

MUNICIPAL ADMINISTRATION DEPARTMENT
Mission for Elimination of Poverty in Municipal Areas, MEPMA, Telangana,
Hyderabad

From
Dr.N.Satyanarayana, IAS.,
Mission Director,
MEPMA Telangana,
HYDERABAD.

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

Lr.No.466/2014/MEPMA/E1, dated: -11-2020

Sir,

Sub: - Establishment – MEPMA Telangana – Implementation of HR Policy to the employees (outsourced) working in MEPMA Telangana – Payment of pay and allowances – Attendance and performance report called for – Reg.

- Ref: - 1) Circular Resolution of the Executive Committee, dt: 16-01-2019.
2) This office Lr.No.466/2014/MEPMA/E1. dt: 28-05-2019 addressed to all Project Directors, DPMU-MEPMA.
3) This office Lr.No.466/2014/MEPMA/E1, dt: 19-10-2019 addressed to all Project Directors, DPMU-MEPMA.
4) This office Lr.No.466/2014/MEPMA/E1. dt: 26-11-2019 addressed to all Project Directors, DPMU-MEPMA.
5) This office Lr.No.466/2014/MEPMA/E1, dt: -05-2020 addressed to all Project Directors, DPMU-MEPMA

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I invite your attention to the reference 1st cited you are well aware that, the Executive Committee of MEPMA have approved for the implementation of HR policy to the personnel who have completed 5 years of service in MEPMA upto 31-08-2018.

In this regard, in the reference 2nd to 5th cited, the Municipal Commissioners & Project Directors, DPMU MEPMA were already requested to send the attendance details for every month in variably to reach this office by 21st 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 to certify 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 unsatisfactory. And also 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 21st 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.

The pay and allowances will be prepared according to the attendance sheets received from the DPMUs upto 21st of every month but, the same is not received to this office as per scheduled dates. The delay in submission of attendance certificates and performance reports, it is difficult to process the payment of pay and allowances in time and also reflect on others.

Therefore, the Municipal Commissioners & Project Directors, DPMU MEPMA are once again requested to send the attendance details all MEPMA staff to this office by 21st of every month along with performance reports as mentioned under clause 5.2 of HR Policy of the individuals covered under HR policy in the prescribed format enclosed and subsequent months and also cadre strength working and vacancy position for release of Budget to Project Director offices.

This may please be treated as important item of work

(This has approval of the Addl. Mission Director, MEPMA)

Encl: Proforma

Yours faithfully,



for MISSION DIRECTOR

9/11/20

9/11/2020

Copy to the SMCs for information and n/a.
Copy to the Finance Wing O/o MEPMA.
Copy to the Admin wing.

Attendance and work done Report for the month of _____

Name of the District: _____

S l. N o	DPMU/ULB	Name of the Employee	Designation	During the month	No.of days attend ed	Leaves availed	Cumul ative leaves	Remarks of PD

(1) Work done report -