



## AJMER VIDYUT VITRAN NIGAM LIMITED

Corporate Identification Number (CIN)-U40109RJ2000SGC016482

VidyutBhawan, Makarwali Road, Panchsheel Nagar, Ajmer

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No. AVVNL / Secy. (Admn.) / ACR Cell /F. / D. 3983

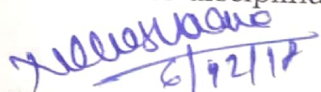
Dt. 12.12.18

### ORDER - 570

It has been observed that despite of issuance of instructions from time to time regarding submission of APARs within scheduled time, the officers/officials are not initiating their APARs timely. The reporting officers also not feel their accountability to report the APAR of the subordinate officers/officials in case they do not submit the same for assessment; resulting the APARs become pending annually. This practice has been viewed seriously by the Hon'ble Managing Director.

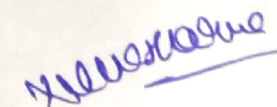
Therefore in order to update the dossier of all the officers/officials, it is enjoined upon all the concerned to initiate their pending APAR(s) during last ten years immediately and submit the same to the concerned Reporting Officer(s) for assessment. The Reporting /Reviewing and countersigning authority is also directed to process the pending APARs immediately on receipt and ensure that complete APARs are sent to this office /concerned custodian within 15 days positively.

It may be noted that if pending APARs of last ten years are not initiated by the concerned officers/officials and reported by the Reporting officer, they would be held responsible for non-compliance of the instructions and would be liable for disciplinary action.

  
Secretary (Admn.)  
AVVNL, Ajmer

#### **Copy submitted/forwarded to the following for information and further needful:-**

1. Chief Engineer/Zonal C.E./ ACE (.....), AVVNL, \_\_\_\_\_
2. CCOA/ Chief Accounts Officer/JDP (.....), AVVNL, \_\_\_\_\_
3. ASP (Vig.), AVVNL, Ajmer
4. Company Secretary, AVVNL, Ajmer
5. Superintending Engineer (.....), AVVNL, .....
6. SE (IT), AVVNL, Ajmer for uploading on Nigam's website.
7. DDP/PO/DS/AS (.....), AVVNL, \_\_\_\_\_
8. Sr. A.O. /A.O. (.....), AVVNL, \_\_\_\_\_
9. DCOS/XEN/AEN, (.....), AVVNL, \_\_\_\_\_
10. TA to MD, AVVNL, \_\_\_\_\_
11. PS to CMD, JVVNL, Jaipur
12. PS/PA to Director (Fin/Tech), AVVNL, Ajmer

  
Secretary (Admn.)  
AVVNL, Ajmer