

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

IT Department

Inward / Dispatch

Diary No.: 102.....

Date: 28/8/14

No.DM(HR)PAR/IPGCL/14-15/ 538

Dated: 26/8/14

DM(IT)/In./44
28/8/14

CIRCULAR

With the Competent Authority approval 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 noticed 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 2013-14, from the concerned.

Hence, all the Reporting & Reviewing Officers are kindly requested to send filled in APAR's/AAR's for the Financial Year 2013-14 to the office of the undersigned within 15 days from the issuance of this circular, including any backlog period. Otherwise, it may affect any promotional exercise in future (if any).

G. Srikumar
(G.SRIKUMAR)
DY.MANAGER(HR)PAR 26/8/14

Copy to:

- Sr. PS to MD : For kind information pl.
- Sr. PS/PS to All Directors : -do-
- Sr. PS to GM(HR)HQ/GM(HR)Bawana/GM(Fin.) : For compliance please.
- Sr. PS/PS/Sr.PA to GM(T)RPH/PPS-I/
GTPS/PPS-III : -do-
- 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.
- Manager(HR)-I/II/III/ /DM(LWO) : For compliance please.
- All Notice Board, IPGCL/PPCL

Sr. Indep.

28/8/14