



**UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED**  
(A Power Distribution & Retail Supply Utility, Govt. of Haryana)  
Corp .Office: C-16, Vidyut Sadan, Sector-6, Panchkula, Haryana  
Ph. No. 0172-2524131, Fax-0172-2524119, Web Site: [www.uhbn.org.in](http://www.uhbn.org.in)  
CIN U40109HR1999SGC034166, E-mail id: [ushrii@uhbn.org.in](mailto:ushrii@uhbn.org.in)

To

1. The ADGP-cum-Director, HPUs, Panchkula
2. All Chief Engineers in UHBVNL.
3. Chief Financial Officer, UHBVNL, Panchkula.
4. CAO/FA (HQ)/FA&CAO (MM)/ UHBVNL, Panchkula
5. Director Medical Services/LR, HPUs, Panchkula
6. Chairman, CGRF, UHBVNL, Kurukshetra
7. The Company Secretary, UHBVNL, Panchkula
8. SE/Vigilance, HPUs, Panchkula
9. All SEs in UHBVNL
10. XEN/IT, UHBVN, Panchkula
11. All XENs/SDOs in UHBVNL
12. All Sectional Heads at HQ.
13. Under Secy./HR-I/HR-III/GA, UHBVNL, Panchkula


Memo No. Ch- 52 /UH/HR-II/APAR Medical-2020  
Dated: 12-02-2021.

**Subject:- Annual Performance Appraisal Report of the Officers/Officials for the year 2019-2020.**

Please refer to this office memo No.Ch-39UH/HR-II/APAR Medical-2020 dated-24.04.2020 followed by subsequent reminder Ch-45 dated-26.08.2020 vide which it has been intimated that Controlling Officers don't take pains to write the APAR in absence of self appraisal report of subordinate officers although the regulations provide for the same at sub rule 10.3. The matter has been reviewed and it has been decided as under:-

1. APAR of all the officers may be submitted without health check-up report by 31.05.2020. The submission of health check-up report for this year shall be voluntary.
2. The Controlling Officer shall submit a certificate that APARs of all the subordinate officials/officers working under their control during the period of report have been written by them. In case of non-submission of certificate on their own APAR proforma, their own APAR will not be accepted by the Competent Authority.

It is therefore, again requested to supply a certificate to effect that APARs of all the subordinate officials/officers working under your control during the period of report have been written by yourself, so that higher authority can be appraised, accordingly.

  
(Jiwan Kumar)  
Under Secretary/HR-II,  
for CE/Admn, UHBVN, Panchkula.  
E-mail ID:- [ushrii@uhbn.org.in](mailto:ushrii@uhbn.org.in)