



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. Undertaking)



Registered office:
Corporate Identity Number :
GST No. HPSEBL 02 AACOH4804EH2B
Telephone Number 0177-2803800, 2801675 (Office), 2858984 (Fax)

Vidyut Bhawan, HPSEBL, Shimla-171004 (H.P.)
U40109HP2009SGC031256
Website address : www.hpseb.com
Email: md@hpseb.in & director@hpseb.in

No. HPSEBL/PS/Dir.(Pers.&Fin.)/ACRs/2025-1196-260 Dated:- 24/5/25

To

The All Chief Engineers,
HPSEB Ltd.

Subject: - Submission of Annual Performance Assessment Reports.

Sir(s),

I am directed to enclose herewith a copy of time schedule for submission of APARs and request you to adhere to the instructions as envisaged in the enclosed letter and also direct the office under your control for following these instructions in letter and spirit.

In this context, it is submitted that this office is the custodian of APARs of Under Secretary/US(Law)/Section officer and it is also bring to your kind notice that APARs in respect of the officers as mentioned in the enclosed list for the period mentioned against each are still awaited to this office. In some cases, Annual Performance Assessment Reports for some of the previous years have not yet been received in this office.

In view of above, it is requested that the APARs for these officers, be arranged and sent to this office immediately, so that their dossiers could be completed within the stipulated time and in case of Accounts cadre the APARs of Sr. A.O./A.O working in various office of

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HPSEBL be submitted to this office before 28th April of each financial year to facilitate their acceptance and timely transmission to the custodian office, i.e., the Office of the Worthy Managing Director, HPSEBL, Shimla-4.

This may kindly be given TOP PRIORITY.

Encls: As above

Yours sincerely,

Jareen
PA to Director (Pers./Fin.)
HPSEBL, Shimla-4.

Copy of above is forwarded to :-

1. The Managing Director, HPPCL, Himfed Building, New Shimla.
2. The Managing Director, HPPTCL, Himfed Bhawan, Panjri, Shimla-5.
3. The Managing Director, BVPCL, Jogindernagar.
4. The Director Energy to the Govt. of H.P. Shimla-2.
5. The Special Secretary, BBMB, 19-B Madhya Marg, Chandigarh.
6. The Chief Electrical Inspector, to the Govt. of H.P. Shimla-9.
7. ✓ The Superintending Engineer (IT), HPSEBL, Shimla to up load on the website.
8. The Secretary, CGRF, Shimla-9.
9. The Sr. P. S. to Executive Director (Pers.) HPSEBL Vidyut Bhawan, Shimla. He is requested to send the APARs in respect of Under Secretary/SO /Law Officer posted in Board Sectt. for the acceptance of the officers.
10. **The P.A. to the Chief Accounts Officer with request to send the APARs of CAO/CA/Deputy CAO/CA for reporting and Sr. Accounts Officer/Accounts Officer/AAO for acceptance well in time.**
11. The Section officer(Confid.) for information please.

Encls: As above

Jareen
PA to Director (Pers./Fin.)
HPSEBL, Shimla-4.

Copy of H.P. Govt. DoP (AP-II) O.M. No. Per/AP BIR(13)-1/2000 dated 20-11-2000 addressed to all Administrative Secretaries/ Heads of Departments / Deputy Commissioners in H.P. etc.
Subject: Writing of Annual Confidential Reports - Time Schedule there for.

The undersigned is directed to refer to this Department O.M. No. 8-3/83-DP(Appn-II) (V), dated 28th March, 1984 on the subject cited above, vide which the following time schedule of writing the ACRs of the officers/officials has been prescribed:-

- | | |
|--|------------|
| a) Self-appraisal of the officer to be reported upon. | 7th April |
| b) Initiation of the report by Reporting Officer. | 15th April |
| c) Review of the report by the reviewing Officer (s). | 22nd April |
| d) Acceptance of the reports by the Accepting Authorities. | 29th April |
| e) Communication of adverse remarks, if any. | 31st May |
| f) Representations by Govt. servants against communicated remarks, if they so wish. | 15th July |
| g) Maximum period upto which the report/comments of the authority recording adverse remarks on the representation are to be awaited. | 15 days |
| h) Final date for taking a decision on representation against adverse remarks. | 30th Sept. |

2. These instructions also provide that ACRs of the preceding year will not be taken into account by the D.P.Cs for various purpose till after 30th September of the year in question.

3. It has been observed that Annual Confidential Reports of the officers/officials are not being written / completed in accordance with the above time schedule with the ..2..

result that process for promotion of officers/officials to the next higher posts is hampered. It has also come to the notice that the ACRs are not being written / completed for years together and the meetings of the DPCs are delayed for no fault of the concerned officers/officials due for regular promotions.

4. The Government has taken a serious view for not following the above maintained procedure and Time Schedule fixed for writing of ACRs.

5. It is, therefore, reiterated that the instructions issued by the Govt. in this behalf from time to time may kindly be adhered to strictly and these instructions be brought to the notice of all concerned for strict compliance.

AWAITED PERIOD OF APARS IN R/O UNDER SECRETARY(LAW)/LAW OFFICER GR. I				
Sr. No.	Name and designation	D.O.B.	Period of APARs.	Present place of posting.
1.	Sh. Kamlesh Kumar, US(Law)	04.12.1983	01.4.2024 to 31.3.2025	Board Sectt.
2.	Sh. Sumit Dhiman, US(Law)	16.04.1984	01.4.2024 to 31.3.2025	-do-
3.	Sh. Deepak Nandan, LO Gr I	12.07.1984	01.4.2024 to 31.3.2025	-do-
AWAITED PERIOD OF APARS IN R/O UNDER SECRETARIES				
Sr. No.	Name and designation	D.O.B.	Period of APARs.	Present place of posting.
1	Sh. Dharmender Singh,	17.8.70	01.4.2024 to 31.3.2025	Board Sectt.
2	Smt. Deep Kumari,	18.09.1969	01.4.2023 to 05.7.2023 & 01.4.2024 to 31.3.2025	O/o CE(OP) Mandi Zone.
3	Sh. Gurmeet Singh	14.05.1969	01.4.2024 to 31.3.2025	Board Sectt.
4	Sh. Gayatri Devi,	05.07.1967	01.4.2023 to 05.11.2023 & 01.4.2024 to 31.3.2025	O/o CE(SP) Shimla.
5	Sh. Joginder Singh.	10.12.1967	01.4.2024 to 31.3.2025	Board Sectt.
6	Sh. Pardeep Kumar	10.5.1972	01.4.2023 to 31.3.2024	Board Sectt.
7	Sh. Ravi Parshad	26.6.1968	01.4.22 to 31.3.2023& 01.4.2023 to 31.3.2024 01.4.2024 to 31.3.2025	HPSLDC Totu
8	Sh. Rakesh Saini	25.10.1968	01.4.2024 to 31.3.2025	HPPCL Shimla
9	Smt. Rajesh Kumari.	12.4.1969	01.4.2024 to 31.3.2025	CE(OP) Hamirpur
10	Sh. Ram Parkash, US	21.7.1970	01.4.2024 to 31.3.2025	CGRF Shimla.
11	Sh. Roshan Lal	06.3.1968	01.4.2024 to 31.3.2025	Board Sectt.
12	Sh. Tilak Raj, US	30.10.1969	01.4.2023 to 31.3.2024 01.4.2024 to 31.3.2025	Board Sectt.
13	Sh. Vinod Kumar, US	28.7.1968	01.4.2024 to 31.3.2025	O/o CE(Gen.) Sundernagar
14	Sh. Vidya Devi, US	01.8.1969	01.4.2024 to 31.3.2025	O/o CE(ES) Hamirpur.

AWAITED PERIOD OF APARS IN R/O SECTION OFFICER

Sr. No.	Name and designation	D.O.B.	Period of APARs.	Present place of posting.
1	Ashok Kumar,	12.12.1967	01.4.2021 to 31.12.2021, 01.4.22 to	O/o CE(MM) Shimla

2	Arvind Kumar	15.2.1971	16.6.2022 & 01.4.2024 to 31.3.2025	(OP) Circle Dalhousie
3	Amar Lata	30.10.1968	01.4.2022 to 25.5.2023 01.4.2024 to 31.3.2025	O/o CE(OP) North, Dharamshala.
4	Anil Kumar	08.9.1970	01.4.2022 to 31.3.2023 01.4.2023 to 30.9.2023	O/o CE (OP) Hamirpur Zone.
5	Anupama Kumari	24.3.1969	01.4.2023 to 31.3.2024 01.4.2024 to 31.3.2025	BBMB Chandigarh
6	Anil Kumar	24.5.1969	01.4.2022 to 31.3.2023 01.4.23 to 31.3.2024	
7	Ashwani KUMAR	06.1.1968	01.4.2023 to 31.3.2025	O/o CE(OP) North Dharamshala.
8	Barjesh Kumar	19.12.1968	01.4.22 to 31.3.2023 01.4.23 to 20.7.2023 21.7.2023 to 31.3.2024 01.4.2024 to 31.3.2025	OP Circle Dehra.
9	Birender Kumar	23.4.1972	01.4.21 to 31.3.2022 01.4.22 to 31.3.2023 01.4.2024 to 31.3.2025	O/o MD HPPCL
10	Balak Ram	08.5.1970	01.4.2024 to 31.3.2025	O/o CE(OP) Mandi Zone
11	Banti Rangta	13.5.71	01.4.2024 to 31.3.2025	O/o CE(South) Shimla
12	Chitra Kanwar	09.10.1971	01.4.204 to 31.3.2025	Board SEctt.
13	Danesh Lal	31.12.1967	12.1.22 to 31.3.22 & 01.4.2024 to 31.3.2025	O/o SE (Gen. Circle, Sarabai
14	Gian Chand	05.3.1969	01.4.21 to 31.3.22 01.4.22 to 13.6.2022 01.4.2024 to 31.3.2025	O/o CE(SP) Shimla.
15	Gulvinder Singh	06.5.1971	01.4.2024 to 31.3.2025	O/o CE(S) Hamirpur/ newly created O/o SE (OP) Circle Bhawarna
16	Hans Raj Thakur	16.11.1969	01.4.21 to 31.3.2022 01.4.2024 to 31.3.2025	Board Sectt.

17	Harbans Lal	17.5.1970		O/o CE, Mandi Zone.
18	Himmat Singh	07.07.1971	01.4.20 to 12.8.20 01.4.24 to 31.3.25	HPPCL-2
19	Hari Singh	7.3.1971	01.4.20 to 14.6.2021 01.4.24 to 31.3.2025	O/o CE(South)
20	Ishwar Singh	04.12.1968	01.4.2022 to 31.3.2025	HEP HPPCL Hatkoti
21	Jai Dev Walia	15.8.1971	01.4.23 to 31.3.24 01.4.2024 to 31.3.25	Board SEctt.
22	Jai Dev Sharma	21.06.1971	01.4.21 to 31.3.22 1.4.22 to 13.10.22 01.4.24 to 31.3.2025	O/o CE(Comm.)
23	Kuldeep Singh	08.12.1971	1.4.24 to 31.3.25	O/o SE(OP) Circle UNa
24	Kamlesh Bhardwaj	23.6.1971	1.4.24 to 31.3.25	O/o CE(SO) Shimla.
25	Mahavir Singh	04.10.1972	01.4.22 to 31.3.2025	O/o SE(OP) Circle Shimla.
26	Madan Lal	06.12.1968	01.4.24 to 31.3.2025	Board SEctt.
27	Madan Singh	04.5.1968	01.4.24 to 31.3.2025	O/o SE(OP) Circle Solan
28	Pushpa Devi	21.8.1970	01.4.24 to 31.3.25	SE(ES) & Mtc. Circle Hamirpur
29	Pawandeep	09.9.1968	01.4.2024 to 31.3.2025	O/o CE(OP) Kangra Zone, Dharamshala.
30	Prem Kumar	25.6.1971	01.4.24 to 31.3.25	O/o SE(ES) Circle Totu Shimla
31	Prem Parkash	05.1.168	01.4.24 to 31.3.2025	O/o SE (DSP) RGGVY Khalini Shimla
32	Parmod Singh	08.3.1971	01.01.2022 to 31.3.2022 & 01.4.24 to 31.3.25	O/o SE(OP) Rohru
33	Prem Singh	3.5.1974	01.3.22 to 31.3.22, 14.6.22 to 13.10.22, 03.10.23 to 31.3.24 & 01.4.2024 to 31.3.2025	Board SEctt.
34	Roshan Lal	16.5.1970	01.4.2024 to 31.3.2025	O/o CE(OP) Mandi Zone
35	Raghunath Singh	30.6.1968	01.4.24 to 31.3.25	O/o SE(D) ES Hamirpur.
36	Ravinder Singh	15.5.1971	01.4.22 to 31.3.23 01.4.23 to 25.11.23 01.4.2024 to 31.3.2025	O/o CE(OP) CZ Mandi.

37	Rajesh Kumar	23.11.1969	01.4.2022 to 17.10.22 01.4.24 to 31.3.2025	O/o CE(South) Shimla.
38	Rameshwar Singh	19.7.1967	01.4.2024 to 31.3.2025	
39	Ratna Devi	27.12.1972	-do-	SP(Gen.) Circle Nahan.
40	Raj Kumar	10.7.1969	01.4.24 to 31.3.2025	O/o SE(OP) Circle Bilaspur
41	Surinder Kumar Verma	12.1.1923	01.4.24 to 31.3.2025	Board Sectt.
42	Sanjeev Kumar	21.11.1973	01.4.24 to 31.3.2025	O/o MD BVPCL J/Nagar
43	Sanjay Kumar	24.9.1971	01.4.22 to 31.3.2025	O/o SE(Gen.) Circle Palampur
44	Sunita Devi	21.7.1967	01.4.23 to 31.3.2025	O/o MD HPPCL
45	Surinder Paul	25.4.1967		
46	Sanjeev Kumar	07.5.1972	01.4.2024 to 31.3.2025	O/o CE(PCA) Shimla.
47	Shalinder Kumar	08.08.1971	01.4.22 to 31.3.2023	OP Circle Nahan
48	Sanjay KUMar	26.3.1972	01.4.24 to 31.3.2025	O/o SE(OP) Circle Kangra.
49	Sunil Kumar	2.4.1970	01.4.24 to 31.3.2025	HPPCL Chamba-I
50	Sarwan Kumar	27.3.1969	01.4.21 to 09.8.2021 & 01.4.24 to 31.3.2025	Board Sectt.
51	Vijay KUMar	08.01.1971	01.4.2022 to 06.9.22 01.4.2024 to 31.3.2025	O/o CE(SO) Shimla
52	Vinto Devi	04.3.1968	01.4.202 to 31.3.2025	O/o CE(ES) Hamirpur.
53	Veena Sharma	15.4.1967	21.5.22 to 31.3.23 01.4.23 to 31.3.2024	Board Sectt.
54	Yog Raj	04.9.1969	04.10.23 to 31.3.2025	O/o CE(Gen.) Sundernagar
55	Yashwant Singh	27.11.1970	01.4.2024 to 31.3.2025	Board Sectt.