



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD**  
**Regd. Office:** Vidyut Bhawan Jyoti Nagar, Jan Path, Jaipur-302005  
Tele-Fax+91-141-2740455

NO.RVPN /DS (APAR) /CONF. / D. 235

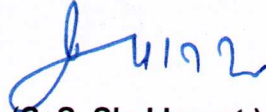
Jaipur, Dated 26-03-2019

**CIRCULAR**

The submission of Online APAR for the year 2018-19 shall be through ESS portal of SAP-ERP only. All Officers/Officials are hereby directed to submit the Online APAR for the year 2018-19 through ESS portal of SAP-ERP only as per instructions, guidelines and orders regarding APARs issued by Secretary (Admn.), RVPN Jaipur, enclosed herewith for ready reference and timely submission of APARs. It is also directed that the submission of APARs shall be strictly accordingly to the time schedule prescribed.

Encl:

Annexure I:- Instruction Manual  
Annexure II:- Stepwise Guide  
Order regarding APAR Channel  
Order regarding APAR Instructions

  
**(S. S. Shekhawat )**  
**Secretary (Admn.)**

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

1. The Chief Controller of Accounts, RVPN, Jaipur.
2. The Chief Engineer/Addl. Chief Engineer (PP&D/ IT/ Procurement/ Contract/MPT&S/NPP&RA/ LD/ Civil) RVPN, Jaipur.
3. The Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
4. The Company Secretary, RVPN, Jaipur.
5. The Controller of Internal Audit, RVPN, Jaipur.
6. The Chief Accounts Officer (A/Cs & W&M / Procurement/ PP&D/ P&F-Cont.), RVPN, Jaipur.
7. The Joint Director Personnel, RVPN, Jaipur.
8. The Joint Legal Remembrance, RVPN, Jaipur.
9. The Superintending Engineer ( ), RVPN,
10. The Incharge of Data Centre, RVPN, Chambal GSS, Hawa Sarak, Jaipur.
11. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
12. The Sr. Accounts Officer ( ), RVPN,
13. The Accounts Officer ( ), RVPN,
14. The Accounts Officer (Admin-Store), RVPN, Jaipur.
15. TA/PS to Director (Tech./ Opr./Fin.), RVPN, Jaipur
16. PS to CMD, RVPN, Jaipur.
17. Joint/Dy./Asstt. Secretary ( ), RVPN, Jaipur
18. PA to Secretary (Admn.), RVPN, Jaipur
19. Master File.

  
**Dy. Secretary (APAR)**