



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

Office of the Secretary (Administration),

Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004,

Phone: 0471 2514456, 2514575, 2514504,

Fax: 0471 2554039, E-mail: secretary@kseb.in

No.APAR2/APAR 2023-2024/6831

Dated: 26.12.2023

Circular

Sub :- KSEBL - Online submission of APAR for the Calendar year 2023 -
Instructions - Regarding.

Ref :- 1. B.O(DB)No.1898/2018(Estt/APAR/Instruction/217) Dated, TvpM 31.10.2018
2. Circular No.Estt/APAR/2021-2022 dated.31.05.2022
3. Circular No. Estt/APAR/2021-22 dated 24.06.2022.

The Departmental Promotion Committee meeting (Lower and Higher) to prepare the select list for the year 2025, of the middle level and higher level officers, are scheduled to be convened during September 2024. Therefore, all officers of and above the cadre of Assistant Engineer/ Senior Superintendent/ Divisional Accounts Officer are directed to submit their Annual Performance Appraisal Report(APAR) through online for the calendar year 2023 **on or before 15.01.2024**

All reporting/reviewing/accepting officers shall verify the APAR **at once on receipt of the APAR so as to reach the final APAR to this office on or before 31.05.2024 as per the existing time frame as follows.**

Period of reporting – Within 60 days from January 1st of the year of the succeeding year of report

Period of reviewing – Within 60 days from 1st March of the succeeding year of report

Period of accepting – Within 1st April till 31st May

If experiencing any technical issues while submitting 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 officers including the reporting/reviewing/accepting officers should strictly follow the above time limit for smoothly conducting of the DPC meeting for the year 2024. Any lapse in this regard will be viewed very seriously by the Board.

No further intimation will be issued in this regard and no request for further extension of time on any ground will also be entertained.



SECRETARY (ADMINISTRATION)
For Chairman and Managing Director

10
26/12/2023



Copy to:

- 1.The TA to Chairman and Managing Director, KSEB LTD
- 2.The TA to Director (Distribution, Safety, SCM and IT), KSEB LTD
- 3.The TA to the Director (Generation - Civil), KSEB LTD
- 4.The TA to the Director (Generation - Electrical , KSEB LTD
- 5.The TA to the Director REES,SOURA, NILAAVU, Sports &Welfare),KSEB LTD
- 6.The PA to the Director (Finance and HRM), KSEB LTD
- 7.The TA to the Director (T& SO & Planning), KSEB LTD
- 8.The Legal Advisor & disciplinary Enquiry Officer, KSEB LTD
- 9.The Chief Vigilance Officer, KSEB LTD
- 10.The Chief Personnel Officer, KSEB LTD
- 11.The Chief Public Relations Officer, KSEB LTD