
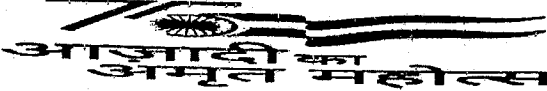



CONFIDENTIAL

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|    | <b>HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED</b><br>(A State Govt. undertaking)<br><br><b>आसादी का<br/>अमूल महोत्सव</b> |    |
| Registered office :<br>Corporate Identity Number :<br>GST No. : HPSEBL 02 AACCH4894EHZB<br>Telephone Number : 0177-2803600, 2801675 (Office), 2813563 (Fax) |  | Vidyut Bhawan, HPSEBL, Shimla-171004 (HP)<br>U40109HP2009SGC031255<br>Website address : <a href="http://www.hpseb.in">www.hpseb.in</a><br>Email : <a href="mailto:md@hpseb.in">md@hpseb.in</a> & <a href="mailto:dir@hpseb.in">dir@hpseb.in</a> |

NO.HPSEBL(SECTT.)/Confid-CR-1-Instt./22-23- 4/322-492 Dated:-4-9-22

To

All the Chief Engineers,  
in HPSEB Ltd.

The Secretary,  
BBMB, Sector-19-B,  
Madhya Marg, Chandigarh.

The Managing Director,  
BVPCL, Jogindernagar.

Subject: - Writing of Annual Performance Assessment Reports- Time  
schedule thereof.

Sir,

I am directed to state that as per instructions issued regarding schedule of completing the reporting/reviewing and accepting of Annual Performance Assessment Reports prescribed vide this office letter No.HPSEB (Sectt)/CR-I-Instructions/ 2015-16-32468-618 dated 19.7.2016 and even reminder No.65773-807 dated 25.11.2016 and 29921-30141 dated 26.7.2021 are not being adhered strictly by the Field units/Sister Originations with the result that APARs record are not being completed in time and the Departmental Promotion Committee Meetings for promotions/ Confirmations and granting time bound promotional scale etc. are being delayed on this account. This has been viewed seriously by the H.P. Govt. /Management of HPSEB Ltd. In addition, to above it has also been observed that all columns of Annual Performance Assessment Reports are not filled-in and requisite worded. It is further intimated that the office stamp of reporting/reviewing/accepting authorities has not been affixed on the APARs.

It may please be ensured that above instructions are strictly adhered at all levels and the APARs for the year 2022-23 in respect of all officers/officials completed and sent to the concerned custodian office within

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forghnight period positively. Besides, the time schedule of APARs have already been elapsed the long awaited Annual Performance Reports, for preceding years may also be got completed/expedited and sent to concerned custodian.

Delay in the completion of APARs will the responsibility of the individuals & the concerned custodian office and will be liable for reply in future.


A certificate for completion of APARs in respective offices/ wing for the year is also required to be furnished every year.

This may be assigned as "Top-Priority".

  
Under Secretary (GE),  
H.P. State Electy. Board Ltd.,  
Vidyan Bhawan, Shimla-4.

Copy forwarded for information and necessary action to:-

1. The Managing Director, HPPCL, Himfed Building, Shimla-9.
2. The Managing Director, H.P. Power Trans. Corpn. Ltd., Shimla-5.
3. The Chief Accounts Officer, /Chief Auditor, HPSEB Ltd., Shimla-4.
4. All the Superintending Engineers/Sr. Executive Engineers in HPSEB Ltd.
5. The Sr. Officer (P&A) (Estt.), SJVN Ltd., Shakti Sadan Shanan Shimla- 171006.
6. The Deputy Manager (P&A), SJVN Ltd., Jhakri.
7. The General Manager, Sainj Hydro Electric Project, HPPCL Sarabai (Bhunter) Distt. Kullu.
8. The General Manager, Sawara Kuddu, HPPCL, Rohru.
9. All the Dy. Secretaries /Under Secretaries in Board Sectt.
10. The Spl. P.S/Sr. PS/PSto Managing Director/ Directors (Tech.) / (Op)/(Civil)/Executive Director (Pers.) in the Board's Sectt.
11. Copy to Supdt. (NGE) in Confidential Section.

  
Under Secretary (GE),  
H.P. State Electy. Board Ltd.,  
Vidyan Bhawan, Shimla-4.