

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

From

The Special Secretary 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

27/03/2023

Subject: - Completion of APAR's of HPAS and HPSS Officers for the year 2022-23.
Sir/Madam,

I am to refer to the subject cited above and send herewith APAR form for the period 2022-23 on the Manav Sampada portal. As you are aware, Manav Sampada online APAR software was started the last year for completion of the APARs for the year 2021-22. However/ due to technical reasons, auto forwarding provision was not enforced for the last year. In order to give effect to the time-bound recording of APARs, the provision for **auto-forwarding** of APARs has also been introduced from the year 2022-23 on Manav Sampada. 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,



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