

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

Vidyut Soudha, Vijayawada - 520004

Circular Memo.No.CGM(Adm,IS&ERP)/GM(HR-Adm)/AS(A)/DyEE(A-I)/D.No.05/2024,Dt: 10.05.2024

Sub: APGENCO- Estt - ES – Submission of Annual Appraisal Reports for the Financial Year 2023-24 - Regarding.

Ref: 1. G.O.O. No. 158/ CGM (Adm, IS&ERP)/ 2022, Dt: 28.10.2022

In the reference 1st cited, all the Station Heads and Functional Heads of APGENCO were directed to cause necessary instructions to the concerned to submit their Annual Appraisal Reports for the financial Year 2023-24 and pending AAR's if any of previous years through E-Office.

2. It is observed that most of the employees have not yet submitted their self-appraisal as per the prescribed time lines. It is mandatory to all the employees to submit their self – appraisal and following are the revised time lines to ensure the performance appraisal process is completed.

SL.No	Description	On or before
1.	Self-Appraisal to be submitted by each Employee	31.05.2024
2.	Assess Performance by Reporting Officer	15.06.2024
3.	Reviewing /Countersigning Authority	30.06.2024

3. If any employee fails to submit the Self -appraisal through e-office with in the scheduled timings, the Reporting Officer shall assess the performance of the employee and forwarded to the next higher Officer.

4. In this connection, all the Chief Engineers/Chief General Managers/Joint Secretary are directed to instruct all the concerned to submit Self-Appraisal immediately through e-office for the financial Year 2023-24 to enable his superior to assess the performance and complete the process of AAR as per the time lines notified. Please note that there shall be no further time extensions in this regard.

5. The SE-Adm/GM(HR)/AS of concerned stations will be Nodal Officer to ensure that the process of Annual Appraisal reports are completed in all aspects. The Nodal Officer shall submit weekly status report to the undersigned.

P. NAVEEN GOWTHAM

Chief General Manager (Adm, IS&ERP)

To

All the Chief Engineer's/CGM's/JS(Personnel)/APGENCO

The Station Heads of Generating Stations

The SE(Adm)/Dr.NTTSPS//RTTP, The GM(HR)/SDSTPS//Dr.NTTSPS.TI

The AS/LSHES//SRBHES

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Deputy Executive Engineer (Adm-I)