

Government of Himachal Pradesh
Department of Personnel
Appointment-II

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No. Per(AP.B)A(1)-2/2019


Dated Shimla-2, the 31st May, 2024

Subject : Annual Performance Appraisal Reports--adhering of Time schedule for writing and submission to the HPPSC for the purpose of promotion thereof.

OFFICE MEMORANDUM

The undersigned is directed to invite reference to this Department's O.M's No. Per(AP.B)B(15)-1/2000 dated 20-11-2000, 17-12-2007 and 26-02-2011, O.M. No. Per (AP.II)B(15)-1/2002 -IV dated 7th March, 2012 and O.M. No. Per(AP.B)A(8)-1/2016 dated 2nd July, 2016 governing strict adherence of Time Schedule for writing ACRs/APARs. As per the instructions issued, Annual Confidential Report Dossiers (now APAR's) is one of the document to be placed alongwith the other defined information/papers before the DPC. The procedure to be followed in cases of non-availability of APARs has been specified in Para 16.30(b) of the Hand Book on Personnel Matters Vol.I (Edition 2021), which needs to be followed scrupulously. The performance of every Government servant is assessed annually through the Annual Performance Appraisal Report (formerly ACRs), which is an important document providing the basic and vital inputs for assessing the performance of the Government officer/official and for assessing his suitability for further career improvement on different occasions like confirmation, promotion, secondment & foreign assignment etc.

2. It has been brought to the notice of the Government by the HP Public Service Commission that during the course of holding the meetings of DPC for consideration of eligible officers/officials for the post falling within the purview of the said Commission, in some cases, the APARs for the relevant periods, to be considered by the DPC are either not made available or not maintained properly. Further, in some cases, work and conduct certificates are provided instead of APARs, whereas the instructions issued from time to time do not envisage for providing of such certificate(s) for holding the meetings of the departmental promotion on the basis of work and conduct certificates. The above pointed out shortcomings result not only in delay in the meeting of the



DPC but also result in undue advantage/disadvantage to affected officials vis-à-vis others. This also leads to avoidable legal complications both for the HPPSC and the State Government.

3. The prescribed timelines for writing/completion of APARs, the already devised procedure to be followed in cases of non-availability of APARs and HP Class-I & Class-II Officers (APAR) Rules, 2022 dated 20-05-2002 are not being followed & complied with as meticulously as expected, therefore, the above said instructions/rules are hereby reiterated and may be adhered to strictly in letter and spirit. Further, it is also reiterated that in case of non-availability of APAR for particular year, the procedure as laid down in the Para 16.30(b) of the Hand Book on Personnel Matters Vol.I (Edition 2021) may be followed conscientiously.

4. The above instructions may be brought to the notice of all concerned. Please acknowledge the receipt. These instructions can also be downloaded from the departmental website www.himachal.nic.in/personnel.



(Balbir Singh)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
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Endst No. Per(AP.B)A(1)-2/2019 Dated Shimla-2, the 31-05-2024

A copy is forwarded for information and necessary action to:

1. All Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-2
2. All Heads of Departments in Himachal Pradesh
3. All Divisional Commissioners in Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh
5. The Secretary, Himachal Pradesh Public Service Commission, Shimla- with regard to D.O. No. SPS/Chmn-PSC-2024-16 dated 21-03-2024 for information.
6. The Secretary, HPRCA, Hamirpur-177001
7. The Secretary to the Governor, H.P. Shimla-2,
8. The Registrar General, H.P. High Court, Shimla-1
9. Branch Guard File/ Spare copies – 10



Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
