

No. Per (AP. B) A (8) -1/2015
Government of Himachal Pradesh
Department of Personnel
Appointment-II

Dated Shimla-171 002, 21st June, 2016

From

Chief Secretary to the
Government of Himachal Pradesh

To

1. All the Administrative Secretary to the Government of Himachal Pradesh
2. All the Heads of Departments, in H. P.
3. All the Divisional Commissioners in H. P.
4. All Deputy Commissioner in H. P.
5. All the Managing Directors/Secretaries/ Registrars in Boards / Corporations / Government Universities/ Autonomous Bodies in H. P.

Subject: Regarding evaluation of performance and accountability of senior officers.

Sir,

I am directed to invite your attention to the subject cited above and to say that the matter to devise a mechanism for the evaluation of performance and accountability of senior officers once in three months was under consideration of the State Government and it has been decided that the Department-wise and District-wise Committees may be constituted for the

purpose. The constitution and terms & reference of the above Committees are as under:

1. Department-wise State Level Committees:

| | | |
|-------|---|------------------|
| i) | Chief Secretary | Chairperson |
| ii) | ACS/Pr. Secy./Secy. Of the concerned department | Member |
| iii) | ACS/Pr. Secy./Secy. (Finance) | Member |
| iv) | ACS/Pr. Secy./Secy. (Personnel) | Member |
| v) | Concerned HOD | Member |
| vi) | Director Public Relations, H.P. | Member |
| vii) | Principal Advisor-cum- Pr. Secretary to Chief Minister | Special Invite |
| viii) | Secretary (AR) | Member Secretary |

Terms and Reference :

- The meetings of the committee will held on quarterly basis.
- The committee may devise its own mechanism for holding review of the performance of the concerned ACS/Pr. Secretary/Secretary and the HOD.
- The targets and achievements as per the PAR of the concerned officer may also be taken into consideration during evaluation.
- Implementation of CM' s announcements including Budget Speech will be one of the major benchmarks.
- Organisational Reforms.
- Innovative projects/schemes and special initiatives are required to be highlighted.
- Provision of public services, modernization & computerization
- Budgetary provisions and utilization thereof may also be a milestone. Centrally sponsored Scheme, Externally Aided & PPP projects may be targeted.
- Updation of R&P Rules, seniority lists and conduct of DPC' s.

- Disposal of pending court cases and settlement of audit paras may also be taken into consideration.
- Implementation of decisions taken in JCC meetings.

2. District-wise Committees:

| | | |
|------|--|------------------|
| i) | ACS/Pr. Secy./Secy. incharge | Chairperson |
| ii) | Deputy Commissioner | Member |
| iii) | Superintendent of Police | Member |
| iv) | All District level heads of offices | Member |
| v) | Concerned Divisional Commissioner/IGP | Special Invitee |
| vi) | AC to DC | Member Secretary |

Terms and Reference :

1. The committee shall meet quarterly.
2. The committee may hold review on the following points:
 - i) Targets and achievements.
 - ii) Development programmes/projects/schemes, Centrally Sponsored Schemes, Externally Aided and PPP projects.
 - iii) Implementation of CM' s announcements including Budget Speech.
 - iv) Settlement of audit paras.
 - v) Disposal of court cases.
 - vi) Redressal of public grievances, particularly through e-Samadhan.
 - vii) Public service delivery mechanism, modernization and computerization.
 - vii) Weeding out of old record and disposal of unserviceable articles.
 - viii) Innovations and special initiatives.

- ix) Holding of periodic JCC meetings and implementation of decisions taken therein.
- x) Land transfer/acquisition matters.

It is, therefore, requested that immediate necessary action in this behalf may be taken by all concerned. Any laxity in this regard is to be seriously viewed by the Government.

Yours faithfully,


21/6/16
(Amarjeet Singh)

Special Secretary (Personnel) to the
Government of Himachal Pradesh
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