



JODHPUR

ADMN No. 92

VIDHYUT VITRAN

NIGAM LTD

(RAJASTHAN GOVERNMENT UNDERTAKING)

New Power House, Jodhpur - 342 003

No.JdVVNL\MD\Secy.(Admn.)\Ju\S.Estt.\F.

VOO. 55 ID. 205
dated 5/5/10


CIRCULAR

It has been observed that the APARs are not being submitted timely to the Reporting Officers and Reporting Officers also in turn delayed the sending of APARs to the concerned Reviewing Officer after reporting upon. The non availability of APARs in time creates difficulties in organizing DPC Meetings well in time. Therefore, it has now been decided that all officers/ officials whose APARs Accepting Officer is the Managing Director will henceforth be given blank APARs forms from this office. These officers after filling up Part-I of APAR will send the same to this office indicating name of Reporting Officer & Reviewing Officer instead of sending the same to the concerned Reporting Officer. It may be ensured that after filling up Part-I of APAR, it must reach to this office by 30th April, failing which APARs will be initiated by this office itself.

APAR received will be sent to the Reporting Officer by this office and Reporting Officer after recording his comments would send the APAR again to this office up to 31st May. This office would then send the APAR to Reviewing Officer who would thereafter send the APARs after recording his comments in this office by 30th June.

An adverse entry would be made in APARs of those Reporting/ Reviewing Officers who fail to send the APARs in time frame prescribed. This order will take immediate effect and APARs of financial year 2009-10 would be dealt as per above instructions.

By order


Secretary (Admn.)
JdVVNL, Jodhpur.

Copy to the following for information and necessary action:

1. The Director (Finance\Technical), JdVVNL, Jodhpur.
2. The Chief Engineer (JZ-II), JdVVNL, Jodhpur.
3. The Dy./Zonal Chief Engineer (HQ\JZ-IBZ\Civil), JdVVNL, Jodhpur\Bikaner.
4. The Chief Accounts Officer (), JdVVNL,
5. The T.A. to Managing Director, JdVVNL, Jodhpur\Jaipur.
6. The Superintending Engineer (), JdVVNL,
7. The Company Secretary, JdVVNL, Jodhpur.
8. The Addl. Superintendent of Police (Vig.), JdVVNL, Jodhpur.
9. The Sr. Accounts Officer (), JdVVNL,
10. The Executive Engineer (), JdVVNL,
11. The Accounts Officer (), JdVVNL,
12. The Assistant Engineer (), JdVVNL,
13. The Public Relations Officer, JdVVNL, Jodhpur.


Personnel Officer (Estt.)
JdVVNL, Jodhpur.