

Singh
(AT)



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, BCS, New Shimla, Shimla-9

Phone: 0177-2670633, 2671831

CIN U4010HP2006SGC030591

No. HPPCL/P&A/8-4(Vol.II)/2010-18606-25

Dated:- 10-2-20

To

All the HoP's/HoDs
HPPCL.

Sub :- Instructions related to Time schedule of Annual Performance Appraisal Report (APAR).

Sir/Madam,

It has come to the notice of undersigned that the prescribed timelines for writing of APARs are not being followed and instructions are not being complied with as meticulously as expected by the concerned personnel / reporting/reviewing officers in HPPCL resulting in delay of DPC meetings. In this context, it is once again directed that the below mentioned schedule alongwith the instructions of writing of Annual Performance Appraisal Report of Executive, Supervisory and Workmen category employees in HPPCL be strictly adhered in future:-

| TIME SCHEDULE OF ANNUAL PERFORMANCE APPRAISAL REPORT OF HPPCL | | |
|---|--|-------------------------------|
| Sl.No | Nature of Action | Date of which to be completed |
| 1 | Distribution of blank APAR forms to all concerned by the respective P&A Section. | 31 st March |
| 2 | Submission of Self-appraisal to reporting officer by officer to be reported upon (where applicable) | 7 th April |
| 3 | Submission of APAR to reviewing officer | 15 th April |
| 4 | Review and sending to APAR section or accepting authority | 22 nd April |
| 5 | Appraisal by accepting authority, if provided | 29 th April |
| 6 | Disclosure of adverse remarks to the officer concerned. | 31 st May |
| 7 | Receipt of representation | 15 th July |
| 8 | Forwarding of representations to the competent authority | 15 days |
| 9 | Disposal of representation by competent authority | 30 th September |

It is expected that the APAR for the period 2019-2020 shall be written in and recorded as per the prescribed timeline.

Any departure from these directions shall be viewed seriously. This may be brought in the knowledge of all concerned.

Thanking You

Yours faithfully,

Director (Personnel)

Copy forwarded for information to:-

1. The Director (Civil), HPPCL.
2. The Director (Electrical), HPPCL.
3. The Sr. Manager (IT) with the request to upload the same on the HPPCL website.
4. The Manager (EE) and Manager (S&W), Corporate Office, HPPCL.
5. Notice Board.
6. Guard File

Director (Personnel)

| Sl. No. | Date | Particulars | Remarks |
|---------|----------|-------------|---------|
| 1 | 12/01/20 | ... | ... |
| 2 | 13/01/20 | ... | ... |
| 3 | 14/01/20 | ... | ... |
| 4 | 15/01/20 | ... | ... |
| 5 | 16/01/20 | ... | ... |
| 6 | 17/01/20 | ... | ... |
| 7 | 18/01/20 | ... | ... |
| 8 | 19/01/20 | ... | ... |
| 9 | 20/01/20 | ... | ... |
| 10 | 21/01/20 | ... | ... |