

No. Per (CR)-B (II)-2/2020-PF
Government of Himachal Pradesh
Department of Personnel
Confidential Cell

From

The Principal Secretary to the
Government of Himachal Pradesh.

To

All the HPAS officers in H.P.

Dated, Shimla-2, the

02 /04/2024

Subject: - Completion of APAR's of HPAS Officers for the year 2023-24.
Sir/Madam,

I am directed to refer to the subject cited above and send herewith APAR form for the period 2023-24 on the Manav Sampada ACR portal. It is further worth to mention here that the APARs will automatically move forward from the account of ORU to the Reporting authority and thereafter to the next authority on the specified due date even if the APAR is not recorded by the concerned authority. The time schedule is as under.

Sr.No.	Activity	Due Date	Auto Forwarding Date
1.	Blank APAR form to be given to the ORU	1 st April	-
2.	Submission of Self-appraisal by the officer reported upon	31 st May	1 st June
3.	Appraisal by Reporting Authority	31 st July	1 st August
4.	Appraisal by Reviewing Authority	30 st September	1 st October
5.	Appraisal by Accepting Authority	31 st December	Auto closure on 31 st December
6.	Disclosure to the ORU	31 st December	-

You are therefore requested to strictly adhere to the afore-said timelines failing which the APAR will get **auto-forwarded** to the next level.

Copy for information to the DDGM, NIC, H.P.

Yours faithfully,



(Ashutosh Garg)
Special Secretary (Personnel) to the
Govt. of Himachal Pradesh
Phone-0177-2621894