

Government of Himachal Pradesh,
Department of Personnel,
(Secretariat Administration Services-I)

No. Per (SAS-I) F(1)-1/2024

Dated; Shimla- 171 002

19/03/2024.

CIRCULAR

In compliance to Himachal Pradesh Class-I & Class-II Officers (Annual Performance Appraisal Report) Rules, 2022, the APARs of Class-I & Class-II Officers are to be submitted/ processed through ONLINE mode i.e. Manav Sampada portal and for filling up the APAR's for the **reporting year 2023-2024** i.e. **01/04/2023 to 31/03/2024**, information on the enclosed proforma (Annexure-A) is required to be submitted by the concerned Officers **working under the control of Secretariat Administration** and also by the then Section Officers/ Private Secretaries now working/ posted as Under Secretaries/ Sr. Private Secretaries respectively. User manual for this purpose has also been provided by the National Informatics Centre, which can be accessed from <http://genpmis.hp.nic.in/GenpmisAPARCLASS.pdf>

In addition to this, attention is also invited to the instructions issued by this department letter of even number dated 03/02/2024 regarding submission of annual statement and liabilities, which is necessary and primary step for filing online APARs.

Accordingly, all the concerned are hereby directed to comply with the ibid instructions/ directions immediately and furnish the requisite details on the ibid proforma **latest by 31/03/2024 positively**, thereafter, no request for mapping the data will be entertained in any case.



(Manjeet Bansal)
Deputy Secretary (SA) to the
Government of Himachal Pradesh.

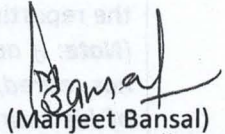
Endst. No. As above.

Dated; Shimla- 171 002

19/03/2024.

Copy to following for further necessary action:

1. All the Under Secretaries to the Government of Himachal Pradesh.
2. All the Sr. Private Secretaries in H.P. Secretariat.
3. All the Section Officers/ Pvt. Secretaries/ Chief Librarian/ Research Officer, H.P. Secretariat.
4. All the Sr. Law Officers/ Law Officers, Law Department, H.P. Secretariat.
5. All the Superintendent Gr-II/ Personal Assistants, H.P. Secretariat.



(Manjeet Bansal)
Deputy Secretary (SA) to the
Government of Himachal Pradesh.

Details with regard to submission of APARs during the reporting year 2023-2024 (01/04/2023 to 31/03/2024) in respect of Class-I & II Officers/ Officials under the Secretariat Administration Department.

Sr. No.	Particulars	1 st Report	2 nd Report (If any)
1.	Name of the Officer/ Official & DOB.		
2.	Present designation & Office/ Section where posted.		
3.	PMIS code.		
4.	Office(s)/ Section(s) where posted during the reporting year.		
5.	Period/ tenure (if worked for more than one Office/ Section during the reporting year).		
6.	Designation during the reporting year.		
7.	Name & designation of the Reporting Authority during the reporting year. <i>(Note: If authority concerned has retired, mention the date of his retirement along with above details)</i>		
8.	Name & designation of the Reviewing Authority during the reporting year. <i>(Note: If authority concerned has retired, mention the date of his retirement along with above details)</i>		
9.	Name & designation of the Accepting Authority during the reporting year. <i>(Note: If authority concerned has retired, mention the date of his retirement along with above details)</i>		

(Name & Designation)
Office/ Section.

(Note: Please ensure that all the details filled in are correct and complete in all manners)