

No.Per(AP.B)B(11)-1/2013  
Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

----- 715  
Dated Shimla-171 002, December, 2013

From

Chief Secretary to the  
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All Special/Additional/Joint/Deputy/Under Secretaries to the Government of H.P.
3. All Divisional Commissioners in H.P.
4. All Heads of Departments in H.P.
5. All the Deputy Commissioners in H.P.

Subject: Writing of Annual Performance Appraisal Reports (formerly Annual Confidential Reports) - instructions thereof.

Sir,

I am directed to invite your attention to the subject cited above and to say that the procedure laid down for writing of Annual Performance Appraisal Reports, from time to time *inter alia* provide that the confidential report on every employee should contain assessment by more than one officer (the only exception would be cases in which there is only one level above the officer reported upon) in order to minimize the operation of the subjective human element and of conscious or unconscious bias. It has particularly been emphasized that the official superior to the reporting officer should consider it his duty to form his own judgement of the work and conduct of the officer reported upon.

In addition, it is necessary that every employee should know what his defects are and how he can remove them. It is also the primary duty of the reporting officer not only to make an objective assessment of his subordinate's work and qualities but also to give him at all times the necessary advice, assistance and guidance to correct his faults and deficiencies so that not only best result could be achieved but efficiency &

quality in the working could also be brought. If the said primary duty is properly performed by the reporting officer then there is no difficulty to record adverse entries as it would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected. Accordingly, in mentioning any faults/defects, the reporting officer is supposed to give an indication of the efforts he had made by way of guidance, admonition etc. to get the defects removed and the result of such efforts. The reporting officers must be quite honest, frank and give their impression accordingly and keep in mind that they are solely guided by consideration of merit, justice and fairplay while writing Annual Performance Appraisal Reports.

It has also been laid down that the positive and independent judgement under the various detailed heading in the form of the report as well as general assessment and agreement or disagreement by clearly expressing on the remarks of reporting officer is required to be exercised by the reviewing officer. Such additional remarks are quite necessary where the report is too brief, vague or cryptic. It is the responsibility of the Reviewing Officer to verify the correctness of the remarks of the reporting officer after making such enquiries as he may consider necessary besides, discussing the remarks with the Reporting Officer. In cases where the entries made by the Reporting Officer are not sufficiently meaningful, the reports are returned to the reporting officer for amplification and explanation. The prescribed procedure also lay down that besides detailed assessment, there should be a definite categorization or grading as "Outstanding", "Very Good", "Good", "Average" and "Fair", which should not be done by an authority lower than the reviewing authority.

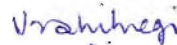
It has come to the notice of the Government that in some cases the procedure laid down for writing of Annual Performance Appraisal Reports is not being followed in toto and

are being written lacking the objectivity, procedural lapses and the grading is also being downgraded without assigning any cogent reasons or elaborating the facts for such act, which is against the basic guidelines of writing Annual Performance Appraisal Reports e.g consideration of merit, justice and fairplay. This results not only in mental agony to the individual but also unnecessary wastage of time of higher authorities and involves litigation etc. in some cases.

It is, therefore, impressed that the guidelines/procedure laid down for writing of Annual Performance Appraisal Reports and instructions issued on the subject, from time to time, should be adhered to strictly in letter and spirit to obviate chances of recurrence of instances discussed in the preceding paragraph both in the interest of the Government and Government officers/officials.

4. These instructions may be brought to the notice of all concerned for guidance and strict compliance.

Yours faithfully,



(S.K.B.S Negi)

Principal Secretary (Personnel) to the  
Government of Himachal Pradesh  
Phone No. 0177 – 2621897