



# AJMER VIDYUT VITRAN NIGAM LIMITED

Corporate Identification Number (CIN)- U40109RJ2000SGC016482

Regd. Off. Vidhyut Bhawan, Panchsheel Nagar, Makarwali Road, Ajmer-305004

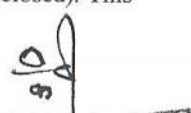
Ph.: 0145-2644519 Fax :- 0145-2644518 Website :- www.avvnl.com Email :- secretaryavvnl@gmail.com



No. AVVNL /MD/ Secy. (Admn.) /Karmik/F. / OO /D. 9624 Dt. 16.03.2018


## ORDER- 1669

In pursuance to the Circular No. F.17(3)/Karmik/Kh-1/17 dated 26.07.2017 of Director of Personnel, Govt. of Rajasthan and as approved in the 7<sup>th</sup> meeting of Co-ordination Committee of Rajasthan State Power Sector Companies held on 01.09.2017, regarding Medical tests/investigations working Non-gazetted employees having age of 50 years or more on compulsory basis in the hospitals attached to Medical Colleges or Distt. Level Govt. Hospitals (AVVNL Rule- 761 D. 2099 Dated 24.08.2017 enclosed) is hereby adopted and accordingly the APAR Form is revised as approved Annexure-I(Enclosed). This order will be effective for the APARs of 2017-18 and onwards.

  
(K.C. Lakhara)  
Secretary (Admn.)  
AVVNL, Ajmer

Copy submitted to the following for information & Necessary action: -

1. The Chief Engineer/ Addl. Chief Engineer ( ). AVVNL, \_\_\_\_\_.
2. The Chief Accounts Officer ( ). AVVNL, \_\_\_\_\_.
3. The Superintending Engineer ( ). AVVNL, \_\_\_\_\_.
4. The Superintending Engineer (IT), AVVNL, Ajmer with the request to please upload the Order on Nigam's website.
5. The Addl. S.P. (Vig.), AVVNL, Ajmer.
6. The Company Secretary, AVVNL, Ajmer.
7. The Dy. Director Personnel/ Personnel Officer ( ). AVVNL, \_\_\_\_\_.
8. The Sr. Accounts Officer/ Accounts Officer ( ). AVVNL, \_\_\_\_\_.
9. The Dy. Controller of Stores, AVVNL, Ajmer.
10. The Assistant Secretary to Managing Director, AVVNL, Ajmer.
11. The P.A. to MD/Director (Fin./ Tech.), AVVNL, Jaipur / Ajmer.
12. The Assistant Secretary (Pension/ Enquiry), AVVNL, Ajmer.
13. Sh. & P. F. to Sh. \_\_\_\_\_.
14. ACR Cell/ Enquiry Cell/ M.F./OO.

  
Dy. Director Personnel (HQ)

D:\VMS\Other\Ashish\Various Orders\Office\_Order.doc

SE (IT), AVVNL, Ajmer
RR No 3435 Date 26.13.2018
Section.....

  
Pm  
26/3



# AJMER VIDYUT VITRAN NIGAM LIMITED

VIDYUT BHAWAN, PANCHSHEEL NAGAR, MAKARWALI ROAD, AJMER

## 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) \_\_\_\_\_ GPF/CPF/A/c No. \_\_\_\_\_

Name of office where worked during the reporting year \_\_\_\_\_

a) Date of Birth : \_\_\_\_\_ b) Entry into Board / AVNLS Service: \_\_\_\_\_

c) Qualification : (1) At the time of entry in the service \_\_\_\_\_  
(2) Subsequently acquired \_\_\_\_\_

d) Present RPB Grade 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 Whether by Purchase or Gift	Cost of 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) :

Date of Submission of APAR form duly filled-in \_\_\_\_\_

Signature of employee \_\_\_\_\_

### 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. Judgement .....
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 note3) .....
12. Official conduct (discipline) .....
13. (a) Capacity to draft .....
- (b) Capacity to note .....

**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 sections 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)**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A	B	C	D	E

Date : \_\_\_\_\_

Signature & Designation of Reporting Officer with seal.

(Remarks by Reviewing Officer)

**Overall Assessment: (Initial one box & Cross others)**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A	B	C	D	E

Comments, if any.

Date: \_\_\_\_\_

Signature & Designation of Reviewing Officer with seal.

**NOTE :-**

1. Insert in this column A, B, C, D or E against each item to the following appraisalment :-  
A. Outstanding      B. Very good      C. Good      D. Average      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 remarks 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 are to be dealt with by the custodian of ACR.
6. APARs of LDC, UDCs to be sent to concerned circle SEs/HODs/AS (ACR) for Corporate Office.  
APARs of Jr. Acctt/Accountant to be sent to the CAO/Custodian as the case may be.  
APARs of Stock Verifier to be sent to the FA/Custodian as the case may be.  
APARs of S.O./O.S-I / II, P.A., Steno Gr.-II, APO, 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 reply on their own judgement and experience and should, in no circumstances, have access to previous reports of the same official by other reporting officers.