

ITD/186
11/2/16
DM (IT/64
11/2/16

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

No.DM(HR)PAR/IPGCL/15-16/57

Dated: 10/2/2016

CIRCULAR

With the approval of Competent Authority the blank APAR/AAR forms of 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 observed that 30% of APAR's/AAR's are yet to be received in the office of DM(HR)PAR for the year 2014-15, 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 2014-15 to the office of the undersigned on or before 29.02.2016, **including any backlog period, if any.** 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.

This may be treated, as priority.

G. Srikumar
(G. Srikumar) 10/2/16
Dy. Manager (HR) PAR

Copy to:-

1. PS to MD : For kind information pl.
2. Sr.PS/PS to All Directors : -do-
3. Sr.PS to GM(HR) : -do-
4. Sr.PS/PS/Sr.PA to All ED's/GM's
5. AGM(IT)/Sr.Manager(IT) : For uploading in company website.
6. Manager(HR)-I/III/DM(LWO)
7. All Notice Boards IPGCL/PPCL

Sr. Prudhvi
11/2/16