



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଓ. ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

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CIN:U4102OR2004SGC007553

No. AWC-I-1 / 2013 / 14666

/Dated, 18.09.2021

OFFICE ORDER

Pursuant to the decision taken by the Board of Directors in its 121st Meeting held on 19.08.2021, pertaining to implementation of e-Shakti Executive Performance Appraisal Module, the following procedure shall be followed for pending EPARs and Recording of NO Remarks Certificate for EPAR related specific cases which has been prepared in line with the guidelines issued vide Memo No. 1199 / P.R.O Bhubaneswar, dtd. 26.04.2006 of GA Deptt., Govt. of Odisha:

(A) Pending EPARs:

- i. **EPAR not submitted by the appraisee in due time:** If the appraisee fails to submit his EPAR to the Reporting Officer in due time, the Performance Appraisal Cell shall forward the appraisal flow to Reporting Officer with remarks "Appraisee did not submit EPAR, on time".
- ii. **EPAR pending with Reporting Officer beyond permissible time limit:** In such case, PA Cell shall forward the appraisal flow to the Reviewing Officer with remarks "Reporting Authority did not submit EPAR, on time".
- iii. **EPAR pending with Reviewing Officer beyond permissible time limit:** In such case, PA Cell shall forward the appraisal flow to the Accepting Officer with remarks "Reviewing Authority did not submit EPAR, on time".
- iv. **EPAR pending with Accepting Officer beyond permissible time limit:** In such case, the reported / reviewed EPAR shall be forwarded to PA Cell.
- v. In case of suspension / long leave / long term training / demitting office / death / invalidation of the authorities at Reporting and Reviewing levels of PAR recording chain, the appraisal flow shall be forwarded by PA Cell to the corresponding next level in the hierarchy. However, in case of Accepting Authority, the reported / reviewed EPAR shall be forwarded to PA Cell.

(B) Issue of No Remarks Certificate (NRC): Where the appraisee is on long leave (any type of leave for 3 months or more) / long term training / under suspension, No Remarks Certificate is to be issued by the PA Cell which is to be kept in the personal folder of the appraisee. (In these cases NRC will be for the period he / she is on leave or under suspension).



DGM (HRD) P.A.CELL

Memo No. 14667

Dated. 18.09.2021

Copy forwarded through webmail to all executives for information & necessary action.



DGM (HRD) P.A.CELL

Memo No. 14668

Dated. 18.09.2021

Copy forwarded through webmail to CLD, SLDC / all CGMs / Company Secretary / all Sr. GMs / GM (HRD) SLDC / all Zones / all Circles / all Divisions / all Sub-Divisions / M.O. (Power Hospital) / DGM (HRD) GRIDCO / Land Officer for information and necessary action.

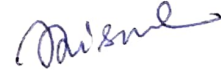


DGM (HRD) P.A.CELL

Memo No. 14669

Dated. 18.09.2021

Copy forwarded to DGM (TC) IT for uploading the Circular in OPTCL website.



DGM (HRD) P.A.CELL

- C.C:**
- 1. Sr. P.S / P.S. to MD, OPTCL / GRIDCO for kind information of MDs.**
 - 2. P.S. / P.A. to all Functional Directors of OPTCL, GRIDCO & SLDC for kind information of Directors.**