



RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.

(A Government of Rajasthan Undertaking)

Corporate Identity Number (CIN) – U40102RJ2000SGC016484

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No: RVUN/P&A/F.OPAR/D. 403

November 19, 2018

CLARIFICATION

Sub:- Clarification regarding filling up “Online Performance Appraisal Reports” (OPAR).

Guidelines for filling up “Online Performance Appraisal Reports” (OPAR) were issued vide order No. RVUN/P&A/OPAR/F. D. 76 dated 13.4.2015. A clarification is being sought about the authority competent to fill OPAR(s) when the Reporting/ Reviewing/ Countersigning Authority retires/ otherwise demits office. The matter has been examined and it is hereby clarified that :-

- (1) If a Reporting officer demits the office due to any reason, the Reviewing Authority will act as Reporting Officer, and the Countersigning Authority will act as Reviewing Authority as well as Countersigning Authority.
- (2) If a Reviewing Authority demits the office, then the Countersigning Authority will act as Reviewing Authority as well as Countersigning Authority.
- (3) If a Countersigning Authority demits the office then the column of Countersigning Authority in the OPAR will remain Blank.
- (4) However, if no officer is competent to write or review or countersign the OPAR, an entry to that effect is to be made in the OPAR.

Information Technology (IT) Wing and all concerned officers are advised to take necessary action accordingly.

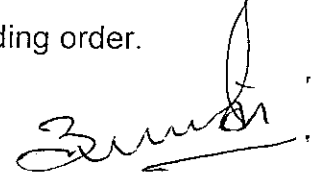
By Order,

(Alok Sharma)

Jt. Director (Per. & Admn.)

Copy to following for information and necessary action:-

1. Director (Technical/ Projects/ Finance), RVUN, Jaipur.
2. Chief/ Addl./ Dy. Chief Engineer (), RVUN,
3. CCOA/ CAO (), RVUN,
4. Company Secretary, RVUN, Jaipur.
5. Jt. Director Personnel (KTPS), RVUN, Kota.
6. Superintending Engineer (), RVUN,
7. DDP/ AS/ PO/ APO (), RVUN,
8. Sr. AO/ AO/ AAO (), RVUN,
9. Asstt. Public Relations Officer, RVUN, Jaipur.
10. PS to CMD, RVUN, Jaipur.
11. AEn (Website Monitoring), RVUN, Jaipur for uploading order.



Jt. Director (Per. & Admn.)