

Government of Himachal Pradesh
Department of Personnel
Appointment-II

--

No. Per(AP.B)A(8)-1/2016

Dated Shimla-2, the ^{2nd} July, 2016

Subject : Writing of Annual Performance Appraisal Reports-
Time schedule thereof.

OFFICE MEMORANDUM

The undersigned is directed to invite reference to this Department's O.M's No. Per(AP.B)B(15)-1/2000 dated 20-11-2000, O.M's dated 17-12-2007 and 26-02-2011, O.M. No. Per (AP.II)B(15)-1/2002-IV dated 7th March, 2012, on the above cited subject.


2. It has come to the notice of the Government that The prescribed timelines are not being followed and instructions are not being complied with as meticulously as expected.

3. The State Government has taken a serious view of the prevalent slackness and while re-iterating the instructions/guidelines it is also re-emphasized that:

- (i) The time schedule prescribed for writing of APARs of the officers/ officials may be adhered to strictly, without any lapse.
- (ii) All the cadre controlling authorities / Heads of Department will ensure timely initiation, reporting, review and acceptance of the APARs given in this Department O.M dated 20-11-2000 (copy enclosed), failing which, an adverse remark/ the entry to this effect may be considered to be made in their own APARs/PARs.




- 14
4. Status of all the personnel for the last five years may also be conveyed to this department by 21st July, 2016 and posted on departmental websites.
 5. The above instructions may be brought to the notice of all concerned.
 6. Please acknowledge the receipt.


(Tarun Shridhar)
Addl. Chief Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. No. 0177- 2622382

Endst No. Per(AP.B)A(8)-1/2016 Dated Shimla-2, the ~~02-07~~ 2016

A copy is forwarded for information and strict compliance to:

1. All Administrative Secretaries to the Govt. of Himachal Pradesh. Shimla-2
2. All Heads of Departments in Himachal Pradesh
3. All Divisional Commissioners in Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh
5. The Secretary, Himachal Pradesh Public Service Commission, Shimla-2
6. The Secretary, H.P. Staff Selection Commission, Hamirpur-177001
7. The Secretary to the Governor, H.P. Shimla-2,
8. The Registrar General, H.P. High Court, Shimla-1
9. Branch Guard File/ Spare copies - 50


2/7/16
(Amarjeet Singh)
Special Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. 0177-2622132

Copy of H.P. Govt. DoP (AP-II) O.M. No. Per(AP.B)B(15)-1/2000 dated 20-11-2000 addressed to all Administrative Secretaries/ Heads of Departments / Deputy Commissioners in H.P. etc.

Subject : Writing of Annual Confidential Reports - Time Schedule there for.

The undersigned is directed to refer to this Department O.M. No. 8-3/63-DP(Apptt-II) (V), dated 28th March, 1984 on the subject cited above, vide which the following time schedule of writing the ACRs of the officers/officials has been prescribed:-

- | | | |
|----|--|------------|
| a) | Self-appraisal of the officer to be reported upon. | 7th April |
| b) | Initiation of the report by Reporting Officer. | 15th April |
| c) | Review of the report by the reviewing Officer (s). | 22nd April |
| d) | Acceptance of the reports by the Accepting Authorities. | 29th April |
| e) | Communication of adverse remarks, if any. | 31st May |
| f) | Representations by Govt. servants against communicated remarks, if they so wish. | 15th July |
| g) | Maximum period upto which the report/comments of the authority recoding adverse remarks on the representation are to be awaited. | 15 days |
| h) | Final date for taking a decision on representation against adverse remarks. | 30th Sept. |

2. These instructions also provide that ACRs of the preceding year will not be taken into account by the D.P.Cs for various purpose till after 30th September of the year in question.

3. It has been observed that Annual Confidential Reports of the officers/officials are not being written / completed in accordance with the above time schedule with the

..2..

: 2 :

result that process for promotion of officers/officials to the next higher posts is hampered. It has also come to the notice that the ACRs are not being written / completed for years together and the meetings of the DPCs are delayed for no fault of the concerned officers/officials due for regular promotions.

4. The Government has taken a serious view for not following the above maintained procedure and Time Schedule fixed for writing of ACRs.

5. It is, therefore, reiterated that the instructions issued by the Govt. in this behalf from time to time may kindly be adhered to strictly and these instructions be brought to the notice of all concerned for strict compliance.

Copy of H.P. Govt. Deptt. of Personnel O.M. No: 8-3/63-DP (Apptt.-II) (V) dated 28-3-1984 addressed to all Secretaries, Heads of Departments etc.

[Referred to in paras 19.3.1(c) and 9.3.2 (d)]

Subject: Writing of Annual Confidential Reports-Time Schedule therefor.

The undersigned is directed to refer to this Department O.M. No: 8-3/63-DP (Apptt.II)-V dated the 8th August, 1977 on the subject cited above, and to say that the matter of revising of time schedule for writing the Annual Confidential Reports has been under consideration of the Government for some time past. The revised time schedule will be as under:-

- | | |
|--|----------------|
| a) Self-appraisal of the Officer to be reported upon. | 7th April |
| b) Initiation of the report by Reporting Officer. | 15th April |
| c) Review of the report by the reviewing Officer(s) | 22nd April |
| d) Acceptance of the reports by the Accepting Authorities. | 29th April |
| e) Communication of adverse remarks, if any. | 31st May |
| f) Representations by Govt. servants against communicated remarks, if they so wish. | 15th July |
| g) Maximum period upto which the report/comments of the authority recording adverse remarks on the representation are to be awaited. | 15 days |
| h) Final date for taking a decision on representations against adverse remarks. | 30th September |

2. Under the above revised calendar the officer reported upon is required to record his self-appraisal by the 7th April every year and submit it to the reporting officer. With a view to ensure timely completion of Annual Confidential Reports, it has also been decided that the

reporting officer will initiate the report at his own level, in cases where the officer reported upon does not submit his self-appraisal by the 7th April.

3. Under the revised time schedule for writing of A.C.Rs the process of writing A.C.Rs and taking final decision on the representation against adverse remarks would be completed by the respective authorities within the prescribed period. Accordingly it has also been decided that the A.C.Rs. of the preceding year will not be taken into account by the D.P.Cs for various purpose till after 30th September of the year in question.

4. The above decisions will apply to all services, excepting the officers of the All India Services, Himachal Pradesh Administrative Service, Himachal Police Service and the Himachal Forest Service.

5. The above decision may kindly be brought to the notice of all concerned for information, guidance and compliance.

.....