

No.DM(HR)PAR/IPGCL/14-15/96

Dated: 16/1/2015

REMINDER-IICIRCULAR

In line with the Circular No. DM (HR) PAR/IPGCL/13-14/732 dated 07.02.2014, the blank APARs/AARs 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 AARs 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 form from the website and to forward filled-in PARs (Self Assessed) to their concerned Reporting and Reviewing Officer for onward transmission 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. 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.

Hence, all the Reporting & Reviewing Officers are kindly requested to send the duly 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 backlog period, if any.**



(PRADEEP GUPTA)

DY. GENERAL MANAGER (T)- HR

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/RPH : -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) /DM(LWO)/DM(HR)PAR : For compliance please.
- All Notice Boards, IPGCL/PPCL

16/1/15