



CIN: U40109-RJ2000-SGC-016486

## JAIPUR VIDYUT VITRAN NIGAM LIMITED

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No. JPD/Admn./DS(ACR)/F./D. 1403

Dated: 7-3-19

### CIRCULAR

It has been observed that at the time of writing the APAR of the subordinate by the Reporting Officer due care is not given and adverse remarks/poor rating in the part-II under Assessment is reported without having proper documents.

Similarly, the Reviewing Officer also do not care for the assessment reported by the Reporting Officer and give adverse remarks/downgradation/poor rating without mentioning whether he is agree or disagree with the assessment reported by the Reporting Officer without having any supporting document.

The Countersigning Authority is also not care for the assessment reported by Reporting Officer and remarks given by Reviewing Officer and report his remarks without mentioning whether he is agree or disagree with the remarks of Reviewing Officer, resulting unnecessary time consumes in requiring the documents when the appeal against adverse remarks/downgradation/poor rating is made by the employee.

Therefore, it is enjoined upon all the Reporting/Reviewing Officers/Countersigning Authority that due care may be given at the time of writing the APAR and in case if adverse remarks/downgradation/poor rating is essential to be reported then proper documents in support of his reporting/remarks be also attached with the APAR so that disposal of the appeals made by aggrieved employee be made immediately within stipulated time.

By order

(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. Company secretary, Jaipur Discom, Jaipur
4. Superintending Engineer( )Jaipur Discom\_\_\_\_\_. Please circulate the instructions to subordinate offices for compliance.
5. CAO/JDP( )Jaipur Discom, Jaipur
6. TA to Energy Minister, Energy Deptt. GoR, Jaipur
7. SE(IT) Jaipur Discom, Jaipur for uploading this circular on Nigam's website.
8. Sr.AO/AO/Asstt. Accounts Officer-I( /EA)JPD, Jaipur/.....
9. Executive/Asstt. Engineer( )JPD.....
10. DDP/DS/AS( ),JPD., Jaipur/.....
11. PS to Chairman,Discoms/MD, Jaipur Discom., Jaipur
12. PS/PA to Director(Fin/Tech)/Secretary(Admn)JPD., Jaipur
13. All Section of Corporate Office.

(S.K.Jain) 7/3/19

Dy.Secretary(ACR)