



ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
REGD.OFFICE: JANPATH, BHUBANESWAR – 751 022.
Website: www.optcl.co.in

AW- HRD-ERP-1/2010-

8589

/Dated. 15-05-2013

Office Order

Sub: Regarding submission of EPAR through e-Shakti for the appraisal year 2012-13


OPTCL Management has implemented Executive Performance Appraisal System through e-Shakti (ERP) for the appraisal year 2012-13 as a part of roll out of HR modules. Training is being imparted to promote awareness among all the executives to adopt the new process. During this transition phase, some executives are likely to encounter some implementation challenges in migrating to the new environment under e-Shakti. Some typical situations and steps required to be taken, are clarified below for all concerned .

If an officer (Reporting/ Reviewing/ Accepting) in the reporting chain retires/ resigns/ gets reverted to Govt, following steps are to be taken :

1. Appraisee whose Reporting Officer has retired on or before 31st March 2013, shall submit his EPAR for the period 2012-13 in Booklet Form for the full /part period as per the existing practices in vogue.
2. If the Reviewing/ Accepting Officer has retired, the current Reviewing/ Accepting Officer shall review/accept the EPAR.
3. Appraisee whose Reporting Officer is going to retire during the appraisal period 2013-14, shall submit his part Report through eShakti PA Module during the month of retirement of the Reporting Officer.
4. The retiring Reporting/ Reviewing/ Accepting Officer shall complete the performance appraisal assessment of the subordinate officers on the day of his retirement without fail before relinquishing/handing over charges.. This will be part of the clearance or NDC process at the time of sanction of pension.
5. The appraisees who have submitted EPAR booklets to their respective Reporting Officers for this period, shall be required to resubmit through eShakti Performance Appraisal Module.
6. The Reporting Officers, who have received the EPAR hard copies for 2012-13 duly filled in by the Appraisee in the intervening period, shall return the same so as to enable the latter to file their PAR online through e-Shakti.
7. The time schedule given in the Office Order No 6725 dated 17.04.2013 have been rescheduled as given below to enable the executive to get familiar with the eShakti mode of Appraisal System and adhere to the proposed time-schedule.

Activity	Responsibility	Prescribed Schedule	Proposed Schedule
Filling up the names Reporting/Reviewing/Accepting Officer by Appraisee.	All Appraisees	By 31 st March	By 7 th June 2013
Verification of the names of Reporting / Reviewing / Accepting Officer by PA Cell Manager	PA Cell Manager	-	By 17 th June 2013
Self Appraisal by Appraisee	All Appraisees	By 15 th April	By 30 th June 2013
Appraisal by Reporting Officer	All Reporting Officers	By 30 th April	By 8 th July 2013
Appraisal by Reviewing Officer	All Reviewing Officers	By 31 st May	By 15 th July 2013
Appraisal by Accepting Officer	All Accepting Officers	By 31 st May	By 31 th July 2013

This has been deliberated and approved by the Apex Committee during their meeting held on 14.05.2013.


Director(HRD)

Memo No 8590 (60)

Dated. 15-05-2013

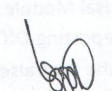
Copy forwarded to all Functional Directors/All CGMs/ All Sr GMs/ All GMs/ All DGMs/ All AGMs/All Managers/All Dy Mgrs/ All Asst Mgrs / All Junior Managers/ All SOs/ All PA & PS of OPTCL & GIRDCO for information and necessary action.


Asst General Manager(HRD)-CTM

Memo No 8591

Dated. 15-05-2013

Copy forwarded to Sr PS to CMD for kind information of CMD.


Asst General Manager(HRD)-CTM

C.C. CGM-IT to upload the scan copy of the circular in OPTCL website under caption "ERP-Update".