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

No. DM(HR)PAR/IPGCL/15-16/04

Dated: 15.4.2015

G.M. Office (PPCL)
I.P. Extn. Ring Road, N.D.
Diary No. 4082
Date 17/04/15

LAST REMINDER

CIRCULAR

In line with the Circular No. DM(HR) PAR/IPGCL/13-14/732 dated 07.02.2014 the blank APAR's/AAR's forms of the all categories were uploaded on IPGCL website (employee's corner) on 07.02.2014 vide which Reporting & Reviewing Officers were requested to download and forward filled-in AAR's 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 regards, Executives i.e. Category-A, the concerned executives have to download the PAR's form from the website and to forward filled in PAR's (self assessed) to their concerned Reporting and Reviewing Officer for onward transmissions to PAR Cell of HR Department in time.

Further, the same was reminded vide Circular No. DM(HR)PAR/IPGCL/14-15/538 dated 26.08.2014 and DM(HR)PAR/IPGCL/14-15/96 dated 16.01.2015, by DGM (HR)/Safety. However, it has been noticed that about 25% of APAR's/AAR's are yet to be received in the office of DM(HR)PAR - as on date, for the financial year 2013-14. The 2013-14 APAR's/AAR's are to be forwarded to the office of DM(HR)PAR within 15 days of the circular. 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.

Hence, all the Reporting & Reviewing Officers are kindly requested to send the filled in APAR's/AAR's for the Financial Year 2013-14 to the office of DM(HR)PAR within 15 days from the issuance of this circular, **including any backlog period, if any.**

This may be rerated as most priority.

Sr. Jaisud
Sudh

11. Circulate it
21/4/15

(G. SRIKUMAR)
DY. MANAGER-HR (PAR)

G. Srikumar
15/4/15

Copy to:

- Sr. PA to MD : For kind information pl.
- Sr. PS/PS/Sr. P.A to All Directors : -do-
- Sr. PS/Sr. P.A. to GM(HR) /GM(Fin.) : -do-
- Sr. PS/PS/Sr.PA to GM(IT)'s PPS-IT : For compliance please.
- Sr. PS/PS/Sr. PA to GM(Civil)/GM(Chemistry) : -do-
- AGM (IT)/Sr. Manager(IT) : For uploading in the Employees Corner of IPGCL/PPCL Website.
- DGM(HR)/Safety : for information please.

Plc to AGM (Opn.)
DGM (E/C&D)
DGM (M)
Sr ERP
V.P.T.
15/4/2015