

DM(IT)/88
7/2/14

INDRAPRASTHA POWER GENERATION COMPANY LTD.
&
PRAGATI POWER CORPORATION LIMITED
(HR DEPARTMENT)

No. Manager (HR)-II/13-14/ 732

Dated 07/2/14

CIRCULAR

As per the Competent Authority approval, the blank APAR/AAR forms of the all categories will be uploaded in IPGCL / PPCL website (**Employee's Corner**) w.e.f. 07.02.2014.

Therefore the Reporting & Reviewing Officer may kindly download the same from the company website henceforth and filled-in AAR 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 under their control. As regarding Executives i.e. Category-'A', henceforth, 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.

If there is any delay or non submission of filled-in APAR/ AAR forms **in time**, the onus will lie with the concerned Reporting, Reviewing Officers & the Executives.

G. Srikumar
(G.SRIKUMAR) 07/2/14
DY. MANAGER(HR)PAR

Copy to:-

- Sr. PS to MD : For kind information *done*
- Sr.PS/PS to All Directors : -do-
- Sr.PS to GM(HR)/GM(Fin.)/GM(Safety/HR) : -do-
- Sr.PS/PS/Sr. PA to GM(T)PPS-I/PPS-III/RPH/GTPS : -do-
- Sr.PS/PS/Sr.PA to GM(Civil)/GM(Chemistry) /ACMO : -do-
- *✓* AGM(IT)/Sr. Manager (IT): For uploading in the Employees Corner of IPGCL/PPCL Website-PAR forms with Circular copy is enclosed.
- *GM (C.S) | AGM (I/C) - CSM, Co. Secretary.*
- Manager(HR)-I/II/III /IV/DM(LWO) : For kind information
- All Notice Board, IPGCL/PPCL