

**CONFIDENTIAL**  
**IMMEDIATE**

No.4/1/2016-Vig.  
Government of India  
Ministry of Power  
Central Electricity Authority  
( Vigilance Division )

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Sewa Bhawan, R.K. Puram  
New Delhi – 110066  
Dated the 12<sup>th</sup> May, 2016

Subject: Writing of Annual Performance Assessment Reports (APARs) of the employees of Central Electricity Authority (CEA) – Regarding.

Writing of Annual Performance Assessment Reports (APARs) of Government employees is a matter of utmost importance as the career advancement of any employee is mostly based on his APARs. The APARs are recorded annually for the period covered by a financial year. The APARs are reported upon by an officer (Reporting Officer) who has the opportunity to personally watch the work and conduct of the employee which are to be further reviewed by the next higher authority (Reviewing Officer).

2. It has recently come to the notice of the authorities in CEA that in some of the cases, the APARs of the employees of CEA were not written and reviewed by the appropriate Reporting and Reviewing Officers and in some cases the periods indicated in the APARs were not found to be correct.

3. Therefore, all the employees of CEA are hereby advised to get their APARs completed by the appropriate Reporting and Reviewing Officers and for the appropriate period/periods. All officers of CEA acting as Reporting and Reviewing Officers in respect of their subordinates are also requested to report and review the APARs of only those officers who have actually worked under them during that particular period. Any discrepancy in this regard on the part of any employee or any officer of CEA would be viewed very seriously by the competent authority.

  
(Bijender Singh)

Deputy Secretary (Vigilance)  
Tel: 011-26711061

To

1. All officers and Sections of CEA.
2. All Subordinate Offices of CEA

Copy to:

1. PPS to Chairperson, CEA
2. PPS to Members, CEA
3. Secretary, CEA
4. Director (Admn.), CEA
5. Director (IT), CEA for uploading on website of CEA.

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दिनांक 12-05-2016

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