



## RAJASTHAN

# RAJYA VIDYUT PRASARAN NIGAM LIMITED

CIN:- U40109RJ2000SGC016485 (An ISO 9001:2008 Certified Company)

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NO: RVPN/DS(APAR)/F. ( )/D. 42

Jaipur,

Dated:- 13 - 06 2019

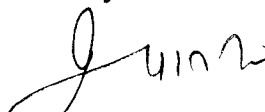
## ORDER

The following insertions in RVPN APAR Instructions, 2018 issued vide Order No. RVPN/AAO/F&R/F.75/D. 254 RVPN-F&R No. 1184 dated 23/03/2018 are made as below: -

Instructions	Existing APAR Instructions	New Instruction (IN BOLD)
8	<p>Period of Reporting-</p> <p>(4) There is no need to write a separate APAR if the reviewing authority or accepting authority is changed in the middle of the year, provided the reporting officer remains the same. In case for a period under report, there were more than one reviewing authorities, the last officer will review the APAR, provided it has supervised the work of the person for a period of at least three months. In case it has not seen the work of the person reported upon for at least three months, the officer immediately preceding it should review the APAR, provided, again that it has seen the work of the person for at least three months, and so on.</p>	<p>Period of Reporting-</p> <p>(4) There is no need to write a separate APAR if the reviewing authority or accepting authority is changed in the middle of the year, provided the reporting officer remains the same. In case for a period under report, there were more than <b>one reviewing/countersigning authority</b>, the last officer will review the APAR, provided it has supervised the work of the person for a period of at least three months. In case it has not seen the work of the person reported upon for at least three months, the officer immediately preceding it should <b>review/countersign</b> the APAR, provided, again that it has seen the work of the person for at least three months, and so on.</p>
13	<p>Responsibilities of the Countersigning/Accepting' authorities. It is the responsibility of the accepting authority to see that the APAR is filled up by the reporting and the reviewing authorities as per the instructions contained herein. There may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the reporting/reviewing authority for amplification or explanation.</p>	<p>Responsibilities of the Countersigning/Accepting' authorities.</p> <p><b>(1) The countersigning authority has a right to downgrade/ upgrade the assessment made by the lower officer where it is considered expedient in public interest. While doing so, not only should the authority express its disagreement with the assessment of the reporting and/or reviewing authority explicitly but the specific reasons for such down-gradation/up-gradation must also be recorded in the form itself</b></p>

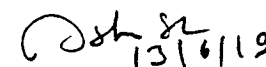
		<p>at the space provided for.</p> <p>(2) It is the responsibility of the accepting authority to see that the APAR is filled up by the reporting and the reviewing authorities as per the instructions contained herein. There may be -cases where the entries are not sufficiently meaningful. Such reports should be returned to the reporting/reviewing authority for amplification or explanation.</p> <p>(3) The countersigning authority has a right to Modify or expunge the adverse entries.</p>
15	(3) Period less than three months- If the reporting/reviewing authority has not supervised the work of the employee reported upon for a period of at least three months, he/she cannot write/ review the APAR of the employee.	(3)Period less than three months- If the <b>reporting/reviewing/countersigning authority</b> has not supervised the work of the employee reported upon for a period of at least three months, he/she cannot write/ review the APAR of the employee.

By order,

  
**(Shyam Singh Shekhawat)**  
**Secretary (Admn.)**

**Copy to the following for information and necessary action:-**

1. CE/ACE/DCE (\_\_\_\_\_), RVPN, Jaipur/Jodhpur/Ajmer.
2. CCOA, RVPN, Jaipur.
3. JLR/ Jt. Director (Corporate Affairs) cum CS, RVPN, Jaipur.
4. SE (\_\_\_\_\_), RVPN, Jaipur/\_\_\_\_\_.
5. XEN (\_\_\_\_\_), RVPN, \_\_\_\_\_.
6. Controller of IA/CAO/Sr.AO/Dy.COA (\_\_\_\_\_), RVPN, \_\_\_\_\_.
7. JDP/DDP/PO/AO/AAO (\_\_\_\_\_), RVPN, \_\_\_\_\_.
8. PS to CMD/Director (Fin.)/TA to Director (Tech./Ope.), RVPN, Jaipur.
9. Deputy Director (Public Relation)/ACP/DS/AS (\_\_\_\_\_), RVPN, Jaipur.
10. Office order/Master File/Personal File.

  
**(Asha Sharma)**  
**Dy. Secretary (APAR)**  
RVPN, Jaipur