



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(An ISO 9001-2008 Certified Company)

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

Regd Office VidyutBhawan, Jan Path, Jaipur - 302005

Email: sect.admin@rvpn.co.in, Website : rvpn.co.in

No. RVPN/SF/mis&IT/D.No. 233
NOTICE

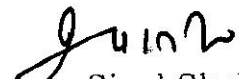
Dated 17-6-2020

"Online APAR submission" through ESS portal of SAP-ERP for FY 2019-20.

It has been decided that issues of end users (applicant/ approvers) with respect to submission of online APAR through ESS portal will be resolved by AS (APAR), RVPN, Jaipur after getting approval from undersigned. Therefore, in this context, any query/issue related to online APAR may be send to AS (APAR) through E-mail on as.apar@rvpn.co.in. However, no APAR forms which have been approved at any level/ approver shall in no case be entertained for deleting.

Further, it has been observed that **applicants are making mistakes which are undesirable and should be avoided as APAR submission is sensitive matter.** Following are the common practical points which should be kept in mind while filling up the appraisal form by the applicant to avoid cancellation of APAR:

1. While filling up the processors, applicant should not enter the IDs of retired officer or officers, who are deputed in from State Govt. and have been transferred back, as Reporting officer (RO)/ Reviewing Officer(RV)/ Counter Sign (CS) authority rather it should be left blank.
2. Do not submit the APAR for the period, which is less than 90 days.
3. Applicant should fill up complete and correct processors as per the APAR channel order no 198 dated 8.01.2018
4. Do not select the RO/RV/CS authority under whom applicant has worked for less than 90 days.
5. Do not enter the **ID of either of self or of AS (APAR) in the processors list** as it reaches in APAR section once all the approvers have graded the APAR.


(Shyam Singh Shekhawat)
Secretary (Admn.)

Copy to the following for kind information and needful:-

1. Chief Engineer (IT), RVPN, Jaipur,
2. Chief COA, RVPN, Jaipur

3. TA to CMD, RVPN, Jaipur.
4. The Superintending Engineer (MIS & IT), RVPN, Jaipur with the instructions to forward all pending emails to AS (APAR) and provide authorization of Deletion screen of APAR to them.
5. The AS (APAR), RVPN, Jaipur with the directions to attend emails sent to you by end user or IT wing.
6. The Account Officer (E&C), RVPN, Jaipur with the directions to send any query / issue directly to AS (APAR) for needful in case of Minis-accounts cadre.



Superintending Engineer (MIS&IT)
RVPN, Jaipur