



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**  
[Corporate Identity Number (CIN)L40109RJ2000SGC016485]  
Regd. Office: VidyutBhawan, Janpath, Jaipur 302005  
Tele- Fax: +91-141-2740455 / Website www.rvpn.co.in

NO.RVPN/Secy.(Admin.)/F. /17-18/D. 198

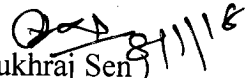
Date: 08-01-2018

**ORDER**

The Board of Directors of RVPN, in its 266<sup>th</sup> meeting held on 14.12.2017 have accorded its approval on the recommendations of the Committee constituted vide order No. D-57 dated 23.5.17 regarding to re-define the APAR channel in view of restructuring of organizational structure and manpower norms of RVPN (Annexure I to IX).

The Board of Directors of RVPN have also accorded its approval that the Chairman & Managing Director of the Company is hereby authorized to carry out minor changes / amendments in the aforesaid APAR channels and to take all other necessary steps that may be required for the purpose in view of change / modification in restructuring or organizational structure in future.

This new APAR Channel Annexure I to IX (enclosed) shall be effective from the reporting year 2017-18. Therefore, it is enjoined upon all concerned to fill the Annual Performance Appraisal Reports for the year 2017-18 and onwards according to new APAR Channel.

  
(Pukhraj Sen)  
Secretary (Admn.)

Copy submitted / forwarded to the following for information. The copy of new APAR Channel is being published on RVPN web-site :


1. The Chief Controller of Accounts, RVPN, Jaipur.
2. The Chief Engineer (PP&D/ IT/ Procurement/ MPT&S/ NPP&RA/ LD/ Civil / \_\_\_\_\_ ) RVPN, Jaipur.
3. The Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
4. The Company Secretary, RVPN, Jaipur.
5. The Controller of Internal Audit, RVPN, Jaipur.

6. The Chief Accounts Officer (A/Cs & W&M / Procurement/ PP&D/ P&F-Cont.), RVPN, Jaipur.
7. The Joint Director Personnel (HRD), RVPN, Jaipur.
8. The Joint Legal Remembrance, RVPN, Jaipur.
9. The Superintending Engineer ( ), RVPN, Jaipur.
10. The Incharge of Data Centre, RVPN, Chambal GSS, Hawa Sarak, Jaipur.
11. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
12. The Sr. Accounts Officer ( ), RVPN, Jaipur.
13. The Accounts Officer ( ), RVPN, Jaipur.
14. The Accounts Officer (Admin-Store), RVPN, Jaipur. He is requested for printing of new APAR Channel Annexure I to IX
15. TA to Director (Tech./ Operations), RVPN, Jaipur
16. PS to CMD / Director (Finance), RVPN, Jaipur.
17. PA to Secretary (Admn.), RVPN, Jaipur.
18. Office Order / Master File.

*Savitri Gupta*  
8-1-18  
Asstt. Secretary (APAR)

ENGINEERING WING (ZCE/CEs)

S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2				
<b>A.</b>	<b>Corporate Office</b>				
<b>1.</b>	<b>PP &amp; D</b>				
(i)	CE / ACE (PP&D)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>2.</b>	<b>NPP &amp; R</b>				
(i)	CE / ACE (NPP&RA)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>3.</b>	<b>I.T.</b>				
(i)	CE / ACE (IT)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>B.</b>	<b>T&amp;C Wing</b>				
(i)	ZCE (T&C)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>C.</b>	<b>CIVIL WING</b>				
(i)	CE (Civil)	Director concerned	M.D.	N.A.	Secretary (Admn.)
(ii)	ACE (Civil)	C.E. (Civil)	Director concerned	M.D.	Secretary (Admn.)
<b>D.</b>	<b>LD Wing</b>				
(i)	CE / ACE (LD)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>E.</b>	<b>Procurement</b>				
(i)	CE / ACE (Proc.)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>F.</b>	<b>Contracts</b>				
(i)	CE / ACE (Contracts)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>G.</b>	<b>M P T &amp; S</b>				
(i)	CE / ACE (MPT&S)	Director concerned	M.D.	N.A.	Secretary (Admn.)
<b>H.</b>	<b>Communication</b>				
(i)	ACE (Commn.)	Director concerned	M.D.	N.A.	Secretary (Admn.)


  
 Secy. (Admn.)

**ENGINEERING WING (SEs)**

S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2	3.	4.	5.	6.
<b>A.</b>	<b>Corporate Office</b>				
(i)	SE Posted in P-Cell of MD	M.D.	--	--	Secretary (Admn.)
(ii)	SE (Prot. Engg.)	Director concerned	M.D.	--	Secretary (Admn.)
<b>1.</b>	<b>PP &amp; D</b>				
(i)	SE(D)	A.C.E./C.E. (PP&D)	Director concerned	M.D.	Secretary (Admn.)
(ii)	SE (P&P)	A.C.E./C.E. (PP&D)	Director concerned	M.D.	Secretary (Admn.)
(iii)	SE (Automation & Special Project)	A.C.E./C. E. (PP&D)	Director concerned	M.D.	Secretary (Admn.)
<b>2.</b>	<b>NPP &amp; RA</b>				
(i)	SE (NPP&RA)	A.C.E./C. E. (NPP&RA)	Director concerned	M.D.	Secretary (Admn.)
(ii)	SE (ISP)	A.C.E./C. E. (NPP&RA)	Director concerned	M.D.	Secretary (Admn.)
<b>3.</b>	<b>I.T .</b>				
(i)	SE (MIS & IT)	ACE/CE (IT)	Director concerned	M.D.	Secretary (Admn.)
<b>4.</b>	<b>Q.C., Inspection &amp; Monitoring</b>				
(i)	SE (QC, Insp. & Monitoring)	Director concerned	M.D.	--	Secretary (Admn.)
<b>5.</b>	<b>HRD - TRAINING</b>				
(i)	SE (HRD- Training)	Secretary (Admn.)	MD	--	Secretary (Admn.)
<b>B.</b>	<b>T&amp;C Wing</b>				
(i)	SE (T&C)	C.E. (T&C)	Director concerned	M.D.	Secretary (Admn.)
(ii)	SE (765 KV GSS)	C.E. (T&C)	Director concerned	M.D.	Secretary (Admn.)
<b>C.</b>	<b>CIVIL WING</b>				
(i)	SE (Civil)	ACE (Civil)	CE (Civil)	M.D.	Secretary (Admn.)
(ii)	SE (Civil-QC)	CE (Civil)	Director concerned	M.D.	Secretary (Admn.)
<b>D.</b>	<b>LD Wing</b>				
(i)	SE posted in L.D. Sections	A.C.E./C. E. (LD)	Director concerned	M.D.	Secretary (Admn.)

Secretary (Admn.)


<b>E.</b>	<b>Procurement</b>				
(i)	SE (Proc.I)	A.C.E./C. E. (Proc.)	Director concerned	M.D.	Secretary (Admn.)
(ii)	SE (Proc.II)	A.C.E./C. E. (Proc.)	Director concerned	M.D.	Secretary (Admn.)
<b>F.</b>	<b>Contracts</b>				
(i)	SE (Contracts-I)	A.C.E./C. E. (Contracts)	Director concerned	M.D.	Secretary (Admn.)
(ii)	SE (Contracts-II)	A.C.E./C. E. (Contracts)	Director concerned	M.D.	Secretary (Admn.)
<b>G.</b>	<b>M P T &amp; S</b>				
(i)	SE (MPT&S)	A.C.E./C. E. (MPT&S)	Director concerned	M.D.	Secretary (Admn.)
<b>H.</b>	<b>Communication</b>				
(i)	SE (Commn.)	A.C.E. (Comm.)	Director concerned	M.D.	Secretary (Admn.)

  
 Secy. (Admn.)

**ENGINEERING WING (XENS)**

S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2	3.	4.	5.	6.
<b>A.</b>	<b><u>Corporate Office</u></b>				
(i)	XEN Posted in P-Cell of MD/Directors	TA to MD/Directors	M.D.	--	Secretary (Admn.)
(ii)	XEN (E&M) posted in CCR section	TA to MD	M.D.	--	Secretary (Admn.)
<b>1.</b>	<b>PP &amp; D</b>				
(i)	XEN (D)	S.E. (D)	ACE/CE (PP&D)	Director Concerned	Secretary (Admn.)
(ii)	XEN (P&P)	S.E. (P&P)	ACE/CE (PP&D)	Director Concerned	Secretary (Admn.)
(iii)	XEN (Automation & Special Project)	S.E. (Automation & Special Project)	ACE/CE (PP&D)	Director Concerned	Secretary (Admn.)
<b>2.</b>	<b>NPP &amp; R</b>				
(i)	XEN (NPP&R)	S.E. (NPP&R)	ACE/CE (NPP&R)	Director Concerned	Secretary (Admn.)
(ii)	XEN (ISP)	S.E. (ISP)	ACE/CE (NPP&R)	Director Concerned	Secretary (Admn.)
<b>3.</b>	<b>I.T .</b>				
(i)	XEN (MIS & IT)	S.E. (MIS & IT)	ACE/CE (IT)	Director Concerned	Secretary (Admn.)
<b>4.</b>	<b>Q.C., Inspection &amp; Monitoring</b>				
(i)	XEN(PTCC)	S.E. (QC, Insp. & Monitoring)	Director Concerned	M.D.	Secretary (Admn.)
(ii)	XEN (QC, Insp. & Monitoring)	S.E. (QC, Insp. & Monitoring)	Director Concerned	M.D.	Secretary (Admn.)
<b>5.</b>	<b>HRD - TRAINING</b>				
(i)	XEN (HRD)	S.E. (HRD-Training)	Secretary (Admn.)	M.D.	Secretary (Admn.)
(ii)	XEN (Training)	S.E. (HRD-Training)	Secretary (Admn.)	M.D.	Secretary (Admn.)
<b>B.</b>	<b>T&amp;C Wing</b>				
(i)	XEN Posted in P-Cell of ZCE	C.E. (T&C)	Director Concerned	M.D.	Secretary (Admn.)
(ii)	XEN Posted in P-Cell of S.E.	S.E. (T&C)	C.E. (T&C)	Director Concerned	Secretary (Admn.)
(iii)	XEN (RPM)	C.E. (T&C)	Director concerned	M.D.	Secretary (Admn.)
(iv)	XEN (220 KV GSS)	Circle SE (T&C)	C.E. (T&C)	Director Concerned	Secretary (Admn.)
(v)	XEN (T&C)	Circle SE (T&C)	C.E. (T&C)	Director Concerned	Secretary (Admn.)

(vi)	XEN (400 KV GSS)	S.E. (400 KV/T&C)	C.E. (T&C)	Director Concerned	Secretary (Admn.)
(vii)	XEN (765 KV GSS)	S.E. (765 KV)	C.E. (T&C)	Director Concerned	Secretary (Admn.)
<b>C.</b>	<b>CIVIL WING</b>				
(i)	XEN (posted in CE office)	C.E. (Civil)	Director Concerned	M.D.	Secretary (Admn.)
(ii)	XEN (posted in ACE office)	A.C.E. (Civil)	C.E. (Civil)	Director Concerned	Secretary (Admn.)
(iii)	XEN (Civil)	S.E. (Civil)	A.C.E. (Civil)	Director Concerned	Secretary (Admn.)
(iv)	XEN (Civil-QC)	S.E. (Civil-QC)	C.E. (Civil)	Director Concerned	Secretary (Admn.)
<b>D.</b>	<b>LD Wing</b>				
	<b>I - Cell</b>				
(i)	XEN (E&M)(SO&LD)	S.E. (SO&LD)	A.C.E./C.E. (LD)	Director Concerned	Secretary (Admn.)
(ii)	XEN (E&M) (SSDA-SLDC)	S.E. (SSDA-SLDC)	A.C.E./C.E. (LD)	Director Concerned	Secretary (Admn.)
(iii)	XEN (Comm.) (SSDA-SLDC)	S.E. (SSDA-SLDC)	A.C.E./C.E. (LD)	Director Concerned	Secretary (Admn.)
(v)	XEN(EA)	S.E. (EA)	A.C.E./C.E. (LD)	Director Concerned	Secretary (Admn.)
	<b>II - Control Room</b>				
(i)	XEN (E&M)(SO&LD)	S.E. (SO&LD)	A.C.E./C.E. (LD)	Director Concerned	Secretary (Admn.)
(ii)	XEN(REMC)	S.E. (REMC)	A.C.E./C.E. (LD)	Director Concerned	Secretary (Admn.)
(iii)	XEN (E&M) (SSDA-SLDC)	S.E. (SSDA-SLDC)	A.C.E./C.E. (LD)	Director Concerned	Secretary (Admn.)
<b>E.</b>	<b>Procurement</b>				
(i)	XEN (E&M) posted in P-Cell of ACE/CE	ACE/CE (Proc.)	Director concerned	M.D.	Secretary (Admn.)
(ii)	XEN (Comm.) posted in P-Cell of ACE/CE	ACE/CE (Proc.)	Director concerned	M.D.	Secretary (Admn.)
(iii)	XEN (M&F)	ACE / CE (Proc.)	Director concerned	M.D.	Secretary (Admn.)
(iv)	XEN (Proc.)	SE (Proc.) concerned	C.E. / A.C.E. (Proc.)	Director Concerned	Secretary (Admn.)
<b>F.</b>	<b>Contracts</b>				
(i)	XEN (Civil) posted in P-Cell of ACE/CE	ACE / CE (Contracts)	Director Concerned	M.D.	Secretary (Admn.)
(ii)	XEN (E&M) posted in P-Cell of ACE/CE	ACE / CE (Contracts)	Director concerned	M.D.	Secretary (Admn.)
(iii)	XEN (Contracts)	S.E. (Contracts) concerned	A.C.E./C.E. (Contracts)	Director Concerned	Secretary (Admn.)
<b>G.</b>	<b>M P T &amp; S</b>				
(i)	XEN (MPT&S)	S.E. (MPT&S)	A.C.E./C.E. (MPT&S)	Director Concerned	Secretary (Admn.)
<b>H.</b>	<b>Communication</b>				
(i)	XEN Posted in SE Office	S.E. (Comm.)	A.C.E. (Comm.)	Director Concerned	Secretary (Admn.)
(ii)	XEN (Comm.)	S.E. (Comm.) concerned	A.C.E. (Comm.)	Director Concerned	Secretary (Admn.)

  
 Secy. (Admn.)

5

ENGINEERING WING (AENs)

S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2	3	4	5	6
<b>A.</b>	<b><u>Corporate Office</u></b>				
(i)	AEN Posted in P-Cell of Directors / MD	TA to Director/MD	Director/MD	N.A.	Secretary (Admn)
(ii)	Office of JLR	JLR	M.D.	N.A.	Secretary (Admn)
(iii)	AEN (E&M) / CCR	XEN (E&M)	TA to MD	M.D.	Secretary (Admn.)
(iv)	AEN (ERT)	ACE/CE (PP&D)	Director concerned	M.D.	Secretary (Admn.)
<b>1.</b>	<b><u>PP &amp; D</u></b>				
(i)	AEN (D)	XEN (D) concerned	S.E. (D)	C.E./A.C.E.	Secretary (Admn)
(ii)	AEN (P&P)	XEN (P&P) concerned	S.E. (P&P)	C.E./A.C.E.	Secretary (Admn)
(iii)	AEN (Automation & Special Project)	XEN (Automation & Spl. Project)	S.E. (Automation & Spl. Project)	C.E./A.C.E.	Secretary (Admn)
(iv)	AEN Posted in P- Cell of ACE/CE	C.E./A.C.E.	Director Concerned	M.D.	Secretary (Admn)
<b>2.</b>	<b><u>NPP &amp; R</u></b>				
(i)	AEN (NPP&R)	XEN (NPP&R) concerned	S.E. (NPP&R)	C.E./A.C.E.	Secretary (Admn)
(ii)	AEN (ISP)	XEN (ISP)	S.E. (ISP)	C.E./A.C.E.	Secretary (Admn)
(iii)	AEN Posted in P-Cell of ACE/CE	C.E./A.C.E.	Director Concerned	M.D.	Secretary (Admn)
<b>3.</b>	<b><u>I.T.</u></b>				
(i)	AEN (MIS & IT)	XEN (MIS & IT) concerned	S.E. (MIS & IT)	C.E./A.C.E.	Secretary (Admn)
(ii)	AEN (Communication)	XEN (IT) concerned	S.E. (MIS & IT)	C.E./A.C.E.	Secretary (Admn)
(iii)	AEN posted with OSD (Tele.)	O.S.D. (Telecom)	M.D.	--	Secretary (Admn)
(iv)	AEN posted in P-Cell of CE(IT)	A.C.E./C.E. (IT)	Director Concerned	M.D.	
<b>4.</b>	<b><u>Q.C., Inspection &amp; Monitoring</u></b>				
(i)	AEN(PTCC)	XEN(PTCC)	S.E. (QC, Insp. & Monitoring)	Director concerned	Secretary (Admn)
(ii)	AEN (QC, Insp. & Monitoring)	XEN(QC & Insp.)concerned	S.E. (QC, Insp. & Monitoring)	Director concerned	Secretary (Admn)
<b>5.</b>	<b><u>Protection &amp; Engg.</u></b>				
(i)	AEN (Prot.Engg.)	S.E. (Prot. Engg.)	Director Concerned	M.D.	Secretary (Admn)



6.	<b>HRD - TRAINING</b>				
(i)	AEN (HRD)	XEN (HRD)	S.E. (HRD-Training)	Secretary (Admn.)	Secretary(Admn.)
(ii)	AEN (Training)	XEN (Training)	S.E. (HRD-Training)	Secretary (Admn.)	Secretary(Admn.)
<b>B.</b>	<b>T&amp;C Wing</b>				
(i)	AEN Posted in P-Cell of ZCE	TA to ZCE	C.E. (T&C)	Director Concerned	Secretary(Admn.)
(ii)	AEN Posted in P-Cell of S.E.	TA to SE	S.E. (T&C)	C.E. (T&C)	Secretary(Admn.)
(iii)	AEN (RPM)	XEN (RPM)	C.E. (T&C)	Director Concerned	Secretary (Admn.)
(iv)	AEN (132 KV GSS & 220 KV GSS)	XEN concerned 220 KV GSS	Circle S.E. (T&C)	C.E./A.C.E.(T&C)	Secretary (Admn)
(v)	AEN (T&C)	XEN (T&C)concerned	Circle S.E. (T&C)	C.E./A.C.E.(T&C)	Secretary (Admn)
(vi)	AEN (400 KV GSS)	XEN (400 KV GSS)	S.E. (400 KV/Circle)	C.E./A.C.E.(T&C)	Secretary (Admn)
(vii)	AEN (765 KV GSS)	XEN (765 KV GSS)	S.E. (765 KV )	C.E./A.C.E.(T&C)	Secretary (Admn)
(viii)	AEN (OTL)	XEN (T&C)	Circle S.E. (T&C)	C.E./A.C.E.(T&C)	Secretary (Admn)
(ix)	AEN (TR- Workshop)	XEN (T&C)	Circle S.E. (T&C)	C.E./A.C.E.(T&C)	Secretary (Admn)
(x)	AEN (ERT)	A.C.E./C.E. (T&C)	Director concerned	M.D.	Secretary (Admn)
(xi)	AEN (Cluster)	XEN (220 KV GSS)	Circle S.E. (T&C)	C.E./A.C.E.(T&C)	Secretary (Admn)
<b>C.</b>	<b>CIVIL WING</b>				
(i)	AEN (posted in CE office)	XEN - TA to CE	C.E.	Director Concerned	Secretary(Admn.)
(ii)	AEN (posted in SE office)	S.E. (Civil) concerned	A.C.E. (Civil)	C.E. (Civil)	Secretary(Admn.)
(iii)	AEN (Civil)	XEN (Civil) concerned	S.E. (Civil)	A.C.E. (Civil)	Secretary (Admn)
(iv)	AEN (Civil-QC)	XEN (Civil-QC) concerned	S.E.(Civil-QC)	C.E. (Civil)	Secretary (Admn)
(v)	AEN (Civil-QC Lab)	XEN (Civil-QC) concerned	S.E.(Civil-QC)	C.E. (Civil)	Secretary (Admn)
(vi)	AEN (Civil) posted in SE (Civil-QC) office	SE (Civil-QC)	C.E. (Civil)	N.A.	Secretary (Admn.)
<b>D.</b>	<b>LD Wing</b>				
	<b>I - Cell</b>				
(i)	AEN (SO&LD)	XEN (SO&LD)	S.E. (SO&LD)	C.E./A.C.E.	Secretary (Admn)
(ii)	AEN (SSDA-SLDC)	XEN (SSDA-SLDC)	S.E. (SSDA-SLDC)	C.E./A.C.E.	Secretary (Admn)
(iii)	AEN (Commn.)	XEN (Comm.)	S.E. (SSDA-SLDC)	C.E./A.C.E.	Secretary (Admn)
(iv)	AEN (REMC)	XEN (REMC)	S.E. (REMC)	C.E./A.C.E.	Secretary (Admn)
(v)	AEN(EA)	XEN (EA)	S.E. (EA)	C.E./A.C.E.	Secretary (Admn.)
(vi)	AEN P-Cell of C.E./ACE	C.E./A.C.E.(LD)	Director Concerned	M.D.	Secretary (Admn.)

Secy. (Admn.)

7


<b>II - Control Room</b>					
(i)	AEN (LD)	XEN (SO&LD)	S.E. (SO&LD)	C.E./A.C.E.	Secretary (Admn.)
(ii)	AEN(REMC)	XEN (REMC)	S.E. (REMC)	C.E./A.C.E.	Secretary (Admn.)
(iii)	AEN (Communication)	XEN (Comm.)	S.E. (SSDA-SLDC) CR	C.E./A.C.E.	Secretary (Admn.)
(iv)	AEN (Sub-SLDC) Kota/ Bhilwara/Ratangarh	XEN (SSDA-SLDC) Heerapura	SE (SSDC-SLDC)	C.E./A.C.E.	Secretary (Admn.)
<b>E.</b>	<b>Procurement</b>				
(i)	ACOS	XEN (M&F)	S.E. (Proc.)	C.E./A.C.E.	Secretary (Admn.)
(ii)	AEN (M&F)	XEN (M&F)	S.E. (Proc.)	C.E./A.C.E.	Secretary (Admn.)
(iii)	AEN (Proc.)	XEN (Proc.) concerned	S.E. (Proc.)	C.E./A.C.E.	Secretary (Admn.)
(iv)	AEN(Communication)	XEN (Communication)	S.E. (Proc.)	C.E./A.C.E.	Secretary (Admn.)
<b>F.</b>	<b>Contracts</b>				
(i)	AEN(Contracts)	XEN (Contracts) concerned	S.E. (Contracts)	C.E./A.C.E.	Secretary (Admn.)
(ii)	AEN(Civil)	XEN (Civil)	S.E.(Contracts)	C.E./A.C.E.	Secretary (Admn.)
<b>G.</b>	<b>M P T &amp; S</b>				
(i)	AEN Posted in P- Cell of CE/ACE	C.E./A.C.E.	Director Concerned	M.D.	Secretary (Admn)
(ii)	AEN Posted in S.E. Office	S.E.	C.E./A.C.E.	Director concerned	Secretary (Admn)
(iii)	AEN (MPT&S)	XEN (MPT&S) concerned	S.E. (MPT&S) Concerned	C.E./A.C.E.	Secretary (Admn)
(iv)	AEN (MT Lab)	XEN (MPT&S)	S.E. (MPT&S) Concerned	C.E./A.C.E.	Secretary (Admn)
<b>H.</b>	<b>Communication</b>				
(i)	AEN Posted in ACE Office	ACE (Comm.)	Director Concerned	M.D.	Secretary (Admn)
(ii)	AEN (Comm.)	XEN (Comm.) concerned	S.E. (Comm.) Concerned	A.C.E.	Secretary (Admn)

*DA*  
Secy. (Admn.)

**ENGINEERING WING (Junior Engineers)**


S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2	3.	4.	5.	6.
<b>A.</b>	<b>Junior Engineer</b>				
1.	<b>Corporate Office</b>				
(i)	JEN (PTCC)	AEN (PTCC)	XEN (PTCC)	S.E. (QC., Insp. & Mont)	Secretary (Admn.)
(ii)	JEN (MIS & IT)	XEN (MIS & IT) concerned	S.E. (MIS & IT)	C.E. (IT)	Secretary (Admn.)
(iii)	JEN (HRD)	XEN (HRD)	S.E. (HRD & Training)	Secretary (Admn.)	Secretary (Admn.)
(iv)	JEN (Training)	XEN (Training)	S.E. (HRD & Training)	Secretary (Admn.)	Secretary (Admn.)
(v)	JEN (Comm.) in OSD (Tele.) office	AEN (Communication)	OSD (Tele. Comm.)	--	Secretary (Admn.)
(vi)	JEN (CCR)	AEN (CCR)	XEN (CCR)	TA to MD	Secretary (Admn.)
(vii)	JEN (ERT)	AEN (ERT)	ACE/CE (PP&D)	--	Secretary (Admn.)
2.	<b>T&amp;C Wing</b>				
(i)	JEN (RPM)	AEN (RPM)	XEN (RPM)	C.E. (T&C)	Secretary (Admn.)
(ii)	JEN (765/400/220/132 KV GSS)	AEN/XEN concerned	XEN/SE concerned	S.E.	Secretary (Admn.)
(iii)	JEN (T&C) Division Office	XEN (T&C)	S.E. (T&C)	S.E. (T&C)	Secretary (Admn.)
(iv)	JEN (T&C) Sub-Division Office	AEN (T&C)	XEN (T&C)	S.E. (T&C)	Secretary (Admn.)
(v)	JEN (OTL)	AEN (OTL)	XEN concerned	S.E.(T&C) concerned	Secretary (Admn.)
(vi)	JEN (Workshop)	AEN (Workshop)	XEN concerned	S.E.(T&C) concerned	Secretary (Admn.)
(vii)	JEN (ERT)	AEN (ERT)	ACE/CE (T&C)	--	Secretary (Admn.)
(viii)	JEN (Cluster)	AEN/XEN concerned	XEN/S.E. concerned	S.E.(T&C) concerned	Secretary (Admn.)
3.	<b>MPT&amp;S</b>				
(i)	JEN (MPT&S)	AEN (MPT&S)	XEN (MPT&S)	S.E. (MPT&S)	Secretary (Admn.)
(ii)	JEN (MTL)	AEN (MTL)	XEN (MPT&S)	S.E. (MPT&S)	Secretary (Admn.)
4.	<b>Communication</b>				
(i)	JEN (Comm.)	AEN (Comm.)	XEN (Comm.)	S.E. (Comm.)	Secretary (Admn.)
5.	<b>L.D.</b>				
(i)	JEN (SOLD) Cell	AEN concerned	XEN concerned	S.E. (SO&LD)	Secretary (Admn.)
(ii)	JEN (SOLD) CR	AEN concerned	XEN concerned	S.E. (SO&LD)	Secretary (Admn.)

(iii)	JEN (REMC) CR	AEN concerned	XEN concerned	S.E. (REMC)	Secretary (Admn.)
(iv)	JEN (SSDA-SLDC) Cell	AEN concerned	XEN concerned	S.E. (SSDA&SLDC)	Secretary (Admn.)
(v)	JEN (Comm.) SSDA-SLDC Cell	AEN (Comm.)	XEN (Comm.)	S.E. (SSDA-SLDC)	Secretary (Admn.)
(vi)	JEN (Comm.) SSDA-SLDC CR	AEN (Comm.)	XEN (Comm.)	S.E. (SSDA-SLDC)	Secretary (Admn.)
(vii)	JEN (Comm.) Sub-SLDC Offices	AEN (Sub-SLDC)	S.E. (SSDA-SLDC) CR	S.E. (SSDA-SLDC) CR	Secretary (Admn.)
6.	<b>Civil</b>				
(i)	JEN (E&M) P-Cell of CE (Civil)	AEN (P-Cell) of C.E. (Civil)	T.A to C.E. (Civil)	C.E. (Civil)	Secretary (Admn.)
(ii)	JEN (E&M) P-Cell of SE (Civil)	TA to S.E.- AEN-Civil	S.E. (Civil)	A.C.E. (Civil)	Secretary (Admn.)
(iii)	JEN (Civil) QC Dn.	AEN (Civil-QC)	XEN (Civil-QC)	S.E. (Civil-QC)	Secretary (Admn.)
(iv)	JEN (Civil) sub-Dn. Office	AEN (Civil)	XEN (Civil)	S.E. (Civil)	Secretary (Admn.)
7.	<b>Procurement</b>				
(i)	JEN (E&M) M&F Sub-Dn.	AEN (M&F)	XEN (M&F)	S.E. (Proc.)	Secretary (Admn.)
(ii)	JEN (E&M) ACOS	ACOS (AEN)	XEN (M&F)	CE/ACE (Proc.)	Secretary (Admn.)

  
 Secy. (Admn.)

ADMINISTRATION

S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2	3.	4.	5.	6.
1.	Director (Tech./Operation)	M.D.	Principal Secretary (Energy)	--	Secretary (Admn.)
2.	Director (Finance)	M.D.	Principal Secretary (Energy)	A.C.S. (Finance)/ Principal Secretary (Finance)	DOP, GoR
3.	Secretary (Admn.)	M.D.	Principal Secretary (Energy)	--	DOP, GoR
4.	Company Secretary	M.D.	M.D.	--	Secretary (Admn.)
5.	J.L.R.	M.D.	Principal Secretary (Energy)	Principal Secretary (Law)	DOP, GoR
6.	L.A.O.	Secretary (Admn.)	M.D.	Principal Secretary (Energy)	DOP, GoR
7.	Joint Secretary	Secretary (Admn.)	M.D.	--	Secretary (Admn.)
8.	Dy. Secretary (Estt./GAD)	Secretary (Admn.)	M.D.	--	Secretary (Admn.)
9.	Asstt. Secretary (I/II/III/APAR)	Secretary (Admn.)	M.D.	--	Secretary (Admn.)
10.	Public Relation Officer	Secretary (Admn.)	M.D.	--	Secretary (Admn.)
11.	Law Officer / A.L.R.	J.L.R.	M.D.	--	DOP, GoR
12.	Resident Officer (Delhi Guest House)	Secretary (Admn.)	M.D.	--	Secretary (Admn.)
13.	O.S.D. (Tele.)	M.D.	M.D.	--	Secretary (Admn.)
14.	System Analyst	Secretary (Admn.)	M.D.	--	Secretary (Admn.)
15.	Analyst cum Programmer	System Analyst	Secretary (Admn.)	--	Secretary (Admn.)

  
Secy. (Admn.)

PERSONNEL WING

S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2	3.	4.	5.	6.
1.	Personnel Officer (HQ/Fix./Corporate Office)	D.D.P./J.D.P.	C.P.O./ J.D.P.	Secretary (Admn.)	Secretary (Admn.)
2.	PO (Civil) posted at ACE (Civil)	A.C.E. (Civil)	C.E. (Civil)	Secretary (Admn.)	Secretary (Admn.)
3.	Circle Personnel Officer / Other Wings	Circle S.E./D.D.P.	Joint Director Personnel	Secretary (Admn.)	Secretary (Admn.)
4.	Dy. Director Personnel (HQ)	C.P.O. / J.D.P.	Secretary (Admn.)	M.D.	Secretary (Admn.)
5.	Dy. Director Personnel (T&C)	C.E. (T&C)	Secretary (Admn.)	M.D.	Secretary (Admn.)
6.	Joint Director Personnel/ C.P.O.	Secretary (Admn.)	M.D.	--	Secretary (Admn.)

*Secy. (Admn.)*

MINISTERIAL STAFF

S. No.	Designation of employee to be reported upon	Reporting Officer	Reviewing Officer	Counter-singing / Accepting Authority	Officer where APAR is to be kept
1	2	3	4		5
<b>A.</b>	<b><u>Personal Assistant</u></b>				
(i)	PA to MD / Director	MD / Director	N.A.	--	APAR Cell
(ii)	PA to Secretary	Secretary	N.A.	--	APAR Cell
(iii)	PA working under CE/ACE	C.E./A.C.E.	N.A.	--	APAR Cell
(iv)	PA working under other offices	Controlling Officer	Next Higher authority	--	APAR Cell
<b>B.</b>	<b><u>Steno Gr.I/II</u></b>				
(i)	In Corporate office	Controlling Officer	Next Higher authority	--	APAR Cell
(ii)	In CE/ACE Offices	Controlling Officer	Next Higher authority	--	APAR Cell
(iii)	In other offices	Controlling Officer	Next Higher Authority	--	APAR Cell
<b>C.</b>	<b><u>S.O.</u></b>				
(i)	In Corporate Office	Controlling Officer	Next Higher authority	--	APAR Cell
(ii)	In CE/ACE Office	TA to CE/ACE	C.E./A.C.E.	--	APAR Cell
(iii)	In other offices	Controlling Officer	Next Higher Authority	--	APAR Cell
<b>D.</b>	<b><u>O.S.-I/O.S.-II</u></b>				
(i)	In Corporate Office	Controlling Officer	Next Higher authority	--	APAR Cell
(ii)	In CE/ACE Office	TA to CE/ACE	C.E./A.C.E.	--	APAR Cell
(iii)	In other offices	Controlling Officer	Next Higher Authority	--	APAR Cell
<b>E.</b>	<b><u>LDC/UDC</u></b>				
(i)	Personal cell of MD/Dir.	PS / TA	Director concerned/MD	--	APAR Cell
(ii)	Personal cell of Secretary	Secretary	--	--	APAR Cell
(iii)	Staff posted in Corporate office other than (i) to (ii) above	TA/Controlling Officer	Next Higher authority	--	APAR Cell
(iv)	Staff posted in CE/ACE office	TA to CE/ACE	C.E./A.C.E.	--	APAR Cell
(v)	Staff posted in Circle Offices	TA/Controlling Officer	S.E.	--	APAR Cell
(vi)	Staff posted in Division/Sub-Dn. Offices	Controlling Officer	Next Higher authority	--	APAR Cell
<b>F.</b>	<b><u>Statistical Cadre</u></b>				
(i)	Statistical Officer/ Statistician/Statistical Asstt.	Controlling Office	Next Higher Authority	Secretary (Admn.)	APAR Cell

<b>G.</b>	<b>Legal Asstt.</b>				
(i)	Legal Asstt. In Corporate office	Law Officer/ALR	JLR	M.D.	APAR Cell
(ii)	Legal Asstt. In Circle Office	Z.C.E. (T&C)	JLR	M.D.	APAR Cell
<b>H.</b>	Secretarial Officer	Company Secretary	M.D.	--	APAR Cell
<b>I.</b>	<b>Managerial Staff</b>				
(i)	Executive Manager	S.E. (Civil)	A.C.E. (Civil)	Secretary (Admn.)	APAR Cell
(ii)	Sr. Manager/Manager-II	Controlling Officer	Next Higher Authority	Secretary (Admn.)	APAR Cell


~~Secy.~~  
Secy. (Admn.)



ACCOUNTS CADRE

S. No.	Designation of officer to be reported upon	Reporting Officer	Reviewing Officer	Officer making final appraisal/Counter signing authority	Custody of APARs
1	2	3	4	5	6.
<b>A.</b>	<b>Chief Controller of Accounts</b>				
1	C.C.O.A.	Director (Fin.)	M.D.	--	Secretary (Admn)
<b>B.</b>	<b>Chief Accounts Officer</b>				
1.	Regional C.A.O.	C.E.(T&C)	Director (Finance)	M.D.	Secretary (Admn)
2.	COIA	Director (Fin.)	M.D.	--	Secretary (Admn)
3.	C.A.O. (A/Cs. - W&M)	CCOA	Director (Finance)	M.D.	Secretary (Admn)
4.	C.A.O. (P&F-C)	CCOA	Director (Finance)	M.D.	Secretary (Admn)
5.	C.A.O. (PROC.& CONT. WING)	Senior among C.E./A.C.E. (Proc.) or C.E./A.C.E. (Contract)	Director (Finance)	M.D.	Secretary (Admn.)
6.	C.A.O. (PP&D)	A.C.E./C.E. (PP&D)	Director (Fin.)	M.D.	Secretary (Admn.)
7.	C.A.O. (LD)	A.C.E./C.E. (LD)	Director (Fin.)	M.D.	Secretary (Admn.)
<b>C.</b>	<b>Sr. Accounts Officer</b>				
1.	SR.AO. posted at ACE (CIVIL)	A.C.E.(CIVIL)	Director (Finance)	M.D.	Secretary (Admn)
2.	SR.AO. posted at LD WING	CAO (LD)	ACE/CE (LD)	Director (Fin.)	Secretary (Admn)
3.	SR.AO.(ACCOUNTS)	CAO (A/Cs-W&M)	CCOA	Director (Fin.)	Secretary (Admn)
4.	SR.AO.(EA-CASH)	CAO (A/Cs-W&M)	CCOA	Director (Fin.)	Secretary (Admn)
5.	SR.A.O. (B&R & W&M)	CAO (A/Cs-W&M)	CCOA	Director (Fin.)	Secretary (Admn)
6.	Dy. COA (P&F)	CAO(P&F-C)	CCOA	Director (Fin.)	Secretary (Admn)
7.	Secretary (CPF-Trust)	CAO(P&F-C)	CCOA	Director (Fin.)	Secretary (Admn)
8.	SR.A.O.(RE&HQ)	CCOA	Director (Finance)	M.D.	Secretary (Admn)
9.	DY.DIR.(IA)-SR.AO.	COIA	Director (Fin.)	M.D.	Secretary (Admn)
10.	SR.AO.(PENSION)	CAO (P&F-C)	CCOA	Director (Fin.)	Secretary (Admn)
11.	SR.A.O. (CPC)	CAO (A/Cs-W&M)	CCOA	Director (Fin.)	Secretary (Admn)

<b>D.</b>	<b><u>Accounts Officer</u></b>				
1	AO Posted at Zonal Office	RCAO	C.E.(T&C)	Director (Finance)	Secretary (Admn)
2	AO Posted at CIRCLE SE	S.E.(T&C)	CCOA	Director (Finance)	Secretary (Admn)
3.	AO posted at Sr. AO (B&R and W&M)	Sr. AO (B&R and W&M)	CAO (A/Cs.-W&M)	CCOA	Secretary (Admn)
4.	A.O. Posted at AO(E&C)	CAO(P&F-C)	CCOA	Director (Finance)	Secretary (Admn)
5.	A.O. Posted at DY.DIR.(IA)	DY.DIR.(IA)	<b>COIA</b>	Director (Finance)	Secretary (Admn)
6.	A.O. (PROC.& CONT. WING)	CAO(PROC.& CONT.)	Senior among C.E./A.C.E.(Proc.) or C.E./A.C.E. (Contract)	Director (Finance)	Secretary (Admn)
7.	A.O. (PP&D)	CAO (PP&D)	C.E. (PP&D)	Director (Fin.)	
8.	A.O.(Admn.-Store)	Secretary (Admn.)	Director (Finance)	M.D.	Secretary (Admn)
<b>E.</b>	<b><u>Asstt. Accounts Officer</u></b>				
1.	AAO (I) Posted at CIRCLE SE	CIRCLE AO	S.E. (T&C)	CCOA	Secretary (Admn)
2.	AAO (I) Posted at SE(CIVIL)	S.E. (CIVIL)	CCOA	Director (Finance)	Secretary (Admn)
3.	AAO (I) Posted at LD Wing	SR.AO.(LD)	CAO (LD)	C.E./A.C.E.(LD)	Secretary (Admn)
4.	AAO (I) Posted at Procurement & Contract Wing	Sr. AO/CAO	Senior among C.E./A.C.E.(Proc.) or C.E./A.C.E. (Contract)	Director (Finance)	Secretary (Admn)
5.	AAO. (I) Posted at SR.AO.(ACCOUNTS)	SR.AO.(ACCOUNTS)	CAO (A/Cs-W&M)	CCOA	Secretary (Admn)
6.	AAO. (I) Posted at SR.AO.(EA-CASH)	SR.AO.(EA-CASH)	CAO (A/Cs.-W&M)	CCOA	Secretary (Admn)
7.	A.A.O.(I) Posted at Sr. AO (B&R and W&M)	Sr. AO (B&R & W&M)	CAO (A/Cs.-W&M)	CCOA	Secretary (Admn)
8.	A.A.O.(I) Posted at Dy. COA (P&F) / Secretary (CPF-Trust)	Dy. COA(P&F)/Secretary (CPF-Trust)	CAO (P&F-C)	CCOA	Secretary (Admn)
9.	A.A.O.(I) Posted at AO(E&C)	AO(E&C)	CAO(P&F-C)	CCOA	Secretary (Admn)
10.	A.A.O.(I) (F&R)	CAO(P&F-C)	CCOA	Director (Finance)	Secretary (Admn)
11.	A.A.O(I) Posted at SR.A.O. (RE&HQ)	SR.A.O.(RE&HQ)	CCOA	Director (Finance)	Secretary (Admn)
12.	A.A.O.(I) Posted at DY.DIR.(IA)	DY.DIR.(IA)	<b>COIA</b>	Director (Finance)	Secretary (Admn)
13.	A.AO.(I) (PENSION)	SR.A.O.(PENSION)	CAO(P&F-C)	CCOA	Secretary (Admn)
14.	A.A.O.-I (CPC) posted in CPC	SR.A.O. (CPC)	CAO (A/cs.-W&M)	CCOA	Secretary (Admn)

  
Secy. (Admn.)

F.	Jr. Accountant/ AAO-II				
1.	<b>Corporate Office</b>				
(i)	Admn. Section	AO/AS/DS/JS/LAO	Secretary (Admn.)	Director (Finance)	CCOA
(ii)	Accounts Section	AO/Sr.AO/DD(IA)/Dy.CAO/ Secy. (CPF-Trust)	CAO/COIA	CCOA	CCOA
(iii)	Legal Section	AS (Law)	JLR	CCOA	CCOA
2.	Working in ACE/CE	AO/Sr.AO/CAO	RCAO / C.E./A.C.E.	C.E. / CCOA	CCOA
3.	Working in Circle Offices	AO/AAO-I posted in Circle Office	Concerned S.E.	CCOA	CCOA
4.	Working in Civil Circle Offices	AAO-I posted in Civil Circle Office	Concerned S.E.(Civil)	CCOA	CCOA
5.	Working in ACOS Office	ACOS	XEN (M&F)	CCOA	CCOA

*SA*  
Secy. (Admn.)