

**INDRAPRASTHA POWER GENERATION CO. LTD. &
PRAGATI POWER CORPORATION LTD.**

(HR DEPARTMENT)

RAJGHAT POWER HOUSE OFFICE COMPLEX, NEW DELHI-110002

No.DM(HR)PAR/2020/ 219

Dated 27/04/2020

CIRCULAR

In the light of DOP&T Office Memorandum No.21011/01/2009-Estt.(A) (Pt.II) dated 27/03/2020 regarding Extension of time lines for submission of Annual Performance Assessment Report (APAR) for the period 2019-20 due to situation arising out of spread of Novel Corona virus (COVID-19), Category 'A' Official shall download the blank APAR form from Company's website and self-appraisal for the year 2019-20 to be submitted to Reporting Officer by officer to be reported upon upto 30th June 2020.

Further, the concerned Reporting /Reviewing officials of Category 'B' 'C' 'D' shall download the blank AAR forms from company's website and forward filled in AAR to Confidential Cell upto June 30th 2020.

This issues with the approval of Competent Authority.

[Signature]
27/04/2020
Dy. Manager (HR)PAR

Copy to :

1. ES to MD
2. Sr.PS to all Directors
3. Sr.PS/PS to all EDs/GMs/AGMs, CVO
4. Manager (IT) : for uploading the circular on company's website
5. All Notice Boards