

INDRAPRASTHA POWER GENERATION COMPANY LIMITED
&
PRAGATI POWER CORPORATION LIMITED
(A Govt. of NCT of Delhi Undertaking)

1720/43
24/6/15
DM(IT)/IN/11
24/6/15

No.DM(HR)PAR/IPGCL/15-16/34

Dated: 23/6/2015

CIRCULAR

With the approval of Competent Authority the blank APAR's/AAR's forms of the all categories have been uploaded in IPGCL website (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 AAR's 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 filled-in APAR's (Self Assessment) 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 observed that 50% of APAR's/AAR's are yet to be received in the office of DM(HR)PAR (as on date) for the year 2014-15, from the concerned of all categories.

Hence, all the Reporting & Reviewing Officers are kindly requested to send filled in APAR's/AAR's for the Financial Year 2014-15 to the office of the undersigned on or before 30.6.2015. Otherwise it may be treated as concerned individual reporting/ reviewing officer are not abide the Govt. of India guideline and any repercussion, the concerned, will be liable.

This may be treated as most priority.

Y.P. Arora
23/6/2015
(Y.P. ARORA)
GENERAL MANAGER (HR)

Copy to:

- PS to MD
- Sr. PS/PS to All Directors
- Sr. PS to GM(HR)/GM(Fin.)
- Sr. PS/PS/Sr.PA to all GM(T)'s/GM's
- AGM (IT)/Sr. Manager(IT)
- Manager(HR)-I/DM(LWO)
- All Notice Boards, IPGCL/PPCL

- : For kind information pl.
- : -do-
- : For compliance please.
- : -do-
- : For uploading in the Employees Corner of IPGCL/PPCL Website.
- : For compliance please.

Sr. Pradeep Chandra

For 'A' abnno bl.

24/6/15