

**JAIPUR VIDYUT VITRAN NIGAM LIMITED**

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

Tel & FAX. No. 0141-2743794 Website: energy.rajasthan.gov.in/jvnl,

Email: dsacr@jvnl.org

No. JPD/Admn./DS(ACR)/F. PAR /D. 1440 Dated: 27/3/19**CIRCULAR**

As per Jaipur Vidyut Vitran Nigam(Performance Appraisal Report) instructions,2017 issued vide No. JPD/Admn./ACR/F (PAR)/D 481 dt 15.12.2017 and Action Plan 2019-20 issued vide order No. JPD/Admn./HR/Estt./F/D. 365 dt 26.02.2019, the time schedule for various activities of PAR has been prescribed as follows:

S.No.	Activity	Last date by which activities to be completed every year
1.	Submitting PAR by the concerned employee after filling relevant section of PAR form	30 th April
2.	Reporting PAR by Reporting Officer and onward submission to the Reviewing Officer	31 st May
3.	Comments by Reviewing Officer and onwards submission to the Accepting Authority	30 th June
4.	Recording comments on the PAR by the Accepting Authority and submission to the concerned Custodian	31 st July

The Channel for submission of APAR for various cadres have already been issued vide order No. JPD/Admn./DS(ACR)/F/D. 518 dt 29.10.2018 and 1306 dt 18.02.2019. The blank format of APAR for the year 2018-19 for the Officer/Junior Engineer and Ministerial Staff (level 10-12 and level 9 and below) have been issued to HoD/Circle Offices and if not got issued then same may be collected immediately from the ACR Cell for providing to the concerned Officer/Official.

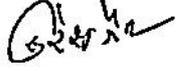
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In order to ensure timely submission of APAR, all the concerned Officers/Officials are directed to submit their APAR in prescribed format to the Reporting Officer within schedule time. The Reporting Officer/Reviewing Officer are also advised to assess/comments on the performance of employee and furnish the duly reported/reviewed APAR to the Countersigning Authority by stipulated date. The Countersigning Authority is also requested to comments on the APAR and ensure that duly completed APAR must reach to the concerned Custodian of APAR by 31st July.


(Sunil Kumar Sharma)
Secretary(Admn.)

Copy to the following through mail for information & compliance :-

1. C.E./Zonal CE/Addl..C.E.(),JPD,Jaipur/Kota/Bharatpur
2. CCOA/CPO/Addl.S.P.(Vig.)Jaipur Discom., Jaipur
3. Secretary, (JDA/Rajasthan Housing Board/UIT, Jaipur/ Alwar.....
4. Company secretary, Jaipur Discom, Jaipur
5. Superintending Engineer()Jaipur Discom_____. Please circulate the instructions to subordinate offices for compliance.
6. CAO/JDP()Jaipur Discom, Jaipur
7. TA to Energy Minister, Energy Deptt. GoR, Jaipur
8. SE(IT) Jaipur Discom, Jaipur for uploading this circular on Nigan's website.
9. Sr.AO/AO/Asstt. Accounts Officer-I(/EA)JPD, Jaipur/.....
10. Executive/Asstt. Engineer()JPD.....
11. DDP/DS/AS(),JPD., Jaipur/.....
12. DDP(HR), Urja Vikas Nigan, Jaipur
13. PS to Chairman,Discoms/MD, Jaipur Discom., Jaipur
14. PS/PA to Director(Fin/Tech)/Secretary(Admn)JPD., Jaipur
15. All Section of Corporate Office.


(S.K.Jain)
Dy.Secretary(ACR)