



# KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala.

CIN: U40100KL2011SGC027424, Website: [www.kseb.in](http://www.kseb.in)

## Office of the Secretary (Administration),

Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004,

Phone: 0471 2514456, 2514575, 2514504,

Fax: 0471 2554039, E-mail: [secretary@kseb.in](mailto:secretary@kseb.in)

No./APAR 2022/2023

Dated 28.10.2023

### Circular

Sub:- Online submission of APAR for the year 2022- Instructions – Regarding.

Ref:- This office circular no.APAR2/APAR 2022/2023 dated 24.07.2023

The Departmental Promotion Committee meetings (Lower and higher) to prepare the select list for the year 2024 of the middle level and higher level officers, are scheduled to be convened soon. All officers of and above the cadre of Assistant Engineer/Senior Superintendent/Divisional Accounts Officer were directed to submit their Annual Performance Appraisal Report (APAR) through online for the calendar year 2022 on or before 10.08.2023 as per circular referred above.

However, APARs in respect of some officers are yet to be received in this office. Since there is no time extension for submission of APAR for the year 2022, all reporting officers/ supervisory officers are directed to process APARs of officers who worked under their control and failed to submit APAR 2022 on or before 05.11.2023 without fail.

All reviewing/accepting officers shall verify the APAR at once on receipt of the same so as to reach the final APAR to this office on or before 15.11.2023.

If experiencing any technical issues while initiating the APAR, the same should be cleared immediately in consultation with the IT Wing and APAR should be submitted within the time limit stipulated as above without fail in order to conduct the DPCs in time and to finalize the select list as per rule.

Hence all reporting/reviewing/accepting officers shall strictly follow the above time limit for submission of APAR for the smooth conduct of the DPC meeting for the year 2024. Any lapse in this regard will be viewed very seriously by the Board.

SECRETARY (ADMINISTRATION)

28/10/23

Copy to:

TA to the Chairman and Managing Director, KSEB Ltd.