



KERALA STATE ELECTRICITY BOARD Ltd

(Incorporated under the Companies Act, 1956)

Office of the Secretary(Administration)

Registered Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004

CIN: U40100KL2011SGC027424

Web: www.kseb.in

Phone :0471 2514456, 2514575, 2514504

Email :secretary@kseb.in

No.Esst/SEC/APAR2/KSEBL/2024

Date:13-03-2024

CIRCULAR

Sub: KSEBL - APAR - Streamlining the process of submission of APAR -
Instructions issued - reg:-

Ref: 1. B.O(DB)No.1898/2018(Estt.III/APAR/Instruction/2017)Dated Tvpm
31.10.2018.

2. B.O.(DB)No.455/2019(Estt.III/APAR/Instruction) dated Tvpm14.06.2019

3.Circular No.Esst/APAR/1408/2019 Dated 10/02/2021

4. Circular No.Esst/APAR/2021-22 dated 31.05.2022.

5. Circular.No.Esst/APAR/2021-22 dated 24.06.2022.

6.Circular No.Esst./SEC/APAR2/KSEBL/2024 dated 15.02.2024

As per the Board Orders and Circulars cited there exist specific instructions including Time line for submission of APAR in the KSEBL. Though some of the Officers submitting APAR in time following the instructions most of the officers are not following the instructions to submit the APAR in time and repeatedly requesting for extension citing flimsy reasons. The processing of such request frequently, is a time grabbing process of officials especially in the higher levels and is also affecting the smooth conduct of the DPC meetings and publishing of Select lists of the employees.

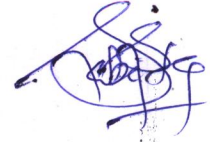
The Chairman and Managing Director while examining the requests for extension of time for submission of APAR, convened a meeting with the officials concerned to discuss the matter. During the meeting he expressed his strong displeasure regarding the repeated extension of time and directed to sort out the issue completely. Also permitted to give 10 more days as a last chance to clear all the Pending APARs for the past three years as instructed in the Circular 6th cited.

Also as directed by the Chairman & Managing Director, the following instructions are issued for the strict compliance of all in future in the matter of submission of APAR.

- 1) The standing instructions and time line for submission of APAR

as per the Board Orders and circulars cited shall strictly be followed by all in future.

- 2) In future no such requests for extension of time or any other related matters shall be entertained on any ground.
- 3) Any technical issue noticed during the submission APAR shall immediately be taken up with the IT wing to rectify the same by the employee concerned.
- 4) The clause (8) of the Circular Dated:24/06/2022, cited 5th above that **No increment of the succeeding year may be drawn without submission of the reporting portion electronically if APAR is in arrears. The Director(Finance) may auto check filing of APAR before pay slip/account is credited with an increment due of the previous year"** shall strictly be followed.
- 5) The IT wing shall implement "SMS ALERT " facility to alert each official on receipt of APAR.



SABITHA S
SECRETARY

To: All Chief Engineers
The Chief Engineer(HRM)/
The Chief Engineer(IT)

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)KSEB LTD
- 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