



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
[Corporate Identity Number (CIN) :
L40109RJ2000SGC016485]
Regd. Office: VidyutBhawan, Jyoti Nagar, Jaipur -302005
(AN ISO 9001: 2008 CERTIFIED COMPANY)



RVPN-F&R No.: **1184**

No.: RVPN/AAO/F&R/F.75/D. 254

JAIPUR, Dated: 23.03.2018

ORDER

Sub:- Adoption of APAR instruction issued by the Department of Personnel, GoR vide No. F.13 (51) DOP/ A-1/ ACR / 08 dated 05.06.2008.

The Board of Directors, RVPN, in its 268th meeting held on 26.02.2018, has accorded its approval to adopt mutatis-mutandis APAR instructions issued by the Department of Personnel (A-1/ACR), GoR vide order No. F.13(51)DOP/A-1/ACR/08 dated 05.06.2008. Accordingly, new Rajasthan Rajya Vidyut Prasaran Nigam Ltd. APAR instruction, 2018, is enclosed herewith.

Encl.: , New RRVPNL, APAR
instruction, 2018.

By Order,

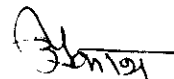
Madhu
(Madhu Pandey)

Chief Accounts Officer (P&F-Cont.)

Copy submitted/forwarded to the following for information and circulation in various offices under their jurisdiction and control:-

1. The Chief Controller of Accounts, RVPN, Jaipur.
2. The Secretary (Admn.), RVPN, Jaipur.
3. The Chief Engineer (PP&D/IT/Procurement/MPT&S/NPP&RA/LD/), RVPN, Jaipur.
4. The Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
5. The Zonal Chief Engineer (Civil), RVPN, Jaipur/Jodhpur.
6. The Company Secretary, RVPN, Jaipur
7. The Controller of Internal Audit, RVPN, Jaipur.
8. The Chief Accounts Officer (A/Cs & W&M/Procurement/PP&D/P&F-Cont.), RVPN, Jaipur.
9. The Regional Chief Accounts Officer, Jaipur/Ajmer/Jodhpur Zone, Jaipur/Ajmer/Jodhpur.
10. The Joint Director Personnel (HRD), RVPN, Jaipur.

11. The Joint Legal Remembrancer, RVPN, Jaipur.
12. The Superintending Engineer (), RVPN, Jaipur.
13. The Incharge, Data Centre, RVPN, 101, Vidyut Bhawan, Jaipur.
14. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
15. The Sr. Accounts Officer (), RVPN, Jaipur.
16. The Accounts Officer (), RVPN, Jaipur.
17. The PRO, RVPN, Jaipur.
18. PS to CMD, RVPN, Jaipur.
19. PS to Director (Finance/Technical/Operations)., RVPN, Jaipur.
20. Office Order/Master File.



(O.P. Gupta)

Asstt. Accounts Officer-I (F&R)

RAJASTHAN RAJYA VIDHYUT PRASARAN NIGAM

APAR INSTRUCTIONS, 2018

The APAR is an important document. The performance of every Nigam employee is assessed annually through his APAR. The work, conduct, character and capabilities of the officer are recorded in the APAR.

It is important for every Nigam employee that he knows how well or otherwise, he is performing the job assigned to him. It is imperative that he knows his defects and shortcomings, which could affect his career advancement in the long run. The performance appraisal system aims to achieve this objective.

Another objective of the APAR system is to provide information about the qualities, traits, strengths and weaknesses of the employees to the superior officers so that they can be placed at posts where their services can be utilized most fruitfully.

The APAR system also provides data for judging the merits of employees when questions relating to confirmation, promotion, selection grade, crossing efficiency bar and continuance in service beyond a certain age or on completion of certain years' service arise.

The APARs, thus, provide the basic and vital inputs for various purposes. Therefore, all the employees should undertake the duty of filling out the APAR forms with a high sense of responsibility.

INSTRUCTIONS

1. Short title, commencement and application-

- (i) These instructions may be called the RRVPNL (Performance Appraisal Report) instructions, 2018.
- (ii) They shall come into force from the financial year 2017-18 (to be filled during financial year 2018-19 and onwards).

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2 Applicability- These instructions shall apply to all employees of RVPN:-

- (i) Engineering wing
- (ii) Accounts wing
- (iii) Admn. & Personnel wing
- (iv) Persons on deputation to other department and BBMB.
- (v) Persons on deputation from other department.

3. Interpretation- If any doubt arises relating to the application, interpretation and scope of these instructions, the decision of the M. D., RVPN shall be final.

4. Documents to be maintained In the Performance Appraisal Dossier- Besides the performance appraisal reports, copies of documents and communications specified below shall be placed in the performance appraisal dossier –

- a. Copies of awards granted by the President/State Government.
- b. Letters of appreciation issued by the Government.
- c. Letters of appreciation issued by the Head of Special Bodies or Commissions or Paragraphs of appreciation by Name included in the Reports of such bodies
- d. Letters of appreciation from individual non-officials if they are related to the appreciation of service rendered beyond the normal duty with the prior approval of the Secretary to Govt./Head of Department.
- e. Letters of appreciation issued by the Head of Department in respect of an employee belonging to the-subordinate/ministerial service.
- f. Copies of orders imposing any of the penalties specified in the Employees Conduct Regulations 1976/Employees CCA Regulations, 1962.
- g. Copies of the communication addressed to employees warning (recorded) him or conveying the displeasure or reprimand by the' appointing authority or higher authorities.

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- h. Record of the approved courses of study or training undertaken by the official concerned.

5. Maintenance and custody of the performance appraisal dossier:

- (1) The performance Appraisal dossier of each officers/JENs/Ministerial Staff shall be maintained by and kept in the safe custody of the Secretary (Admn.) RVPN & Junior Accountant/AAO-II shall be kept in the safe custody of CCOA, RVPN.
- (2) The maintenance of duplicate copies of APAR is not desirable. However, if it is considered necessary to retain copies of the reports, specific approval of the M.D., RVPN will have to be obtained.
- (3) The performance appraisal report when received for keeping in the dossier shall be thoroughly examined to know whether it is lacking in some respect. If it is seen that the report is incomplete in some respect, it shall be returned to the concern authority, as the case may be, for getting it completed in all respects
- (4) For confidentiality purposes, officers below the level of Assistant/ Dy. Secretary should not handle performance appraisal dossiers of the Group A officers.
- (5) The performance dossier relating to a deceased employee may be destroyed after a period of two years from the date of his death and that of a retired Nigam employee five years after his date of retirement or settlement of the pensionary benefits, whichever is later.

6. Responsibility for drawal of the APARs -

- (1) The responsibility that the APARs are properly and timely drawn up in respect of all employees, including those who are on deputation to other departments, Central/State Government or are in Foreign Service :-
 - (i) In case of Officers/Sub-ordinate/ministerial services, shall be that of Secretary (Admn.), RVPN.
 - (ii) In case of AAO-II, Junior Accountant shall be that of CCOA, RVPN.

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- (2) These authorities should review from time to time the pendency of APARs and take necessary remedial action, wherever necessary.

7. Form of the Performance Appraisal Report-

1. The employees have been divided into three categories for the purpose of filling up of the APAR. For each of these categories, a separate form has been prescribed and is appended to these instructions as under:

S. No.	Category	Form
1.	Officers	APAR of officers (Form-I)
2.	Junior Engineer	APAR of JENs (Form-II)
3.	Ministerial Staff	APAR of Ministerial Staff (Form-II)

8. Period of Reporting -

- (1) The performance appraisal report in respect of all the Nigam employees would be drawn up for the period covered by the financial year.
- (2) No APAR shall be drawn up unless the Nigam employee reported upon has worked under a reporting officer for a period of at least three months during the year under report.
- (3) Subject to (2) above, two or more independent reports may be written for the same year by different reporting officers in the event of a change in reporting officer during the course of the year. In such cases each report should indicate precisely the period to which it relates and the report for the earlier part, or parts, of the year should be written at the time of transfer or immediately thereafter and not deferred till the end of the year.
- (4) There is no need to write a separate APAR if the reviewing authority or accepting authority is changed in the middle of the year, provided the reporting officer remains the same. In case for a period under report, there were more than one reviewing authorities, the last officer will review the APAR, provided it has supervised the work of the person for a period of at least three months. In case it has not seen the work of the

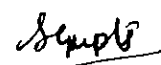
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person reported upon for at least three months, the officer immediately preceding it should review the APAR, provided, again that it has seen the work of the person for at least three months, and so on.

- (5) Where an official (reported/reporting/reviewing/accepting) has taken any kind of leave (Privilege leave/ Half Pay leave etc.) or remains on training for a long period (more than 15 days at a stretch during the period of Report), the total period spent on leave/training should be deducted from the total period spent on any post, for purpose of computing the period of three months which is relevant for drawing APAR. However, this principle will not be applicable in the case of unauthorized absence where an adverse entry has to be made in the APARs of the Nigam employee concerned for such an absence. Leave/training period of a short duration need not be treated as relevant for the purpose.

9. Levels of Assessment-

- (1) The assessment of the employee will generally be made at three levels-
- (a) Reporting officer, which is the immediately superior authority;
 - (b) Reviewing authority, which is the next higher authority of the reporting officer; and
 - (c) Countersigning/Accepting authority, which is the authority immediately senior to the reviewing authority.
- (2) The reporting/ reviewing/ accepting authority in case of each employee has been determined vide Order No. 198 dated 08/01/2018 as approved by the Board of Directors in its 266th meeting.
- (3) The Board of Directors of RVPN in its 266th meeting have accorded approval that the Chairman & Managing Director of the Company is hereby authorized to carry out minor changes/ amendments in the aforesaid APAR channels and to take all other necessary steps that may be required for the purpose in view of change/modification in



restructuring or organizational structure in future vide Order No. 198 dated 08/01/2018.

- (4) For each period of report, under no circumstances should there be more than one reporting officer, and more than one reviewing authority. However, in some cases there may be more than one officer to record his comments as accepting authority.
- (5) The APAR of Personal Assistant/Personal Secretary is not required to be reviewed.
- (6) There is no provision for any authority other than the reporting, reviewing and accepting authority for writing his remarks/comments about the work and conduct of a person in the APAR. The remarks by any other officer in the APAR are not in order.

10. Responsibilities of employees-

- (1) The reportee should use the correct form – APAR Form of officers, APAR Form of JENs and APAR Form of ministerial staff, as the case may be.
- (2) It shall be the responsibility of each employee to furnish the APAR form to his reporting officer after completing part-I /Sec-I thereof, in accordance with the prescribed as specified in these instructions, vide **Annexure 'A' & 'B'**. Also the time schedule prescribed for filling up APAR shall be followed strictly.
- (3) It should be ensured that exact period with the starting date and the end date and not just the year of report is mentioned by the person reported upon at the appropriate place.
- (4) In the APAR form space has been allotted for making necessary entries for employees with regard to self-appraisal and they should confine their self-appraisal to the space allotted. Some of the employees append a number of sheets detailing self-appraisal along with statements and certificates etc. while submitting the APAR form, which

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not only renders the forms bulky but also increases the size of records unnecessarily. This is not desirable.

- (5) Every employee is under obligation to furnish information required under various provisions of the Employees Conduct Regulations-1976 along with property details with the performance appraisal report. If the property return is not appended to the APAR, it should not be entertained by the office of custody until the property return is received.

11. **Responsibilities of the Reporting Officer -**

- (1) It shall be the duty of reporting officer to carefully consider the norms prescribed and/or the duties demanded from the employee reported upon before recording his opinion. Where no norms are fixed, the reporting officer should fix targets, which are as far as possible quantifiable before the beginning of the period under report. If there are no targets assigned at the beginning of the year or the period of reporting, the APAR would be too subjective, which is avoidable. The reporting officer should not form hasty opinions or arrive at conclusions based on insufficient data or hearsay.
- (2) In the various entries under Part-II/Sec-II to be filled up by the reporting officer, the officer, after careful consideration, should only initial in anyone of the five boxes against each entry, there is no-need to make any remark or comment.
- (3) Under point No. 2 (d) relating to the general assessment of the person, the reporting officer should make an assessment of the performance and abilities of the person reported upon briefly and intelligently, as required in the form. It should also comments generally on the way in which the person has carried out his/her various duties during the period. The reporting officer should also include an assessment of certain qualities of general importance such as intelligence, keenness, industry, tact, attitude towards superiors, subordinates and the general public, relation will follow- employees, etc., in the report. In addition, it

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should carry a general appreciation of the character, personality, conduct aptitudes, shortcomings and abilities of the Nigam Employees.

- (4) The reporting officer should make an assessment of the performance and abilities of the person reported upon briefly and intelligently relating to the general assessment of the person as required in the form. It should also comment generally on the way in which the person has carried out his/her various duties during the period. The reporting officer should also include an assessment of certain qualities of general importance such as intelligence, keenness, industry, tact, attitude towards superiors, subordinates and the general public, relations with fellow- employees, etc., in the report. In addition, it should carry a general appreciation of the character, personality, conduct, aptitudes, shortcomings and abilities of the Nigam employee.
- (5) The reporting officer should not only make an objective assessment of his subordinate's work and qualities but also give to his subordinates at all times the necessary advice, guidance and assistance to correct their faults. Such advice or criticism should be recorded at the relevant point.
- (6) Adverse entries, if any, should be recorded at related point. Adverse remarks should be recorded in the performance appraisal only when the person reported upon persistently fails to show improvement. While mentioning any faults defects, the reporting officer must also give an indication to the efforts at reforms made by him by way of guidance, admonition etc. and the result of such efforts
- (7) While filling up the column on overall assessment, the reporting officer must record the overall grading/specific categorization of the employee i.e. "Outstanding", "Very Good";" Good", ""Satisfactory" or "Unsatisfactory". He should not assess any person outside any of these categories like between good and, very good" or "very satisfactory" Or "good +".



- (8) While filling up the column on overall assessment, the reporting officer must ensure that the overall grading recorded as indicated in (6) above conforms to the remarks made in Part-II / Sec-II. The aim is that the overall assessment should be in agreement with the remarks/entries made in Part-II/Sec-II.

12. Responsibilities of the Reviewing Officer -

- (1) While it might be difficult for the higher officer to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the person reported upon is vitally necessary, as a build in corrective. The judgment of the immediate superior, even though completely fair in its intent might be some times too narrow and subjective to do justice to the employee reported upon. The officer superior to the reporting officer should therefore, consider it his duty to personally know and form own judgment of the work and conduct of the person reported upon.
- (2) While making its remarks, as the case may be, of the form, the authority should accordingly exercise positive and independent judgment on the remarks of the reporting officer and express clearly his agreement or disagreement with those remarks. This is particularly necessary in respect of adverse remarks if any, where the opinion of the higher officer shall be construed as the correct assessment.
- (3) It is the responsibility of the reviewing authority to verify the correctness of the remarks of the reporting officer. If the reviewing authority is not sufficiently familiar with the work of the person reported upon so as to be able to arrive at a proper and independent judgment of his own, he may make such enquiries as he may consider necessary.
- (4) While it is expected that the forms with alternative answers prescribed would minimized cryptic, vague or non-committal remarks being made in the reports, there may be cases where the entries are not sufficiently meaningful. Such reports should be return to the reporting officer for application or explanation.

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- (5) Where the reporting officer has recorded adverse entries, the reviewing officer may discuss with the reporting officer such adverse entries, and
- (a) May countersign the report including the adverse entries, or
 - (b) Modify or expunge the adverse entries.
- (6) The reviewing authority must record the overall grading/specific categorization of the employee i.e. "Outstanding", "Very Good", "Good", "Satisfactory" or "Unsatisfactory" . The reviewing authority must ensure that the overall assessment made by him conforms to the descriptive remarks recorded by him in the space provided for this purpose, as the case may be. The reviewing/accepting authority has a right to downgrade/ upgrade the assessment made by the lower officer where it is considered expedient in public interest. While doing so, not only should the authority express its disagreement with the assessment of the reporting and/or reviewing authority explicitly but the specific reasons for such down-gradation/up-gradation must also be recorded in the form itself at the space provided for.

13. Responsibilities of the Countersigning/Accepting' authorities.

It is the responsibility of the accepting authority to see that the APAR is filled up by the reporting and the reviewing authorities as per the instructions contained herein. There may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the reporting/reviewing authority for amplification or explanation.

14. General Instructions for writing APARs

- (1) Remarks like "Doubtful Character", "complaints received about his taking illegal gratification" are not permissible. Entries should be based on established facts and not on mere suspicion. Contradictory facts, assessment, findings, etc. should be avoided while reporting/reviewing/accepting the APAR. Moreover, premature facts, events and circumstances should not be mentioned in APAR.



- (2) The authority writing the report should ensure that it is competent to write the APAR. It should especially check the period under report and satisfy itself that it was certainly the competent reporting/ reviewing/ accepting authority for the concerned person for the period under report.
- (3) It should be ensured that exact period and not just the year of report has been mentioned by the person reported upon at the appropriate place.
- (4) The name of the reporting officer, the reviewing authority and the accepting authority should be clearly indicated in block letters with respective designations after their signatures along with the stamp. The designation mentioned should be the one pertaining to the period of the report and not the designation, while writing the APAR.
- (5) The time schedule given in the annexure should be followed for writing the performance appraisal report. If the person reported upon does not submit the APAR form after duly completing its first part within the period prescribed for the purpose the reporting officer shall write the report in a new form without the self-assessment and submit the APAR to the reviewing authority for further necessary action. After recording the APAR, it should be immediately sent to the next higher authority or the cadre controlling authority, as the case may be, as per the prescribed channels.
- (6) A Nigam employee is not entitled to any personal hearing at the time of drawal of APAR. However, he/she will have an opportunity to make a representation against adverse entries communicated to him/her.
- (7) The reports should be written in ink/ball pen. They may be typed, in which case the official (reported upon/reporting/reviewing/accepting) must record a certificate in his/her own hand to the effect that the report has been typed out by himself/herself.

15. Officers competent/incompetent to write APAR

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- (1) **Officers/officials under Suspension**-If the reporting/ reviewing/ accepting authority is under suspension, it is not entitled to write the APARs of the employees who have worked under him while he was on duty.
- (2) **APAR of the relative**- The administrative authority should take care that, to the extent possible, a close relative of an official is not placed under the direct charge of that official where the latter has to write the APAR of the former. Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible. In such a situation, the employee is prohibited to write or review the APAR of his close relative.
- (3) **Period less than three months:-** If the reporting/reviewing authority has not supervised the work of the employee reported upon for a period of at least three months, he/she cannot write/ review the APAR of the employee.
- (4) **Court Evidence:** - Where an employee has tendered evidence against the reporting/ reviewing authority, before a court of law, the reporting/reviewing authority cannot write/review the PAR of the employee.
- (5) **Nigam employee under suspension/awaiting posting order/on study leave**- The APAR of a Nigam employee on study leave, awaiting posting orders or placed under suspension for that period, shall not be drawn up.
- (6) **Retirement of Reporting/Reviewing/Accepting authority**- When the reporting/reviewing/accepting authority retires/otherwise demits office, he cannot draw up the APAR or offer comments on the representation submitted against the adverse entry made by him.
- (7) **Re-employed employees** -A retired officer on re-employment shall be competent to write, review or accept, as the case may be, the APAR of the staff/personnel deployed to work under him/her during the period of re-employment. Such an officer would however, not be competent to



write/ review/accept the APAR, if any, that was not filled up/reviewed/ accepted at the relevant time when he/she was in the service before re-employment.

- (8) **Officer holding additional charge can write the APAR-**If a reporting/reviewing/accepting authority has held additional charge for more than three months and is senior to the person reported upon, he may write the APAR of the employees whose work he supervised in his capacity of additional charge.
- (9) Where the supervisory authority is not competent to write the APAR as a reporting officer in respect of the employee for a particular period, the report will be written by the reviewing authority as the reporting officer and the accepting authority as the reviewing authority as well as the accepting authority. If no officer is competent to review the APAR of an employee for a particular period, the accepting authority will review as well accept the APAR. Similarly, in the event of there being no officer competent to write as either a reporting officer or as a reviewing authority, the report shall be initiated, reviewed and accepted by the accepting authority. Where no officer is competent to write, review or accept an APAR, an entry to that effect will be made in the APAR. The reviewing authority while acting as reporting officer and the accepting authority while acting as reviewing authority should specifically state the circumstances under which it has had to do so.

16. Procedure for filling up the Column Relating to Integrity:-

Integrity generally covers the quality of being honest and having strong moral principles. Some of the examples which justify stopping the integrity are misappropriation, misrepresentation of facts, unauthorized communication of information.

- (1) Supervisory officers should maintain a confidential diary in which, instances that create suspicions about the integrity of a subordinate should be noted from time to time and action to verify the truth about these suspicions should be taken expeditiously by making confidential

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enquiries departmentally or by referring the matter to the Anti-Corruption Bureau. At the time of recording the performance appraisal, this diary should be consulted and the material in it utilized for filling up the column about integrity.

- (2) Specific mention should be made in the reports of officers working in or holding charges or 'Top Secret Sections' about their trustworthiness specially in matters affecting official security.
- (3) Constitution of the Committee for deciding representations received from employees in connection with stopping the integrity certificate:

(a) For Officers:-

1	M.D.	Chairman
2	Director concerned	Member
3	Secretary (Admn.)	Member Secretary

(b) For JENs:-

1	Director (Technical)	Chairman
2	Chief Engineer concerned	Member
3	Secretary (Admn.)	Member Secretary

(c) For Ministerial Staff:-

1	Secretary (Admn.)	Chairman
2	CCOA	Member
3	CPO/JDP	Member Secretary

Note: In case any of the Chairman / members is the person stopping the integrity certificate, he shall not participate in the meeting. Such a Chairman/member shall be replaced by an officer nominated by the Chairman/M.D./BOD.

17. Adverse entries

- (1) **The Accepting/ Countersigning authority** will decide as to which remarks in the APARs will constitute adverse entries and should be communicated to the person reported upon. In case of reporting authority, only the note recorded under Part-II/Sec.-II will be treated as adverse. For reviewing authority, an entry will not be considered adverse unless the overall assessment is also 'unsatisfactory'.

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- (2) All adverse entries in the APAR of the Nigam employee, both on performance as well as on the basic qualities and potential should be communicated within the prescribed period as mentioned in these instructions. An employee should not at any time, be kept ignorant of the opinion of his superior officers. Where his service is not considered satisfactory, criticism should be communicated promptly and should indicate, in suitable language the nature of the defects in question. However, to convey only adverse remarks is rather discouraging and leaves the person concerned guessing as to the general purport of his report. To avoid anxiety on this account the general total impression of his report in brief should be conveyed to the person concerned.
- (3) A certain degree of discretion should be, made in communicating reported defects of an irremediable nature. For instance, it might do more harm than good to inform a person year after year that his intelligence is below average or that he is unduly sensitive. Similarly, remarks about the physical defects of the persons noted in the APAR need not be communicated.
- (4) While communicating the adverse comments, a mention of the good points should also be made. Similarly, where a report shows that a person has made successful efforts to remedy defects to which his attention has been drawn previously, it should be communicated to him so that he may know that his efforts to improve have not passed un-noticed.
- (5) Only such of the adverse entries as are recorded and accepted by the reviewing/accepting authority" if any, need be communicated. The reviewing/accepting authority should, therefore, normally indicate whether it agrees or disagrees with the remarks of the reporting officer; it should also record additional remarks, wherever necessary, if the report is too brief cryptic or vague.
- (6) Any adverse entry recorded in the APAR after it is completely filled up shall be communicated to the person concerned in writing by the



authority in whose custody the report is kept, in the prescribed time limit, asking the person to make representation, if so desired, within 15 days. This communication should be in writing and a record to that effect should be kept in the APAR dossier of the Employee.

- (7) Great attention should be paid to the manner and method of communication in order to ensure that advice given in the warning or censure administered, whether orally or in writing shall, having regard to the temperament of the person concerned, be most beneficial to him. The memo, forwarding the adverse remarks to the person reported upon, should be couched in such a language that it does not produce a sense of resentment in the person reported upon and that it makes it clear to him that the intention of communicating these defects to him is that he tries to improve himself in respect of those defects.
- (8) It is not necessary to disclose the identity of the officer who made the adverse remarks while communicating them to the Nigam Employees concerned.
- (9) Only one representation against adverse remarks, which are recorded in the APAR of the Employee, should be accepted within the prescribed time limit. However, the competent authority may, in its discretion, entertain a representation made beyond this time if there is satisfactory explanation for the delay.
- (10) All representations against adverse remarks should be decided expeditiously by the competent authority within the prescribed time limit. Once a final decision regarding the adverse remarks has been taken, no notice will be taken of all representation received against the adverse remarks.
- (11) The following procedure should be adopted in dealing with representations from the employees against the adverse remarks communicated to them-
 - (a) Representation against adverse remarks should be examined by the appointing authority.



- (b) The competent authority should then call for the comments of the reporting/ reviewing/ accepting authority as the case may be on the representation of the Nigam employee. However, comments are not required if the reporting/reviewing/accepting officer has retired or demitted the office.
- (c) In case of State Service Officers, the file containing the PAR, the representation and comments thereon of the officer making the adverse remark, if any, will be forwarded to the Secretary to the Government in the borrowing departments who would record his views and also seek approval of the concerned Minister in-charge directly, without the case being routed through the Department of Personnel. The file would then come to DOP (A-I/ACR) for further action in the matter. In the event of a difference of opinion between the Secretary to Govt. and Minister In-charge regarding the expunction of the adverse entry, the case shall be submitted to the Chief Minister through the Chief Secretary whose decision thereon shall be final. In case of the other employees, the decision of the appointing authority shall be final. But in case of the appointing authority itself has recorded the adverse remark then the final decision regarding them will be taken by the officer immediately superior to the appointing authority.
- (d) The matter shall be examined with reference to the rules and regulations keeping in mind the duties and responsibilities attached to the post held by the person concerned, the targets, if any, fixed and achieved, during the period under report.
- (i) If it is found that the remarks were justified and the representation was frivolous, a note will be made in the report of the representation that he did not take the correction in good spirit.
- (ii) If there is no sufficient ground for interference, the representation should be rejected and the person informed accordingly.

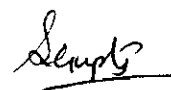
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- (iii) If it is felt that the adverse remarks should be toned down, necessary entries should be made separately at the appropriate place of the report; the correction should not be made in the earlier entries themselves; and
 - (iv) In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or are entirely incorrect or unfounded and therefore deserved expunction, he should score through the remark, paste it over, or obliterate it otherwise, and should make an entry, with his signature and date, stating that he had done so.
- (12) Representations or explanations against adverse entries should not be added to the APARs. These may be placed in a separate file cover along with the APAR file of the concerned employee.

18. Opportunity of representation and Appeal/Review:--

- (1) The APAR completed in all respect will be communicated to the employees thorough uploading the same in the personnel information of the employee on the RVPN Intranet by CCOA in case of AAO-II & Junior Accountant and by Secretary (Admn.) in case of all officers and officials.
- (2) An opportunity will be available to every employee to submit representation to Secretary (Admn.) or CCOA as the case may be, if willing to do so, against any entry or remark or gradation recorded in the APAR at any level. However, only those representations which are received from the concerned employee within the prescribed time limit as given in Annexure-'A' shall be accepted.

The CCOA/Secretary (Admn.), after receiving/ accepting the request from the employee, will initiate necessary action within one month of receipt of representation.



- (3) In case, an employee is not satisfied with the decision on his/her representation then he/she may submit an "Appeal" before the "Appeal Board" as appended at **Annexure - "C"**.
- (4) Once a final decision is taken by the Appeal Board, no Appeal/review-application shall be entertained against decision of the Appeal Board.

19. Procedure for writing APARs of employees on deputation:-

- (1) In, the case of Nigam employees on deputation to other departments/ organizations, which are controlled by the State Government, the APAR will be written as per channel prescribed by the competent authority and sent to the appointing authority.
- (2) In the case of employees on deputation to organization/ bodies / State Govt. which are not under the control of the Nigam, the APARs will be perused by the Secretary(Admn.) of the parent department after they are received from the borrowing organization.
- (3) In cases where an employee, who had joined some other service, while holding his lien to his parent service, reverts to his original service, the following procedure may be adopted:-
 - (i) In case the assessment report(s)/confidential report(s) for the years when he worked in the other service are available, they will be placed in the appraisal dossier of the employee and the same will be taken into account for purposes of promotion, etc.
 - (ii) In case they are not available, the procedure prescribed in case of missing report shall be applicable.

20. Procedure for writing of APARs of Nigam employee deputed to attend approved courses of study or training-

For the period in which an employee has undergone any training at an approved institution in India or abroad, the following procedure should be entered in his APAR.

- (I) Whenever an officer attends an approved course of study or training, the fact of his having done so should be entered in his APAR.

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- (2) The report, if any, received from the head of the institution should either be placed in original in the dossier of the officer or the substance of it entered therein

21. No Report Certificate:-

- (1) It shall be the responsibility of every Head of Department to draw up a list of the persons falling under the following categories as on 31st March every year-
- a. Employees who have been granted study leave
 - b. Employees kept under suspension;
 - c. Employees awaiting posting Orders;
 - d. Employees in case of whom none of the reporting officer, the reviewing authority and the accepting authority is competent to write the APAR; and
 - e. Employees in case of whom APAR of period more than 5 years old is pending completion.
- (2) For the persons mentioned above, if the period is of 120 days or more, a note mentioning the reasons should be made and kept in the dossier as "No Report Certificate".

22. Training:-

All Accepting/ Countersigning authorities shall communicate to the Secretary (Admn.) observations made in the various performance appraisal reports regarding improvement and training needs of the officers reported upon. The HRD- Training Department as per direction of Secretary (Admn.), shall frame training programme keeping in view the information received.

23. Register to watch receipt of Reports.

- (I) A control register to watch the timely receipt of the performance appraisal shall be maintained by all reporting, reviewing and accepting authorities in the prescribed proforma (**Annexure "D"**).



- (2) Disciplinary action, in addition to recording of adverse entry in the APAR, under the provisions of the Employees Conduct Regulations, 1976 and/or any other relevant rules applicable at the relevant time, may be initiated by the Nigam against the person who has violated the time schedule.

24. Requisition of appraisal dossier/annual property return for official use and dispatch thereof.

- (1) APAR dossiers are required by various authorities for convening meetings of Departmental Promotion Committees, preparing panels for deputation, making recommendations for grant of merit certificates, etc. requisition of APAR for any official purpose shall be addressed to :-
- (i) The Secretary (Admn.), RVPN in case of Officers, JENs & ministerial staff.
- (ii) The CCOA, RVPN, in case of AAO-II & Junior accountant.
- (2) The requisition so made shall contain details of the persons of whom the APAR dossiers have been requisitioned so that they can be correctly identified. Many a times, there are officials in the same service having the same initials or even the same names. Therefore, it is imperative that full details, namely full name of the person, date of birth and Employee's ID are provided. If possible, father's/ husband's name should also be made available. In case of a number of persons having the same name and designation, I, II. etc. shall invariably be mentioned in the requisition. This is important in order to send the APAR of the correct official.
- (3) Reasonable time should be given to the office of custody of APAR for dispatching the report. In case the number of dossiers required is less than 50, a notice of at least 7 days should be given. In case 50 or more dossiers are required, the requisition should be sent at least 15 days in advance.
- (4) While sending the requisition, the purpose for which the dossier(s) is/are needed should be mentioned.



- (5) To avoid wastage of time, while sending the requisition, it should be ensured that the dossiers are not lying with the office requisitioning them.
- (6) Sometimes APARs are included in the dossiers by the office of the requisitioning authority. Such an action will prevent proper maintenance of the control register. In fact, this duty is of the office authorized to keep the dossiers in their custody. APARs are included in the dossier by the office of custody after making an entry in this regard in the control register meant for this purpose. Therefore, loose APARs should not be included in the dossiers by the offices requisitioning the performance appraisal dossiers.
- (7) The dossiers should be returned to the office of custody immediately after their use.
- (8) The dossiers should be handled carefully so that they are not damaged in anyway.
- (9) Copies of performance appraisal reports on Nigam employee or even the substance of such report cannot be sent to private bodies in connection with appointment to posts advertised by them or for other purposes. If a request is received from a public or semi-government body controlled by government only a gist of the relevant reports may normally be supplied. There may however, be cases in which it is in government's own interest that the management of a corporate public enterprise should see the performance dossier in full. In such cases, the reports may be shown by the order of the Secretary (Admn.), RVPN.
- (10) The Central Bureau of Investigation, the Anti-Corruption Bureau and the Rajasthan Police can requisition the annual property returns of employees against whom cases of assets disproportionate to their incomes are pending. In such cases, a certified copy of such returns should be retained in the dossier.

25. Power to remove difficulties:-



The M.D. RVPN, may, for the purpose of removing any difficulty (of the existence of which it shall be the sole judge) in the implementation of any provision of these instructions, make any general or special order, as it may consider expedient, in the interest of fair dealing or in the interest of RVPN.

Provided that in granting relaxation in favour of an employee, it shall be necessary to certify that it was absolutely expedient so to do for dealing with the case in a just and equitable manner.

26. Repeal and Savings –

- (1) All circulars and orders in relation to matters covered by these instructions and in force immediately before commencement of these instructions are hereby repealed except order No. RVPN/Secy.(Admn.)/F./17-18/D.198 dated 08.01.2018

Provided that any action taken under the instructions and orders so superseded shall be deemed have been taken under the provisions of these instructions.

- (2) The adverse entries, for the year 2017-18 and earlier years shall be examined and disposed of in accordance with these instructions.



Time Schedule for writing APAR

S. No.	Activity	Last date by which the task to be completed
1.	Submission of Form of APARs by officers / officials after completion of Part-I	15 th April
2.	Writing of APARs by the Reporting Officer	30 th April
3.	Submission of APARs by Reporting Officer to the Reviewing Officer	15 th May
4.	Comments on the APARs by the Reviewing Officer and sending the APARs to the Countersigning Authority, wherever applicable.	15 th June
5.	Comments on the APARs by the countersigning authority/Accepting authority	15 th July
6.	Reminders by officer of record, in case APARs are not received.	In the month of July
7.	Communication of adverse entries by office of record.	In the month of August
8.	Uploading the APAR Grading on RVPN Intranet.	Within 7 days after receipt of duly filled APARs
9.	Appeal, if any, by the concerned employee on gradation / entries in his / her APAR	After uploading within 15 days.
10.	Decision on Appeal.	One month

S. Gupta

Annexure 'B'

Time Schedule for writing APAR

S. No.	Category of cases	When APAR form is to be procured by the reportee	Time schedule for the reportee for completing Part-I	Time schedule for the reporting officer to complete Part-II	Time schedule for the reviewing authority to complete Part III/IV & sending the APARs to the Countersigning Authority, wherever applicable.	Time schedule for the Countersigning Authority, wherever applicable
1.	Report in the event of retirement of the reporting officer	The month preceding the month in which the reporting officer is due to retire	15 days before the retirement of the reporting officer	Before retirement of the reporting officer	Within 15 days of the receipt of the APAR	Within 15 days of the receipt of the APAR
2.	Report in the event of transfer of the person reported upon	Along with the communication regarding relinquishment of post	Within 15 days of the receipt of PAR form	Within 15 days of receipt of the self assessment report	Within 15 days of the receipt of PAR	Within 15 days of the receipt of the PAR
3.	Report in the event of transfer of the reporting officer	Immediately before handing over charge	Within 15 days of receipt of the APAR form	Within 15 days of receipt of the self assessment report	Within 15 days of receipt of the APAR	Within 15 days of the receipt of the APAR
4.	Report in the event of retirement of the person reported upon	The month preceding the month in which the person is due to retire	Within 15 days of receipt of the APAR form	Before retirement of the person reported upon	Before retirement of the person reported upon.	Within 15 days of the receipt of the APAR

Shukla

APPEAL BOARD – CATEGORY-WISE

(A) Engineering Wing

(i) Chief Engineer/Addl. Chief Engineer/Superintending Engineer:

Board of Directors, RVPN

(ii) Executive Engineer:

1.	M.D.	Chairman
2.	Director (Concerned)	Member
3.	Secretary (Admn.)	Member Secretary

(iii) Assistant Engineer/Junior Engineer :

1.	Director (Concerned)	Chairman
2.	Secretary (Admn.)	Member Secretary
3.	Chief Engineer (Concerned)	Member

(B) Accounts Wing

(i) CCOA/CAO:

Board of Directors, RVPN

(ii) Sr. Accounts Officer/Accounts Officer:

1.	M.D.	Chairman
2.	Director (Finance)	Member
3.	Secretary (Admn.)	Member Secretary

(iii) Asstt. Accounts Officer-I/II/Jr. Accountant:

1.	Director (Finance)	Chairman
2.	Secretary (Admn.)	Member Secretary
3.	CCOA	Member

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(C) Personnel/Admn. Wing

(i) Company Secretary/CPO/JDP/JS/DDP/SA/PRO/AS/Law Officer:

Board of Directors, RVPN

(ii) PO/Secretarial Officer/Legal Assistant:

1.	M.D.	Chairman
2.	Secretary (Admn.)	Member
3.	CPO/JDP	Member Secretary

(iii) Ministerial Staff

1.	Secretary (Admn.)	Chairman
2.	CCOA/CPO	Member
3.	JDP	Member Secretary

Note:- In case where reviewing officer/ accepting officer of the APAR is Chairman of one of the above Appeal Board, the Appeal Board shall be the next higher Board of the Wing as per above table.

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Annexure- "D"

**Proforma of Register to watch the receipt and record of the
Performance Appraisal reports**

S. No.	Name of the Employee with father's/ husband's name	Designation	Date of Birth	Date of receipt	Date on which APAR was sent to next higher authority	Remarks
1	2	3	4	5	6	7

Supt

(FORM-I)

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RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

Annual Performance Appraisal (APA) for the year 200 -200.....

Part-I (To be filled by the officer to be reported upon)

Name

Date of Birth

Name of father/husband

Date	Month	Year

Designation

Present Place of Posting

Posting during the reporting year

Home District	
---------------	--

Achievements in brief during the reporting year with details of inspections carried out :

Place :

Date of submission

Signature

Part-II (Assessment by the Reporting Officer)

1. Assessment : (Initial one box and cross the others)

Period of report during the year
From to.....

	A	B	C	D	E
(i) Proficiency in professional work					
(ii) Intelligence					
(iii) Knowledge of Rules, Codes, Manuals, etc					
(iv) Supervision, control & management of Staff					
(v) Cost consciousness					
(vi) Initiative & drive					
(vii) Readiness to assume responsibilities					
(viii) Ability to express : (a) in discussion					
(b) in writing					
(ix) Relationship with colleagues & subordinates.					
(x) Dealing with Public and public representatives.					

- (i) Proficiency in professional work
- (ii) Intelligence
- (iii) Knowledge of Rules, Codes, Manuals, etc
- (iv) Supervision, control & management of Staff
- (v) Cost consciousness
- (vi) Initiative & drive
- (vii) Readiness to assume responsibilities
- (viii) Ability to express : (a) in discussion
(b) in writing
- (ix) Relationship with colleagues & subordinates.
- (x) Dealing with Public and public representatives.

2. Details of action taken or suggestions made to improve the working of the officer.

3. Whether anything has come to your knowledge which reflects adversely on the officer's integrity or his ability to honestly execute his duties?

Yes No

4. Whether the Reportee is sensitive in dealing with SC/ST Weaker Section/disabled persons?

Yes No

- 5. Inspection of offices under his control
- 6. Inspection of GSS under his control
- 7. Overall assessment of performance

Yes No
 Yes No

(Initial one box & cross others)

A	B	C	D	E

Signature of Reporting Officer
Name

Designation with seal

Place of Posting:

- (a) Present
- (b) During the reporting period

Date

Part-III (Remarks by the Reviewing Officer)

- 1. Length of Service under the Reviewing Officer during the reporting year.
From to

- 2. Overall Rating*
(Initial one box & cross others)

A	B	C	D	E

- 3. Comments, if any

Signature of Reviewing Officer
Name

Designation with seal

Place of Posting:

- (a) Present
- (b) During the reporting period

Date

Part-IV (Remarks by the Countersigning Officer)

- 1. Overall Rating*

Comments, if any
From.....To.....

(Initial one box & cross others)

A	B	C	D	E

Signature of Countersigning Officer
Name

Designation with seal

Place of Posting:

- (a) Present
- (b) During the reporting period

Date

Part-V (Remarks by the Final Acceptance Authority)

- 1. Overall Rating*
Comments, if any

Signature of Final Acceptance Authority
Name

Designation with seal

Date

Rating denotes : A-Outstanding, B-Very good, C-Good, D-Average, E-Poor

* In case overall rating is downgraded or is upgraded by two or more levels, reasons for the same should be given.

** APARs of XENs and Sr. AOs will be sent to CMD for final acceptance after assessment made by Countersigning Authority.

Statement of Immovable Property

(attached to A.P.A. for the year 200-200.....)

Place where located	Details of property	year of purchase/ acquisition	How property Acquired- purchase/gift	Cost of acquisition
1	2	3	4	5

Date.....

Signature and Seal of the Officer

Schedule of submission of APA

S.No.	Operation/Activity	Last date by which the task to be completed
1.	Submission of form of APA by officer/employee after completion of Part-I	15th April
2.	Writing of APAs by the reporting officer	30th April
3.	Submission of APAs by reporting officer to the reviewing of officer	15th May
4.	Comments on the APAs by the reviewing officer and sending the APAs to the countersigning authority, wherever applicable	15th June
5.	For final acceptance by CMD	
6.	Reminders by office of record in case, APAs are not received	7th July
7.	Communication of adverse entries by office of record	30th August

Note : In case overall rating is downgraded or is upgraded by two or more levels, reasons for the same should be recorded

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- NOTE :-**
- A — Outstanding
 - B — Very good.
 - C — Good.
 - D — Average.
 - E — Poor.

From.....To.....

Kindly initial one box and cross others

A	B	C	D	E

PART-IV
(Remarks of Countersigning Authority)

Signature
Name
Designation with Seal
Place of Posting:
1. Present :
2. During the reporting period :
Date :

Kindly initial one box and cross others.

A	B	C	D	E

PART-III
(Remarks of Reviewing Officer)

1. Length of Service under Reviewing Officer during the reporting year.
2. Fitness for Promotion
3. Overall rating :

Not Qualified
Qualified for promotion in turn
Qualified for promotion out of turn

Signature of Reviewing Officer
Name
Designation with Seal
Place of Posting:
1. Present :
2. During the reporting period :
Date :

(FORM-III)

RAJASTHAN RAJYA VIDHYUT PRASARAN NIGAM LIMITED

Annual Performance Appraisal Report of Ministerial Staff

For the period/ year ____ 20 ____ to ____ 20 ____

SECTION-I

(To be filled by the official to be reported upon)

Name _____ Father's / Husband's Name _____ Post held during
the year (Designation) _____ Name of office where worked during
the reporting year _____

- a) Date of Birth _____ b) Entry into Board's service _____
c) Qualification: 1) at the time of entry in the service _____
2) Subsequently acquired _____
d) Present scale of pay _____
e) Present place of posting _____
f) Statement of Immovable Property _____

Place where Located	Details of property	Year of purchase	How property has been acquired where by value purchase or gift	Cost or acquisition and its present value

g) Details of specific work done during the reporting year (in brief)

h) Medical Examination done/not done (enclose copy of report)

Signature of employee

Date of submission of
APAR Form duly filled-in

Section-II (Performance of duties in present grade)

Period of report during the year from _____ to _____

Assessment:

1. Knowledge:
 - (a) of branch _____
 - (b) of department _____
2. Personality and force of character _____
3. Judgment _____
4. Power of taking responsibility _____
5. Initiative & promptness in disposal _____
6. Accuracy _____
7. Devotion to duty _____
8. Address and tact _____
9. Power of supervising the staff
If applicable (see note 2) _____
10. Efficiency _____

- 11. Attendance (see Note 3)
- 12. Official conduct (discipline)
- 13. (a) capacity to note
- (b) capacity to draft

General remarks:

- (a) Has anything come to your knowledge which reflects adversely on the integrity of the official? If yes, please give details **Yes/No**
- (b) Whether the reportee is sensitive in dealing with SC/ST/Disabled/Weaker section of the society? **Yes/No**
- (c) Specific reasons to be given in case of overall assessment as 'A' or 'E'.

-Overall Assessment: (Initial one box & cross others)

A	B	C	D	E

Signature & Designation of
Reporting Officer with seal

Date _____

(Remarks by reviewing officer)

Overall Assessment: (Initial one box & cross others)

A	B	C	D	E

Comments, if any

Signature & Designation of
Reviewing Officer with seal

Date _____

Note:

1. Insert in above columns A,B,C,D, or E against each item for following appraisalment:
(A) Outstanding (B) Very Good (C) Good (D) Satisfactory (E) Poor
2. Point No. 9 is meant for supervisory staff i.e. Asstt. P.O., Section Officer, Office suptd.,Acctt./ ARO, Jr. Acctt. Stock Verifier, etc.
3. For item No. 11 specific remark be given e.g. regular, punctual, poor.
4. Degradation/ up gradation by two or more steps such as A to C or D/D to B or A should be clarified by giving certain reasons.
5. Adverse remarks to be dealt with by the Custodian APAR.
6. APARs of LDC, UDCs to be sent to concerned Circle SEs/ HODs/AS (ACR) for Corporate Office.
APARs of Jr/Accountant to be sent to the CAO/Custodian as the case may be.
APARs of Stock Verifier to be sent to FA/Custodian as the case may be.
APARs of S.O/O.S.-I/II P.A. Steno Gr.I/ II, A.P.O. Statistician, Statistical Asstt.Computer & L.A. to be sent to the Assistant Secretary (ACR)/ Concern Custodian.
7. Every effort should be made to arrive at a just estimate of the qualities of the official at the time/ the report is made. Reporting Officers should rely on their own judgment and experience and should, in no circumstances, have access to previous reports of the same official reported upon by other reporting officers.