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)
Dy. Manager (HR) PAR

Copy to:-

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

: For kind information pl.
: -do-
: -do-
: For uploading in company website.