

No.Per (AP.B)B(11)-1/2013 -50  
Government of Himachal Pradesh  
Department of Personnel  
Appointment-II

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Dated Shimla-2, 21<sup>st</sup> June, 2014

From

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

To

✓ The Addl. Secretary (Home) to the  
Government of Himachal Pradesh  
Shimla-171 002

Subject : Regarding initiation of ACRs (now APARs)'s in respect  
of the staff of the State FSL and its RSFL's.

Sir,

I am directed to refer to your letter No. Home-C(A)6-2/2006-100se dated nil on the subject cited above and say that after through consideration, it has been decided by the Government to follow the procedure for writing of Annual Performance Appraisal Reports (APARs) in respect of the officers/officials working in the State Forensic Science Laboratory/ Regional Forensic Science Laboratory as prescribed in the statement appended herewith. This also supersedes Home Department letter No. Home-C(A)4-5/2005 dated 08-03-2007. In the case of those Government servants who are on secondment in FSL from Police/other Departments and hold lien, the original confidential reports will be sent to the lending Department and a copy thereof is retained by the FSL, so long as the officer/official continues to be on secondment. Further it will also be the responsibility of the parent department to obtain the reports of their officers/ officials on secondment and to maintain them.

Yours faithfully,



(Prem Singh Thakur)  
Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh  
Tel No. 0177-2624183

Encls; Statement


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Endst No.Per (AP.B)B(11)-1/2013 dated Shimla-2, June,2014

A copy is forwarded to :

1. The Director General of Police, Himachal Pradesh, Dte. Gen. of Police, Nigam Vihar, Shimla-2 for information and necessary action.
2. The Director, FSL, Himachal Pradesh, Shimla-2 for information and necessary action.

  
Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh  
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STATEMENT

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Procedure regarding prescribing the reporting, reviewing and accepting authorities for writing Annual Performance Appraisal Reports in respect of the officers/officials working in the State Forensic Science Laboratory/ Regional Forensic Science Laboratory, Himachal Pradesh.

<u>S.No.</u>	<u>Designation of the post.</u>	<u>Reporting Officer</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
1.	Director, FSL	Administrative Secretary	Chief Secretary/ Minister	Chief Minister
2.	Deputy Directors (SFSL/RSFL)	Director, FSL	Administrative Secretary	Minister in-charge
3.	Assistant Director (SFSL/RSFL)	Immediate Officer/ Deputy Director	Director, FSL	Administrative Secretary
4.	Scientific Officer (SFSL/RSFL)	Assistant/ Deputy Director	Director, FSL	Administrative Secretary
5.	Class-II (Ministerial services) (SFSL/RSFL)	Immediate Officer	Director, FSL	Administrative Secretary
6.	Class-III (SFSL/RSFL)	Immediate Officer	Head of Office	Director, FSL
7.	Driver (SFSL/RSFL)	Immediate Officer	--	Director, FSL



(Prem Singh Thakur)

Deputy Secretary (Personnel) to the  
Government of Himachal Pradesh  
Tel. No. 177 - 2624183

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