



## JAIPUR VIDYUT VITRAN NIGAM LIMITED

Regd. Office Vidyut Bhawan, Jyoti Nagar, Janpath, Jaipur-302005

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No. JPD/Admn./DS(ACR)/F. PAR /D. 525

Dated: 2-11-18

### ORDER

It has been observed that despite of issuance of instructions from time to time regarding submission of APARs within schedule time, the officers/officials are not initiating their APARs timely. The Reporting Officers are also not felt their duty to report the APAR of the subordinate officers/officials in case the same is not submitted by them for Assessment, resulting the APARs become pending year to year. This practice has been viewed seriously by the Hon'ble CMD.

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

(M.S.Rathore)  
Secretary(Admn)

Copy to the following for information & necessary action :-

1. C.E/Zonal CE/Addl./Dy.C.E.( ),JPD,Jaipur/Kota/Bharatpur
2. CCOA/CPO/Addl.S.P.(Vig.)Jaipur Discom., Jaipur
3. Company secretary, Jaipur Discom, Jaipur
4. Superintending Engineer( )Jaipur Discom
5. CAO/JDP( )Jaipur Discom,
6. TA to Energy Minister, Energy Deptt. GoR, Jaipur
7. SE(IT) Jaipur Discom, Jaipur for uploading on Nigam's website.
8. Sr.AO/AO/Asstt. Accounts Officer-I( /EA)JPD, Jaipur/.....
9. Executive/Asstt. Engineer( )JPD.....
10. DDP/DS/AS( ),JPD., Jaipur/.....
11. PS to CMD, Jaipur Discom., Jaipur
12. PS/PA to Director(Fin/Tech)/Secretary(Admn)JPD., Jaipur
13. All Section of Corporate Office.

Secretary(Admn)