

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

No.Mgr.(HR)PAR/IPGCL/16-17/ 73

Dated: 15/3/2017

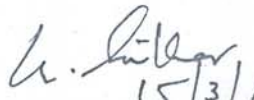
CIRCULAR

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) on 07.02.2014/09.03.2017 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 25% of APAR's/AAR's are yet to be received in the office of Mgr.(HR)PAR (as on date) for the year 2015-16, 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 2015-16 to the office of the undersigned within 15 days with any backlog period of APAR's/ AAR's. Otherwise it may be treated as concerned individual, reporting/ reviewing officer are not abide the Govt. of India guidelines on APAR's/AAR's issue and any repercussion, the concerned's, will be liable.

This may be treated as most priority.


15/3/17
(G.SRIKUMAR)

MANAGER(HR) PAR

Copy to:

- PS to MD : For kind information pl.
- Sr. PS/PS to All Directors : -do-
- Sr. PS to All E.D.'s/GM's : For compliance please.
- Sr. PS/PS/Sr.PA to all Sr. Manager(HR)I,II : -do-
- All Sr. Manager(IT) : For uploading in the Employees Corner of IPGCL/PPCL Website
- All Notice Boards, IPGCL/PPCL