



भारतीय पटसन निगम लिमिटेड
The Jute Corporation of India Limited
(A Government of India Enterprise)



प्रधान कार्यालय: पटसन भवन, तीसरी और चौथी मंजिल, ब्लॉक-सीएफ, एक्शन एरिया - 1, न्यू टाउन, कोलकाता - 700156
Head Office: Patsan Bhavan, 3rd & 4th Floor, Block-CF, Action Area - 1, New Town, Kolkata - 700156
सी.आई.एन./ C.I.N.: U17232WB1971GOI027958

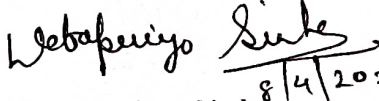
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Date: 08.04.2024

CIRCULAR

All the Regular employees of the Corporation in the level of EO and above are requested to submit their Annual Performance Appraisal Reports (APARs) for the Financial Year 2023-24 along with the pending APARs, if any, in the prescribed format to their respective reporting officers within 15th May, 2024. Further, the Reporting Officer of Staff level employees (below EO) are also requested to write the Performance Reports in respect of all such employees working under his control and submit it by 15th May, 2024 to the HR Dept. at the Head Office.

This issues with the approval of the appropriate Authority.


8/4/2024
Debopriyo Sinha
(Manager-HR)

Distribution: -

1. MD's Secretariat- For inf. of MD
2. GM (O/M)
3. DGM (F&A)
4. Chief Managers
5. Sr. Managers
6. Managers
7. Dy. Managers
8. Asst. Managers
9. All employees of the Corporation
10. Guard File/Notice Board/Website