

No.DM(HR)PAR/IPGCL/2018-19/14

Dated: 7.5.18

CIRCULAR

The blank APAR's/AAR's forms of the all categories are available in company's / <http://www.ipgcl-ppcl.gov.in> (employee's corner) w.e.f. 07.02.2014 vide which Reporting & Reviewing Officers were requested to download the same from the company website henceforth and filled-in AARs' shall be forwarded to PAR Cell of HR Department in the month of April/May of each Financial Year, in respect of the employees in category B, C&D who are working under their control. As regarding Executives i.e. Category-'A', the concerned executives shall download the APAR(s) from the website and APAR duly Self Assessed, as per guidelines available on APAR, shall be forwarded to their concerned Reporting and Reviewing Officer for onward transmission to PAR Cell of HR Department in time.

However, it has been noticed that 25% of APARs/AARs are yet to be received in the office of PAR Cell for the year 2016-17 as on date.

Hence, all the Reporting & Reviewing Officers are requested to send the filled in APARs'/AARs' for the Financial Year 2017-18 in PAR Cell on or before 30.05.2018. Otherwise, it may be treated as concerned individual reporting /reviewing officer are not abide by the Govt. of India guideline and any repercussion, the concerned, will be liable. This may be given most priority.

This issues with the approval of Competent Authority.

S.R. Sager
7/5/18
(S.R. SAGER)

Sr. Manager (HR) PAR

Copy for information to:-

- Sr. PS to MD
- Sr. PS/PS to All Directors
- Sr. PS to GM(HR)HQ/AGM(HR)/ED(Fin.)
- Sr. PS/PS/Sr.PA to All EDs/GMs/AGMs
- Sr. PS/PS/Sr. PA to GM(Civil)/GM(Chemistry)
- AGM (IT)/Sr. Manager (IT): For uploading the aforesaid circular in IPGCL/ PPCL Website in the Employees Corner of
- Sr. Manager (HR) -I/II/
- DM(LWO)
- All Notice Board, IPGCL/PPCL