


**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.Estt/SEC/APAR2/KSEBL/2024

Date:25-05-2024

**CIRCULAR**

**Sub:** KSEBL - APAR- Completion of APAR submission and processing within the time limit - Instructions - 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 Tvpm 14.06.2019.

3. Circular No.Estt/APAR/1408/2019 dated 19.02.2021.

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

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

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

7. Circular No.Estt/SEC/APAR2/KSEBL/2024 dated 13.03.2024.

For streamlining the entire process of APAR, various circulars were issued from time to time as referred above. All the officers of KSEBL and their controlling officers were directed to submit and process the APARs for the calendar years 2021, 2022 and 2023 through SAMAGRA portal within the stipulated time limit as detailed in the circulars. Also as directed by the Chairman and Managing Director, certain instructions were issued for the strict compliance in the matter of submission of APAR which is clearly mentioned in the circular dated 13.03.2024.

While examining the status of APAR submission and further processing of different categories of officers, only 86% of APARs are completed in all respects. Remaining APARs are yet to be completed and to be approved by the Accepting Officers. So all officers and their controlling officers are once again reminded that all officers should complete the APAR process on or before 31 st May it self in order to start the DPC procedures, after addressing the grievances of the officers,if any. All officers are directed to follow the standing instructions and timeline for submission and processing of APAR strictly as per the Board Orders and Circulars referred above and complete the process on before 31/5/2024

4.

SABITHA S  
SECRETARY