

**Government of Himachal Pradesh**  
**Department of Personnel (Appointment-II)**

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No. Per (AP.B)-B(11)-1/2015 Dated; Shimla-171002, the

27<sup>th</sup> August, 2024

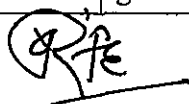
NOTIFICATION

In exercise of the powers conferred by proviso to Article 309 of the Constitution of India and in supersession of this Department's notification of even number dated 20<sup>th</sup> May, 2022 and notification no. Per (CR)-B (11)-2/2020- Vol-II dated 28.09.2021, except as respect things done or omitted to be done before such supersession, the Governor, Himachal Pradesh, is pleased to make the following Rules, namely:

<b>1. Short title, commencement and application:</b>	<p>(1) These rules may be called the Himachal Pradesh (Annual Performance Appraisal Report) for Officers/Officials Rules, 2024.</p> <p>(2) They shall come into force from the date of their publication in the Rajpatra (e-Gazette), Himachal Pradesh.</p> <p>(3) These rules shall apply to all Group A and Group B officers of Government of Himachal Pradesh, except officers of the All India Services.</p> <p>(4) These rules shall apply to such other group of Officers/Officials as may be specified by the Government by a notification issued in this behalf.</p>
<b>2. Definitions:</b>	<p>In these rules, unless the context otherwise requires,</p> <p>(a) <b>"accepting authority"</b> means the authority which supervises the performance of the reviewing authority as may be specifically empowered in this behalf by the concerned Administrative Department;</p> <p>(b) <b>"annual performance appraisal report"</b> means the performance appraisal report referred to in rules 4 and 5;</p> <p>(c) <b>"administrative department"</b> means the Department in the Government of Himachal Pradesh in terms of the Business of the Government of Himachal Pradesh (Allocation) Rules, 2021;</p> <p>(d) <b>"competent authority"</b> means the authority as mentioned in sub-rule 7 of rule 9 to decide the representation of the Officer/Official Reported upon against performance appraisal report disclosed to the Officer/Official;</p> <p>(e) <b>"Government"</b> means the Department of Personnel, Government of Himachal Pradesh;</p> <p>(f) <b>"performance appraisal dossier"</b> means the compilation of the performance appraisal reports written, referred to in rule 3, and includes such other documents as may be specified by the</p>



	<p>Government, by general or special order, in this behalf;</p> <p>(g) <b>“referral board”</b> means a board consisting of such officers designated by the Government as specified in <b>Schedule-3</b> or by a notification issued by respective Administrative Department in this behalf;</p> <p>(h) <b>“reporting authority”</b> means such authority or authorities supervising the performance of the Officer/Official reported upon as may be specifically empowered in this behalf by the concerned Administrative Department;</p> <p>(i) <b>“reviewing authority”</b> means such authority or authorities supervising the performance of the reporting authority as may be specifically empowered in this behalf by the concerned Administrative Department;</p> <p>(j) <b>“Schedule”</b> means the Schedule annexed to these rules;</p>
<b>3. Maintenance and custody of annual performance appraisal dossier:</b>	A comprehensive performance appraisal dossier shall be maintained for each Officer/Official by the concerned Administrative Department in the manner specified under these rules and the performance appraisal dossier shall consist of the documents specified in <b>Schedule-1</b> .
<b>4. Form of the annual performance appraisal report:</b>	<p>The reporting authority shall write the performance appraisal report in such form as may be specified by the Government in <b>Schedule-2</b> and the officer/official reported upon and the reporting, reviewing and accepting authority shall ensure that the portions of the forms which are to be filled in by them are completed by them within the time limit specified in this behalf by the Government,</p> <p>Provided that the Government may make such additions in the form or the cut-off dates so specified as may be considered necessary or desirable.</p> <p>Provided further that the annual performance appraisal report shall also be written in such form as may be specified in this behalf by the Government for the Officers/Officials on deputation.</p> <p>Provided also that the annual performance appraisal report shall also be written for Officers/Officials who are on training or study leave in such form as may be specified in this behalf by the Government.</p>
<b>5. Performance appraisal reports:</b>	<p>(1) An annual performance appraisal report assessing the performance, character, conduct and qualities of every Officer/Official shall be written for each financial year or as may be specified by the Government in the <b>Schedule-2</b>.</p> <p>Provided that an annual performance appraisal report may not be written in such cases as may be specified by the Government, by general or special order</p>



Provided further that if a performance appraisal report for a financial year is not recorded by 31<sup>st</sup> of December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer/official may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment on time.

(2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting authority or the Officer/Official reported upon relinquishes charge of the post or superannuates, and, in such a case, it shall be written at the time of the relinquishment/superannuation or ordinarily within one month of such relinquishment/superannuation.

(3) Where more than one performance appraisal reports are written on an Officer/Official during the course of a financial year each such report shall indicate the period to which it pertains.

Provided that only one report shall be written on an Officer/Official for a particular period during the course of the financial year:

Provided further that if the Officer/Official occupies more than one post on additional charge basis, the concerned Administrative Department shall identify the post (substantive or additional charge) to report or review, well in advance of the relevant assessment year.

(4) In general, one person shall write the performance appraisal reports in the capacity of reporting, reviewing, or accepting authority for a given period of time:

Provided that if more than one person supervises the performance of the member of Service for a given period of time, the concerned Administrative Department shall identify the persons to report or review well in advance of the relevant assessment year.

(5) Where the reporting authority has not seen, but the reviewing authority has seen the performance of an Officer/Official **for at least three months** during the period for which the annual performance appraisal report is to be written the reviewing authority shall write the performance appraisal report of any such Officer/Official for any such period.

(6) Where, both the reporting authority and the reviewing authority have not seen and the accepting authority has seen, as referred to in

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	<p>sub-rule (4), the performance of any such Officer/Official, the accepting authority shall write the performance appraisal of any such Officer/Official during such period.</p> <p>(7) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of an Officer/Official for at least three months during the period for which the report is to be written, the respective Administrative Department shall make an entry to that effect in the annual performance appraisal report for any such period.</p> <p>(8) Notwithstanding anything contained in sub-rules (1), (2), (5) and (6), it shall not be competent for the reporting authority, the reviewing authority or the accepting authority to write an annual performance appraisal report where the authority reporting/reviewing/accepting the performance appraisal report is a government servant, after one month of his retirement from service; and in other cases, after one month of the date on which he demits office;</p> <p><b><u>Explanation:</u></b></p> <p>(I) For the purposes of this rule, “a Minister” shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was a Minister with the same or a different portfolio provided that the Chief Minister continues in office.</p> <p>(II) A Minister shall be deemed to have demitted the office where pursuant to fresh elections, a new Council of Ministers has been reconstituted, even if the Minister who was in the earlier Council of Ministers finds a place in the new Council of Ministers with the same or different portfolio.</p>
<p><b>6. Review of the performance appraisal report:</b></p>	<p>(1) The reviewing authority shall record his remarks on the annual performance appraisal report, within the timeframe specified in the <b><u>Schedule-2.</u></b></p> <p>(2) Where the report is written by the reviewing authority under sub-rule (5) of rule 5, or where the reviewing authority has not seen, and the accepting authority has seen, the performance of an Officer/Official for at least three months during the period for which the annual performance appraisal report is written, the accepting authority shall review the annual performance appraisal report of any such member for any such period within the time frame specified in the <b><u>Schedule-2.</u></b></p>

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	<p>(3) It shall not be competent for the reviewing authority, or the accepting authority, to review/accept any such performance appraisal report unless it has seen the performance of the Officer/Official for at least three months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the annual performance appraisal report.</p>
<p><b>7. Acceptance of the Annual Performance Appraisal Report:</b></p>	<p>(1) The accepting authority shall, within the timeframe specified in <u>Schedule-2</u>, record his remarks on the annual performance appraisal report and may accept it, with such modifications as may be considered necessary, and countersign the report;</p> <p>Provided that where the accepting authority has not seen the performance of any Officer/Official for at least three months during the period for which the performance appraisal report has been written, it shall not be necessary for the accepting authority to accept any such report and an entry to this effect shall be made in the performance appraisal report.</p> <p>(2) <b>When the performance appraisal report be not written or revised.</b>- Notwithstanding anything contained in rule 5 or rule 6, where the accepting authority writes or reviews the performance appraisal report of any Officer/Official, it shall not be necessary to review or accept any such report.</p>
<p><b>8. Communication of the annual performance appraisal report to the respective Administrative Department:</b></p>	<p>A certified true copy of the annual performance appraisal report shall be sent to the respective Administrative Department in case of an officer/official working on secondment/ deputation basis outside the cadre and the APAR is recorded manually and not electronically.</p>
<p><b>9. Disclosure of performance appraisal report to the Officer/Official Reported upon and procedure for representation to the Referral Board:</b></p>	<p>(1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed to the officer/official reported upon after finalisation by the accepting authority to enable the Officer/Official Reported upon to represent his case.</p> <p>(2) The officer/official reported upon may have the option to give his/her comments on the annual performance appraisal report in writing to the accepting authority within <b>fifteen days</b> of the receipt of the Annual Performance Appraisal Report.</p> <p>(3) The comments shall be restricted to the specific factual observations contained in the Annual Performance Appraisal Report leading to the assessment of the officer/official in terms of accomplishment of annual work plan, other attributes of work output</p>

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and personal/functional attributes.

(4) The accepting authority shall within fifteen days from the date of receipt of comments from the officer/official reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments and the comments of reporting and reviewing authority are required to be sought even if they have retired or demitted or relinquished office, and in case the comments of reporting and reviewing authority are not received within fifteen days from the date of receipt, it shall be presumed that reporting and reviewing authority have no comments to offer.

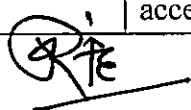
(5) The reporting authority shall, within fifteen days of receipt of comments from the officer/official reported upon forward his own views on the comments to the reviewing authority failing which it shall be presumed that he has no views thereon.

(6) The reviewing authority shall forward the comments of the officer/official reported upon along with the views of the reporting authority and his own views to the accepting authority within fifteen days of receipt of the views of the reporting authority.

(7) If the accepting authority is of a level below the Minister (including the Chief Minister), then the competent authority to decide the representation shall be one level higher than the accepting authority and in such cases the accepting authority shall forward the comments of the Officer/Official reported upon along with the views of the reporting authority, reviewing authority and his own views to the competent authority within fifteen days of receipt of the views of the reviewing authority, and the comments of the accepting authority are required to be sought even if he has retired or demitted or relinquished office.

(8) The competent authority shall consider the comments of the officer/official reported upon, the views of the reporting authority, reviewing authority and accepting authority and after due consideration, the competent authority may accept them and modify the performance appraisal report with a speaking order and the final grading shall be communicated to the officer/official reported upon within fifteen days of receipt of the views of the accepting authority.

(9) If the accepting authority is the Minister (including the Chief Minister), then the competent authority to decide the representation will be the accepting authority himself and in such cases, the accepting authority shall consider the comments of the officer/official



reported upon, the views of the reporting authority and the reviewing authority and after due consideration may accept them and modify the performance appraisal report accordingly and the decision and final grading shall be communicated to the officer/official reported upon within fifteen days of receipt of the views of the reviewing authority, and the comments of the reporting and the reviewing authority are required to be sought even if he has retired or demitted or relinquished office.

(10) If the competent authority has not seen the work for the reporting period, the representation shall be referred to the Referral Board.

(11) In case the officer/official reported upon chooses to represent against the final assessment conveyed to him according to this procedure, he may represent his case through the accepting authority for a decision by the Referral Board, as specified in the **Schedule-3 or a notification issued by the respective Administrative Department**, within one month, provided that such representation shall be confined to errors of facts.

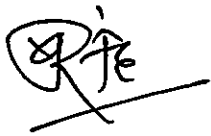
(12) The representation of the officer/official reported upon along with the views of the reporting authority, the reviewing authority and the accepting authority shall be forwarded to the Referral Board on the request of the Officer/Official Reported upon within a period of fifteen days of receipt of communication.

(13) The Referral Board shall consider the representation of the officer/official reported upon in the light of the comments of the reporting authority, the reviewing authority, the accepting authority and the competent authority and confirm or modify the performance appraisal report, including the overall grade and the decision of the Referral Board shall be confined only to errors of facts and the decision of the Referral Board shall be final.

Provided that where the representation has been sent to the Referral Board when the competent authority has not seen the work of the officer/official reported upon, the Referral Board shall consider the representation of the officer/official reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report, including the overall grade and the decision of the Referral Board shall be in respect of both factual observations and errors of facts and the decision of the Referral Board shall be final and the final grading shall be communicated to the officer/official reported upon within fifteen days of receipt of the decision of the Referral Board.

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	<p>(14) In case an entry or assessment is upgraded or downgraded, reasons for the same shall be recorded in the annual performance appraisal report.</p> <p>(15) The entire performance appraisal report, including the overall grade, shall thereafter be communicated to the officer/official reported upon which shall conclude the process of assessment and no further representation of any kind shall be entertained thereafter.</p>
<b>10. Memorial against assessment:</b>	<p>Nothing in these rules shall be deemed to preclude an officer/official from making a memorial within the period of <b>ninety days</b> to the Governor on the Annual Performance Appraisal Report, as provided under the Central Civil Services (Classification, Control and Appeal) Rules, 1965.</p> <p>Provided that in cases where due to unavoidable circumstances it is not possible to make a memorial under these rules within the said period of ninety days, the competent authority may relax the time line for submission of the memorial.</p>
<b>11. General:</b>	<p>The Government may issue instructions, not inconsistent with the provisions of these rules, or as it may consider necessary, with regard to the writing of the annual performance appraisal reports, the maintenance of the performance appraisal dossier and the effect of the annual performance appraisal reports on the conditions of service of an Officer/Official.</p>
<b>12. Repeal and Savings</b>	<ol style="list-style-type: none"> <li>1. The Himachal Pradesh Administrative Service (Annual Performance Appraisal Report) Rules, 2021 notified vide Notification No. Per.(CR)-B(11)-2/2020-Vol.-II dated 28.09.2021 &amp; the Himachal Pradesh Class-I and Class-II Officer (Annual Performance Appraisal Report) Rules, 2022 notified vide Notification No. Per.(AP.B)-B(11)-1/2015 dated 20.05.2022 are hereby repealed.</li> <li>2. Not with standing such repeal any action taken under the rules, so repealed under sub-rule (1) supra shall be deemed to have been validly made, done or taken under these rules.</li> </ol>



By Order,

M. Sudha Devi, IAS  
Secretary (Personnel) to the  
Government of Himachal Pradesh



Endst. No. No. Per (AP.B)-B(11)-1/2015, Dated: Shimla-171002, the <sup>15</sup>27 August, 2024

A copy is forwarded to:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-171002.
2. The Secretary to Chief Minister, Himachal Pradesh, Shimla-2.
3. All the Divisional Commissioners/Deputy Commissioners/Heads of Departments in the Himachal Pradesh.
4. The Secretary, HP Public Service Commission, Nigam Vihar, Shimla-2.
5. The AO, HPRCA, Hamirpur-177 001
6. The Accountant General (Audit), Himachal Pradesh, Shimla-171003.
7. The Sr. Dy. Accountant General (A&E), HP, Shimla-171003.
8. The DLR-cum-Joint Secretary (Law-Opinion) to the Govt. of HP, Shimla-2.
9. Guard file /spare copies-10.



(Balbir Singh)

Joint Secretary (Personnel) to the  
Government of Himachal Pradesh

Ph. No. 0177-2880851

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## SCHEDULE 1

[See rule 3]

### Documents to be maintained in the Performance Appraisal Dossier:

- (i) The performance appraisal reports earned throughout the career.
- (ii) Certificates of training, academic courses attended after joining service, study leave
- (iii) Details of books, articles and other publications.
- (iv) Appreciation letters from Government or Secretary or Head of Department or special bodies or Commissions.
- (v) Reports of medical check-up.
- (vi) Copy of order imposing any of the penalties specified in the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and final result of inquiry into allegations and charges against an Officer/Official .
- (vii) Warnings or displeasure or reprimands of the Government



## SCHEDULE 2

[See rule 4]

### **Performance Appraisal Report Forms and summary of medical report for the Officers/Officials:**

- Form I and general guidelines for filling up the Annual Performance Appraisal Report form
- Form II for the Officers/Officials on deputation/secondment outside the cadre.
- Form III Performance Report for the Officers/Officials on study leave or leave for study.
- Form IV Performance report on training.

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**SCHEDULE 3**

[See rule 2 (g)]

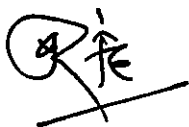
**Composition of the Referral Board**

**For HPAS officers:**

- |       |  |             |
|-------|--|-------------|
| (i)   | Chief Secretary to the<br>Government of Himachal Pradesh       | Chairperson |
| (ii)  | Senior most Secretary to the<br>Government of Himachal Pradesh | Member      |
| (iii) | Principal Secretary/Secretary (Personnel) to the GoHP          | Convener    |

**For other officers/officials:**

As notified by the concerned Administrative Department



Form I

[See rule 4]

The Himachal Pradesh Annual Performance Appraisal Report of Officers/Officials Rules, 2024

Annual Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

Section I - Basic Information:

(To be filled in by the Nodal officer of Confidential Cell)

1. Name of the Officer/Official reported upon:

2. Year of allotment/joining the service:

3. Date of birth:

4. Present Grade:

5. Present post:

6. Date of appointment to the present post:

7. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

8. Period of absence on leave, etc.

	Period	Type	Remarks
On leave (specify type)			
Others (specify)			

9. Training programmes attended

Date from	Date to	Institute	Subject


10. Awards/ Honours


11. Date of filing the annual property return for the year ending December:

12. Whether the Annual Work Plan (AWP) pertaining to the reporting period for the substantive post/additional charge(s) held the officer uploaded: Yes/No

Date:

Signature of Nodal Officer



Section II-Self Appraisal

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform in about 100 words)

2. Annual work plan and achievement:

Quantitative Deliverables			
Tasks to be performed	Deliverables/Annual Targets (In Quantifiable terms)	Actual Achievements	% age Achievement against the Annual target
1			To be arrived automatically
2			To be arrived automatically
<b>Overall Work achievement against the Annual target (in % age)</b>			To be arrived automatically
Qualitative Deliverables			
Tasks to be performed	Qualitative Deliverables/Annual Targets	Actual Achievements	Remarks
1			
2			

3. What are the specific factors that hindered your performance?

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4. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (within 100 words)

5. Declaration

Have you filed your annual property return as due. If yes, please mention date	Yes/ No	Date
Have you set the annual work plan for all officers for the current year in respect of whom you are the reporting authority	Yes/ No	
Have you finalised your Annual work plan(s) in respect of your main/additional charges in consultation with the Reporting officer	Yes/ No	
Have you enclosed a note on important achievements during the period	Yes/ No	

6. Do you wish you upload any documents in support of your self-appraisal: Yes/No (upload here)

Date:



Signature of the  
Officer/Official Reported upon



Section III

Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the Annual Work Plan as filled out in Section II. If not, please furnish factual details

2. Please comment on the claim (if made) of exceptional contribution by the officer/official reported upon.

3. **Assessment of accomplishment of the Annual Work Plan** (On the scale of 1-10)  
(Weightage- xx%)

Grades awarded for accomplishment of Annual Work plan	Reporting Officer	Reviewing Officer
Automatic Grading based on overall % age Work Achievement	To be auto populated from the overall % of work achievement from Section-II, Question no. 2	To be auto populated from the overall % of work achievement from Section-II, Question no. 2
Does the appraising authority wish to change the automatic grades (Yes/No)	Yes/No	Yes/No
Brief reasons for changing the grades (Not more than 100 words)		
Actual grades awarded		

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4. **Assessment of other attributes of work output** (This assessment should rate the officer/official vis-à-vis the peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers with 1 referring to the lowest grade and 10 to the best grade)

(Weightage- xx%)

Assessment of other attributes of Work Output	Reporting officer	Reviewing officer
Quality of output		
Accomplishment of exceptional work, unforeseen tasks during the period		
Overall assessment of other attributes of Work Output	To be arrived automatically	To be arrived automatically

5. **Assessment of personal/functional Attributes** (This assessment should rate the officer/official vis-à-vis the peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers with 1 referring to the lowest grade and 10 to the best grade)

(Weightage- xx%)

	Reporting officer	Reviewing officer
i) Attitude to work		
ii) Decision making ability		
iii) Initiative		
iv) Capacity to work in time limit		
v) Strategic planning ability/ innovativeness		
vi) Co-ordination ability		
vii) Interpersonal Relations		
viii) Emotional stability		
ix) Problem solving approach		
x) Sense of responsibility		
Overall grading on attributes	To be arrived automatically	To be arrived automatically

#### 6. Integrity

Please comment on the integrity of the officer/official keeping in mind both the financial integrity and moral integrity

**7. Pen picture by the Reporting Authority**

Please comment (in about 100 words) on the overall qualities of the officer/official including areas of strengths and lesser strengths and his attitude towards weaker sections

8. Overall Grade (On a scale of 1-10)

To be arrived automatically

9. Whether, during the reporting period, the official reported upon has failed to comply with any written order of State Government in respect of his working/service matter.

Yes/No

[A response of Yes will be graded as – (minus) 2]

10. If the response to Sr. No. 9 is Yes, please briefly provide (in up to 100 words) details thereof

11. Whether, during the reporting period, the official reported upon has been issued an advisory for any action or inaction.

Yes/No

[A response of Yes will be graded as – (minus) 2]

12. If response to Sr. No. 11 is yes, briefly describe (in up to 100 words) the circumstances leading to issuance of advisory.

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13. Final Grades

To be arrived automatically Sr. No. 8 + 9 + 11

Date:

Signature of Reporting Authority

A handwritten signature consisting of a circle with a stylized 'R' and 'E' inside, followed by a horizontal line.

Section IV

**Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/ or significant failures of the Officer/Official Reported upon?

(In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that section and initial your entries)

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Overall Grade on a scale of 1-10

5. Do you agree with assessment of reporting authority at Sr. No. 9

Yes/No
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[A response of Yes will be graded as – (minus) 2]

6. In case the response to Sr. No. 5 above is No, briefly state the reasons thereof

7. Do you agree with assessment of reporting authority at Sr. No. 11

Yes/No
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[A response of Yes will be graded as – (minus) 2]

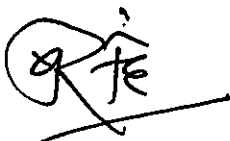
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8. In case the response to Sr. No. 7 above is No, briefly state the reasons there of

9. Final Grades

To be arrived automatically Sr. No. 4 + 5 + 7

Date:

A handwritten signature in black ink, consisting of stylized letters and a horizontal line extending to the right.

Signature of Reviewing Authority

Section V

Acceptance

1. Do you agree with the remarks of the reporting/ reviewing authority

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given

3. Overall Grade on a scale of 1-10

Date:

Signature of Accepting  
Authority

A handwritten signature in black ink, appearing to be 'Rite', with a horizontal line drawn underneath it.

Form II

[See rule 4]

The Himachal Pradesh Annual Performance Appraisal Report of Officers/Officials Rules, 2024

[Applicable for the Officers/Officials who are on deputation/ secondment]  
Annual Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

Section I - Basic Information:

(To be filled in by the Nodal officer of Confidential Cell)

1. Name of the Officer/Official reported upon:

2. Year of allotment/joining the service:

3. Date of birth:

4. Present Grade:

5. Present post:

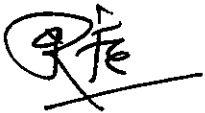
6. Date of appointment to the present post:

7. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

8. Period of absence on leave, etc.

	Period	Type	Remarks
On leave (specify type)			
Others (specify)			





9. Training programmes attended

Date from	Date to	Institute	Subject

10. Awards/ Honours


11. Date of filing the annual property return for the year ending December:

12. Whether the Annual Work Plan (AWP) pertaining to the reporting period for the substantive post/additional charge(s) held the officer uploaded: Yes/No

Date:



Signature of Nodal Officer

## Section II-Self Appraisal

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform in about 100 words)

2. Annual work plan and achievement:

<b>Quantitative Deliverables</b>			
Tasks to be performed	Deliverables/Annual Targets (In Quantifiable terms)	Actual Achievements	% age Achievement against the Annual target
1			To be arrived automatically
2			To be arrived automatically
<b>Overall Work achievement against the Annual target (in % age)</b>			To be arrived automatically
<b>Qualitative Deliverables</b>			
Tasks to be performed	Qualitative Deliverables/Annual Targets	Actual Achievements	Remarks
1			
2			

3. What are the specific factors that hindered your performance?



4. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (within 100 words)

5. Declaration

Have you filed your annual property return as due. If yes, please mention date	Yes/ No	Date
Have you set the annual work plan for all officers for the current year in respect of whom you are the reporting authority	Yes/ No	
Have you finalised your Annual work plan(s) in respect of your main/additional charges in consultation with the Reporting officer	Yes/ No	
Have you enclosed a note on important achievements during the period	Yes/ No	

6. Do you wish you upload any documents in support of your self-appraisal: Yes/No (upload here)

Date:



Signature of the  
Officer/Official Reported upon

Section III

Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the Annual Work Plan as filled out in Section II. If not, please furnish factual details

2. Please comment on the claim (if made) of exceptional contribution by the officer/official reported upon.

3. **Assessment of accomplishment of the Annual Work Plan (On the scale of 1-10)**  
(Weightage- xx%)

Grades awarded for accomplishment of Annual Work plan	Reporting Officer	Reviewing Officer
Automatic Grading based on overall % age Work Achievement	To be auto populated from the overall % of work achievement from Section-II, Question no. 2	To be auto populated from the overall % of work achievement from Section-II, Question no. 2
Does the appraising authority wish to change the automatic grades (Yes/No)	Yes/No	Yes/No
Brief reasons for changing the grades (Not more than 100 words)		
Actual grades awarded		

*RTE*

4. **Assessment of other attributes of work output** (This assessment should rate the officer/official vis-à-vis the peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers with 1 referring to the lowest grade and 10 to the best grade)  
(Weightage- xx%)

Assessment of other attributes of Work Output	Reporting officer	Reviewing officer
Quality of output		
Accomplishment of exceptional work, unforeseen tasks during the period		
Overall assessment of other attributes of Work Output	To be arrived automatically	To be arrived automatically

5. **Assessment of personal/functional Attributes** (This assessment should rate the officer/official vis-à-vis the peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers with 1 referring to the lowest grade and 10 to the best grade)  
(Weightage- xx%)

	Reporting officer	Reviewing officer
i) Attitude to work		
ii) Decision making ability		
iii) Initiative		
iv) Capacity to work in time limit		
v) Strategic planning ability/ innovativeness		
vi) Co-ordination ability		
vii) Interpersonal Relations		
viii) Emotional stability		
ix) Problem solving approach		
x) Sense of responsibility		
Overall grading on attributes	To be arrived automatically	To be arrived automatically

**6. Integrity**

Please comment on the integrity of the officer/official keeping in mind both the financial integrity and moral integrity

*Rte*

**7. Pen picture by the Reporting Authority**

Please comment (in about 100 words) on the overall qualities of the officer/official including areas of strengths and lesser strengths and his attitude towards weaker sections

8. Overall Grade (On a scale of 1-10)

To be arrived automatically

9. Whether, during the reporting period, the official reported upon has failed to comply with any written order of State Government in respect of his working/service matter.

Yes/No

[A response of Yes will be graded as – (minus) 2]

10. If the response to Sr. No. 9 is yes, briefly provide (in up to 100 words) details thereof.

11. Whether, during the reporting period, the official reported upon has been issued an advisory for any action or inaction.

Yes/No

[A response of Yes will be graded as – (minus) 2]

12. If response to Sr. No. 11 is yes, briefly describe (in upto 100 words) the circumstances leading to issuance of advisory.

*Handwritten initials/signature*

13. Final Grades

To be arrived automatically Sr. No. 8 + 9 + 11

Date:

A handwritten signature in black ink, consisting of stylized letters and a horizontal line extending to the right.

Signature of Reporting Authority

Section IV

Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/ or significant failures of the Officer/Official Reported upon?

(In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that section and initial your entries)

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Overall Grade on a scale of 1-10

5. Do you agree with assessment of reporting authority at Sr. No. 9

Yes/No
--------

[A response of Yes will be graded as – (minus) 2]

6. In case the response to Sr. No. 5 above is No, briefly state the reasons thereof

7. Do you agree with assessment of reporting authority at Sr. No. 11

Yes/No
--------

[A response of Yes will be graded as – (minus) 2]



8. In case the response to Sr. No. 7 above is No, briefly state the reasons thereof

9. Final Grades

To be arrived automatically Sr. No. 4 + 5 + 7

Date:

A handwritten signature in black ink, consisting of stylized initials 'R' and 'E' with a horizontal line extending to the right.

Signature of Reviewing Authority

## Acceptance

1. Do you agree with the remarks of the reporting/ reviewing authority

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given

3. Overall Grade on a scale of 1-10

Date:

RTE

Signature of Accepting  
Authority

Form III

[See rule 4]

The Himachal Pradesh Annual Performance Appraisal Report of Officers/Officials Rules, 2024

Performance report on study leave/ leave for study

Annual Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

a. Personal data

1. Name of the Officer/Official Reported upon:

2. Year of allotment:

3. Date of birth:

4. Present Grade:

5. Present post:

5. Date of appointment to the present post:

6. Study leave/ leave details

a) Course

b) Institution

c) Duration

7. Period of sanctioned leave

8. Details of Degree/ Certificate/ Diploma and evaluation obtained during the period (copies to be enclosed)

9. Date of filing Annual Property Return

b. Self Assessment

Date



Signature of the  
Officer/Official Reported upon

Form IV

[See rule 4]

The Himachal Pradesh Annual Performance Appraisal Report of Officers/Officials Rules, 2024

Performance report on training

Annual Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

a. Personal data

1. Name of the Officer/Official Reported upon:

2. Year of allotment:

3. Date of birth:

4. Present Grade:

5. Present post:

5. Date of appointment to the present post:

6. Training details

a) Course

b) Institution

c) Duration

7. Details of Degree/ Certificate/ Diploma and evaluation obtained during the period (copies to be enclosed)

8. Date of filing Annual Property Return

b. Self Assessment

Date




Signature of the  
Officer/Official Reported upon

## General guidelines for filling up the APAR form for the Officers/Officials.

### 1. Background/Introduction

- 1.1 A need has been felt to align the Annual Performance Appraisal Reports (APAR) of officers/officials of Government of Himachal Pradesh (GoHP) with the tangible work outputs. Department of Personnel, vide notification no Per (AP.B)-B(11)-1/2015 dated 20.05.2022 has notified Himachal Pradesh Class-I and Class-II Officer (Annual Performance Appraisal Report) Rules, 2022, which are applicable to all Group A and Group B officers of GoHP except, officers of All India Services (AIS), Himachal Pradesh Administrative Service (HPAS) and Himachal Pradesh Police Service (HPPS). Further, vide notification no. Per (CR)-B (11)-2/2020- Vol-II dated 28.09.2021, the Himachal Pradesh Administrative Service (HPAS) (Annual Performance Appraisal Report) Rules, 2021 were notified which are applicable to officers of HPAS. In supersession of the Himachal Pradesh Class-I and Class-II Officer (Annual Performance Appraisal Report) Rules, 2022 and the Himachal Pradesh Administrative Service (HPAS) (Annual Performance Appraisal Report) Rules, 2021 new rules, viz. the Himachal Pradesh Annual Performance Appraisal Report for Officers/Officials Rules, 2024 are being formulated. At this juncture, the new rules shall be applicable to all Group A and Group B officers in the service of Government of Himachal Pradesh. The new Rules incorporate revised APAR formats for Group-A and Group-B Officers of the State so as to align these rules with tangible work outputs. Once the system stabilises, DoP may expand the applicability of the *ibid* rules to other class of officers/officials. These amended rules will be applicable for the APARs for the period 2024-25 onwards.
- 1.2 The new APAR regime is a full disclosure regime instead of earlier regime, wherein only the adverse entries were to be communicated. Under the new regime, the entire APAR, including the grades awarded and comments of various appraising authorities are to be communicated to the officer/official reported upon (ORU).
- 1.3 The Annual Performance Appraisal Report is a vital tool for assessment and career advancement of an officer/official. It provides the basic, relevant and significant input for further development of an officer. The officer/official reported upon, the Reporting Authority, Reviewing Authority and Accepting Authority should therefore fill up the form with a high sense of responsibility, impartiality and objectivity.
- 1.4 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer/official so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer/official reported upon.
- 1.5 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.



- 1.6 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer/official reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
- 1.7 **Creating Confidential cells headed by Nodal Officer:** Each Department may create a confidential cell headed by a Nodal officer. Similar confidential cells need to be created at each level where the APAR forms are currently being generated. Since the entire process is to be undertaken online, the Departments could consider centralising the generation of APAR forms to appropriate levels as per their cadre strength/functional needs. The confidential cell headed by a Nodal officer will be responsible for generation of APAR formats online and finalise the entire APAR process in respect of ORUs under their jurisdiction, including issuing NRC.
- 1.8 **Online process:** APAR process is to be rolled out in online mode through Manav Sampada portal of NIC or a platform developed by the Department of Digital Technologies & Governance (DoDT&G). Departments may coordinate with NIC/DoDT&G in this regard.

## 2. Section-I

- 2.1 This Section should be filled up by the concerned administrative department or the concerned Nodal Officer, as the case may be. The period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year. In case the period of report is a full year, it should be indicated accordingly; for example, 2024-2025. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 13<sup>th</sup> October 2024 – 31<sup>st</sup> March 2025. The APAR format in respect of an ORU is to be generated for a period of service exceeding 3 months. No APAR format is to be generated for a service period less than 3 months, for which a No Report Certificate (NRC) will be issued. In case of two or more service periods exceeding 3 months during the reporting period, on account of transfer of ORU or otherwise, a new APAR format will be generated for each such period exceeding 3 months.
- 2.2 Only **three channels** of appraisal, viz. Reporting Officer, Reviewing Authority and Accepting Authority.
- 2.3 In the table relating to reporting, reviewing and accepting authorities, the name and designation of the reporting and reviewing authorities should be mentioned so that the officer/official reported upon is clear about whom he/she is required to send the report.
- 2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training programmes attended, date of filing of property returns and whether the officer/official reported upon has reported/reviewed the annual performance report of all his/her subordinate officers for the previous year should be mentioned in the table for the purpose.



3. **Section-II**

3.1 The officer/official reported upon is first required to give brief description of his/her duties and responsibilities, **which would normally not exceed about 100 words. Ideally, this should be in bullet form.**

3.2 The entire appraisal of an officer will be done on three broad parameters:

- a. Accomplishment of Annual Work plan
- b. Assessment of Other Work attributes
- c. Assessment of Personal/Functional attributes

3.3 **Annual Work Plan (AWP):** AWP's are the heart and soul of new APAR regime. The new APAR regime envisages fixing of key quantitative/qualitative deliverables in the Annual Work Plan of the Officer in the beginning of the year, latest by 31<sup>st</sup> May of the Reporting period. Further, AWP is to be mutually finalised by the ORU with his Reporting Officer. Following are the guidelines for finalizing the AWP:

3.3.1 Each Department shall identify key tasks to be performed for each role category. The identified tasks may be all quantitative or a mix of quantitative as well as qualitative. It will be mandatory for the Departments to identify quantitative tasks, qualitative being optional.

3.3.2 The number of tasks so identified may be reasonable in number. It may be appropriate to identify not exceeding 15 quantitative tasks and 5 qualitative tasks. Departments could choose to have lesser/more number of tasks as per their felt need. While for field level posts, the work plan would consist largely of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.


3.3.2 Once the exercise for identification of key tasks for each role position has been completed at Administrative Department level, Departments may issue them by way of a notification.

3.3.3 The AWP is to be finalised by ORU and his/her Reporting Officer from out of the tasks so notified by the respective Departments. For each Quantitative task, an annual target is to be fixed by the Reporting officer in the AWP document.

3.3.4 The AWP in the format as per **Annexure-I** shall be initiated on the online APAR portal by the Confidential Cell of the concerned Administrative Department on 1<sup>st</sup> April of the year. The AWP will then be finalized by way of consultation between the ORU and Reporting Officer and will be uploaded on the portal by ORU. The same shall then be accepted online by the Reporting Officer. The entire exercise shall be completed by 31<sup>st</sup> May of the reporting year.

3.3.5 There may arise certain situations which challenge the implementation of AWP's in a seamless fashion:

- In the situation of transfer of ORU during the reporting period, what will be the fate of his AWP in respect of previous place of posting and new place of posting.
- AWP in respect of any additional charge assigned to an officer.



3.3.6 In respect of the above challenges, following needs to be done:

- In case of transfer of ORU to another post, the AWP in respect of the new post shall be finalised in a similar manner, within 2 months of the joining at new post. For this purpose, Reporting officer may use the AWP finalised with previous incumbent of the post, suitably modifying the targets to the balance period left in the Reporting period. This AWP will also be finalised on Annexure-I on the online portal. The Confidential Cell of the respective Administrative Department shall de-freeze the online AWP module and allow 2 months' time for same to be re-uploaded and approved by the respective Reporting Officer online for the remaining reporting period. Also, in case the ORU has spent more than 3 months' time in the previous posting, the APAR will be separately generated for that period and quantifiable targets will be assessed on pro-rata basis.
- In case, any officer holds additional charge of post for sufficiently long period, AWP will have to be finalised in the manner as specified the paras above.

3.4 Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contribution made by him/her during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earth quake/flood) would certainly be an exceptional contribution.

#### 4. Section-III

4.1 Section III requires the reporting authority to comment on Section II as filled out by the ORU and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

4.2 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of accomplishment of annual work plan by the ORU vis-à-vis the automatically calculated grade based on achievement of quantifiable targets filled in Section-II by the ORU. The reporting officer might upgrade or downgrade this automatically arrived at grade in view of scenarios like any specific hinderances faced or any exceptional contribution made by ORU, any exaggerated output entered by ORU in self-appraisal etc.

4.3. A numerical grade is also required in respect of the "Other attributes of Work Output" with focus on "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer/official reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.4 The reporting authority is also required to record a numerical grade in respect of personal/functional attributes.





4.5 Section III requires the reporting authority to comment on the integrity of the officer/official reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer/official reported upon. The following procedure should be followed in filling up the column relating to integrity :-

4.5.1 If the Officer's integrity is beyond doubt, it may be stated.

4.5.2 If there is any doubt or suspicion, the column should be left blank and action taken as under:

- (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Annual Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.
- (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Annual Performance Appraisal Report.
- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer/official reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 50 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The penpicture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.7 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1- 10, with 1 referring to the lowest grade and 10 to the highest.

## 5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10 which will be calculated automatically based on grades recorded against various indicators/attributes.



6. **Section-V**

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

7. **Numerical Grades**

7.1 At several places, numerical grades are to be awarded by reporting, reviewing and accepting authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

7.2 For the purpose of promotions/other purposes, a grade of 8-10 (inclusive of 8) will be treated as outstanding, 6-8 (inclusive of 6, excluding 8) will be treated as Very good, 5-6 (inclusive of 5, excluding 6) will be treated as Good. Grades less than 5 will be treated as Average.

7.3 **Assigning weightage to various parameters:** Each Department has a flexibility to assign weightage to various parameters, viz. "Accomplishment of Annual Work Plan", "Personal/Functional Attributes" and "Other Attributes of Work" based on the role of ORU and Administrative need. It may be appropriate to assign more weightage to Accomplishment of AWP in respect of officer at field/cutting edge level. As the officers work in Mid-level/higher levels, more weightage could be assigned to Others Attributes of work and Personal/Functional attributes. The weightage has to be finalised by each Department for various role positions and mapped in online APAR system. Following Matrix of weights could be considered for adoption:

Parameter	Field Level officers	Mid-level officers	Higher management
Accomplishment of AWP	50%	40%	20%
Other work attributes	30%	30%	30%
Personal/Functional attributes	20%	30%	50%

*Rje*

8. **Disclosure**

8.1 The new APAR regime shall have openness in the system of appraisal. The annual PAR, including the overall grade and integrity, will be communicated to the officer/official reported upon after it has been finalized by the accepting authority.

8.2. **Representation:** The officer/official reported upon may have the option to give his comments on the APAR. Such comments may be restricted to the specific factual observations contained in the Annual Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output.

If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly.

If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer/official reported upon.

Thereafter, only if the officer/official reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else.

The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or downgraded with, reasons for same may be recorded in the APAR and the same communicated to the officer/official reported upon. The decision of the Referral Board shall be final.

9. **Schedule for completion of APARs.**

9.1 The following schedule should be strictly followed:

**Reporting year- Financial year**

Activity	Cut off dates	
	Due date	Auto forward
Initiation of AWP module by the Nodal Office	1 <sup>st</sup> April of the Reporting year	
Finalization of the AWP upon acceptance by Reporting Officer	31 <sup>st</sup> May of the Reporting year	
Blank APAR form to be given to the Officer/Official Reported upon by the Nodal Office of the Administrative Department, specifying the reporting officer and Reviewing Authority	1 <sup>st</sup> April of the year after the reporting year	-
Self appraisal for the year under report	31 <sup>st</sup> May	1 <sup>st</sup> June
Appraisal by Reporting Authority	31 <sup>st</sup> July	1 <sup>st</sup> August
Appraisal by Reviewing Authority	30 <sup>th</sup> September	1 <sup>st</sup> October
Appraisal by Accepting Authority	31 <sup>st</sup> December	31 <sup>st</sup> December

Disclosure to the Officer/Official Reported upon	31 <sup>st</sup> December	
<b>Timelines for Representation</b>		
Comments of the Officer/Official Reported upon, if any (if none, transmission of the APAR to the dossier)	15 days from disclosure	
Forwarding of comments of the Officer/Official Reported upon to the Reviewing and the Reporting Authority by the Accepting Authority, in case the Officer/Official Reported upon makes comments	15 days	
Representation to the Referral Board by the Officer/Official Reported upon.	One month	
Forwarding of representation to the Referral Board along with the comments of Reporting Authority/ Reviewing Authority and Accepting Authority	15 days	
Finalisation by Referral Board, if the Officer/Official Reported upon represents against the decision of Competent Authority	One month	
Disclosure of the decision of Referral Board to the officer reported	15 days	

- 9.2 The completed APAR should reach the Nodal Office after completion of final process as per schedule specified in Para 9.1 above. The Nodal Office of the Administrative Department will prepare a list of APARs not received and follow up with the relevant authorities.
- 9.3. If an APAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The ORU will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the APAR according to the time schedule given in Para 9.1.
- 9.4. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.
- 9.5. The Nodal Officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

\*\*\*\*\*

## Annual Work Plan (AWP) Format

Annual work plan and achievement:

Quantitative Deliverables			
Tasks to be performed	Deliverables/Annual Targets (In Quantifiable terms)	Actual Achievements	% age Achievement against the Annual target
1			To be arrived automatically
2			To be arrived automatically
<b>Overall Work achievement against the Annual target (in % age)</b>			To be arrived automatically
Qualitative Deliverables			
Tasks to be performed	Qualitative Deliverables/Annual Targets	Actual Achievements	Remarks
1			
2			




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