**This may please be treated as important item of work to review their performance frequently.**

Encl : Proforma

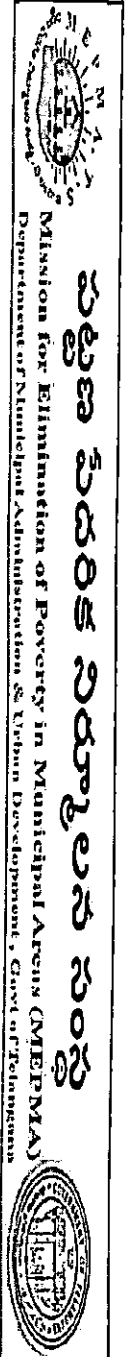
Yours faithfully

for MISSION DIRECTOR

Copy to  
State.Mission Coordinators (SMCs), MEPMA for necessary action

Signature valid

Digitally signed by P.  
ANURADHA  
Date: 2019.11.26 11:42:18 IST  
Reason: Approved



PERFORMANCE REPORT FOR THE MONTH OF \_\_\_\_\_

Name of the employee :

Name of the District / ULB :

Designation :

I have contributed my services for the following components

Sl.No.	Tasks / Schemes	Target as per NUJM		Achievements during the current month		Balance target to be achieved		Percentage%		Reasons for shortfall if any	Justification of PD, DPMU, MEPMA on the performance of the individual
		Phy	Fin	Phy	Fin	Phy	Fin	Phy	Fin		

No. of leaves availed in this month against entitlement	Cumulative leaves
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Signature Valid

Digitally signed by P  
ANURAPHA  
Date: 2018.11.26 11:34:33 IST  
Reason: APNVA

Municipal Commissioner /  
Project Director