



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD.OFFICE: JANPATH, BHUBANESWAR – 751 022.

Website: www.optcl.co.in

No.AW-HRD-ERP-1/10- 6725

/Dated, 17.04.2013.

CIRCULAR

As per GRIDCO Officers Service Rules framed under GRIDCO Officers Service Regulations, the Executives are required to apprise their performance in the shape of a Booklet "Executive Performance Appraisal Report" (EPAR). Further, as per the rules, submission of EPAR Booklet by all the Executives by 15th April of each appraisal year is mandatory. The performance of each appraisee is to be evaluated at three stages, i.e. Reporting / Reviewing / Accepting Officers. On completion of the appraisal process by the Reporting / Reviewing / Accepting Officer, the completed EPAR is to be submitted to P.A. Cell on or before 31st May.

In the meanwhile, ERP HR Module has already been introduced for all Executives w.e.f. 08.04.2013, The HR ERP Sub-module EPAR in e-Shakti will come into operation from the appraisal period 2012-13.

As HR Sub-module for EPAR is newly introduced, the submission of revised cycle of EPARs is extended upto 30th June'2013. To acquaint Executives with the e-Shakti Performance Appraisal Module, training will be imparted in batch-wise and all Executives will be imparted training.

The revised time schedule for appraisal module is given below:

Activity	Responsibility	Date Scheduled / Actual
Filling up the names Reporting / Reviewing / Accepting Officer by Appraisee	All Appraisees	By 4 th May,13
Verification of the names of Reporting / Reviewing / Accepting Officer by PA Cell Manager	PA Cell Manager	By 13 th May,13
Self Appraisal by Appraisee	All Appraisees	By 25 th May,13
Appraisal by Reporting Officer	All Reporting Officers	By 5 th June,13
Appraisal by Reviewing Officer	All Reviewing Officers	By 13 th June,13
Appraisal by Accepting Officer	All Accepting Officers	By 30 th June,13

The following HRD Executives may be contacted for further details in this regard:-

1. Sri C.S.Pradhan, AGM (HRD)-III - 9438907200
2. Smt. Anita Mohapatra, AGM (HRD) -IV – 9438907220
3. Ms. Madhumita Swain, Manager (HRD) – 9438907099

DIRECTOR (HRD) 17/04/13

Memo No. 6726 (120) / Dated, 17.04.2013.

Copy to all C.G.Ms / Sr.G.Ms / G.Ms / D.G.Ms / A.G.Ms / Managers / Dy. Managers / Asst. Managers / All Executives of Head Qrs. Office for information and necessary action.


ASST.GENERAL MANAGER (HRD)-III

Memo No. 6727 / dated, 17.04.2013.

Copy to the A.G.M. (I.T.) for uploading the scan copy of the Circular in OPTCL Website under the caption "ERP-Update".


ASST.GENERAL MANAGER (HRD)-III

C.C. to Sr. Pvt. Secretary to C.M.D. for kind information of C.M.D.

Am(PT)PKS
for nec. urgent
action pl.

MM
20/4/13