

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

From

The Secretary (Personnel) to the
Government of Himachal Pradesh.

To

✓ All the HPAS officers in H.P.
All the HPSS officers in H.P. Secretariat

Dated, Shimla-2, the

25th April, 2025

Subject: -

Completion of APARs of HPAS and HPSS Officers for the
year 2024-25.

Sir/Madam,

I am directed to refer to the subject cited above and say that APAR form for the period 2024-25 have been issued on the Manav Sampada ACR portal. It is further mentioned 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 for completion APARs is as under:-

S.N.	Activity	Due Date	Auto Forwarding Date
1.	Blank APAR form to be given to the ORU	1 st April, 2025	-
2.	Submission of Self-appraisal by the officer reported upon	31 st May, 2025	1 st June, 2025
3.	Appraisal by Reporting Authority	31 st July, 2025	1 st August, 2025
4.	Appraisal by Reviewing Authority	30 st September, 2025	1 st October, 2025
5.	Appraisal by Accepting Authority	31 st December, 2025	31 st December, 2025

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

Yours faithfully,

(D.C. Rana, IAS)

Special Secretary (Personnel) to the
Govt. of Himachal Pradesh

Endst.No.As above

Dated, Shimla-02 the

25th April, 2025

Copy for information and necessary action to the following

- (1) All the Administrative Secretary.
- (2) All the HoDs.
- (3) All the Deputy Commissioners.
- (4) The DDGM, NIC, H.P.

Yours faithfully,

(D.C. Rana, IAS)

Special Secretary (Personnel) to the
Govt. of Himachal Pradesh