



KERALA STATE ELECTRICITY BOARD Ltd
 (Incorporated under the Companies Act, 1956)
Office of the Secretary (Administration)
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No.Estt./SEC/APAR2/KSEBL/2024

Date:15-02-2024

CIRCULAR

- Sub:** KSEBL - APAR -Online submission of APAR for the calendar years 2021,2022 & 2023 - One time Extension of date - Intimation -Reg;
- Ref:** 1. Minutes of meeting on APAR dated 08.02.2024.
 2. Circular No.APAR2/APAR 2023-24/6831 dated 26.12.2023
 3. Circular No.Estt/APAR/2021-22 dated 24.06.2022
 4. Circular No.Estt./APAR/2021-22 dated 31.05.2022
 5.B.O.(DB) No.1898/2018(Estt.III/APAR/Instruction/2017) Dated Tvpm 31.10.2018.

Circulars are issued every year at the time of submission of APARs detailing the time limit for both officers reported upon and to their controlling officers. This year also a Circular dated 26.12.2023 referred (2) above was issued detailing the last date of submission of APARs for the calendar year 2023 to the officers of and above the cadre of Assistant Engineer/Senior Superintendent/Divisional Accounts Officer. But many officers could not submit their APARs on time. Also, the system automatically rejected the APARS of calendar year 2023 for those who failed to submit APARs for 2021 and 2022. Owing to this , many officers could not submit their APARs with in the time limit of 15.01.2024 mentioned in the circular. While verifying the 'status list' of submission of APARs for the years 2021,2022 and 2023, it is observed that nearly 1500 APARs are seen pending and the APAR section is receiving various requests for extension of time.

When submitted the mater before the CMD, he expressed his displeasure in the matter regarding the repeated extension of time as there is specific time lime to be followed in the matter of submission of APAR. However **permitted to give 10 more days as a last chance to clear all the Pending APARs for the years 2021,2022 and 2023.**

So, in order to streamline the entire process of APAR, **the date of submission of APAR for the calendar years 2021, 2022 and 2023 is extended for 10 more days from 17.02.2024 to 26.02.2024 as a last chance. No further extension of time will be allowed on any ground.**

THE APAR SECTION WILL NOT BE RESPONSIBLE FOR NON CONSIDERATION IN THE DPC FOR NON SUBMISSION OF APAR BY ANY EMPLOYEE.

Even though the time is extended for submission of APAR,the Reporting

/Reviewing/Accepting authority should strictly follow the Time Line as specified in the Circulars 3rd and 4th cited in order to conduct the DPCs in time.

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



**SABITHA S
SECRETARY**

Copy to:

- 1.The TA to Chairman and Managing Director, KSEB LTD
- 2.The TA to Director(Distribution, Safety, SCM & IT), KSEB LTD
- 3.The TA to the Director(Generation-Civil), KSEB LTD
- 4.The TA to the Director(Generation-Electrical, KSEBLTD
- 5.The TA to the Director REES,SOURA,NILAAVU, Sports & Welfare),KSEB LTD
- 6.The PA to the Director(Finance & 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