

IT Department

Inward / Dispatch

Diary No.: 04

INDRAPRASTHA POWER GENERATION COMPANY LTD. & PRAGATI POWER CORPORATION LTD. 5/4/2019

&

PRAGATI POWER CORPORATION LTD.

(PAR SECTION)

(RPH OFFICE COMPLEX, RAJGHAT POWER HOUSE, NEW DELHI-110002)

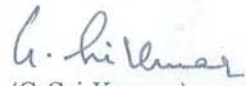
No: DM(HR)PAR/IPGCL/2019-20/04

Dated: 05/04/2019

CIRCULAR

With the approval of competent authority, the blank Annual Performance Appraisal Report (APAR)/Annual Assessment Report (AAR) forms of all the categories in IPGCL/PPCL have been uploaded in company's website on 07.02.2014 vide which Reporting & Reviewing Officers were requested to download the same from the company's website henceforth and filled-in AARs shall be forwarded to Confidential Cell of HR department in the end of April of each financial year in respect of the employees of category B,C & D, who are working under their control. As regard to Executives/officers i.e. Category 'A', the concerned executive shall download the Annual Performance Appraisal Report (APAR) form from the website and filled-in APARs (self assessed) shall be forwarded to their concerned Reporting and Reviewing Officer in time for onward transmission to Confidential cell of HR department with due recommendations/review.

Hence, all the Reporting & Reviewing officers are kindly requested to send filled-in APARs/AARs for the financial year 2018-19 to the office of the undersigned within 15 days from the date of issuance of the circular with any backlog period of APARs/AARs of previous period. Otherwise, the responsibility lies with the concerned Reporting and Reviewing officers.


(G.Sri Kumar)
Manager (HR)PAR 05/4/19

Copy to:

- Sr. PS to MD
- Sr. PS/PS to all Directors
- Sr. PS to all EDs
- Sr. PS to GM(HR)/AGM(HR)
- Sr. PS to all GMs/AGMs
- Sr. Manager (IT) : for uploading the same in company website
- Sr. Manager(HR)I/II
- DM(LW)I/II
- All Notice Boards