

No. Per(AP-B)B(11)-1/2015-Vol. II
Government of Himachal Pradesh
Department of Personnel (AP-II)

From

The Secretary (Personnel) to the
Government of Himachal Pradesh

To

All the Administrative Secretaries to the
Government of Himachal Pradesh
Shimla-171002

Dated Shimla-2

th
30 August, 2024

Subject

Regarding operationalization of the Himachal Pradesh (Annual
Performance Appraisal Report) for Officers/Officials Rules, 2024

Sir,

I am directed to invite your attention to the subject cited above and to say that the Cabinet in its meeting held on 08.08.2024 has approved the draft Himachal Pradesh (Annual Performance Appraisal Report) for Officers/Officials Rules, 2024. The afore-mentioned rules have been notified vide Notification No. Per(AP-B)B(11)-1/2015 on 27.08.2024. The salient features of the rules are as under:-

- i. Numerical grading for assesment of the Officers instead of descriptive gradings, viz. outstanding/very good/good/average.
- ii. Provision to disclose the entire grades and remarks in the APAR to the Officer Reported Upon (ORU) so as to ensure transparency in the APAR process and utilize the APARs as a tool for professional development of the officers.
- iii. Provision for Annual Work Plan (AWP) containing both qualitative and quantitative annual targets to be finalized between the ORU and the Reporting Authority at the start of reporting period.
- iv. The gradings in the APAR automatically linked with the actual achievement of the quantitative targets in the AWP.
- v. Departments given the flexibility to assign weightages to various attributes depending upon the job roles. The Departments may consider giving more weightage to Quantitative targets for field officers and Qualitative targets and personal/functional attributes for senior level officers.
- vi. Concept of negative grading introduced. ORU not complying with the Govt. orders regarding his working/ service matters or ORU who has been issued an advisory for any action/in action to be graded negatively.

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- vii. Adequate provision for representation against poor grading/adverse remarks.
- viii. System envisages online process of the APARs, doing away with the manual process.
- ix. Strict timelines for completion of the annual appraisal process by 31st December of the year.
- x. Only three levels of appraisal viz. Reporting Authority/Reviewing Authority /Accepting Authority instead of Multiple Authorities appraising the ACRs at present resulting in inordinate delay in the appraisal process.
- xi. Initially, the rules shall be applicable to all groups A and B Officers/ Officials working in Govt. of Himachal Pradesh. Further, there is a provision to extend these Rules to other Groups/Class of Officer/Officials.

2. In the above rules, the general guidelines for filling up the APAR form, about its background, creating confidential cells headed by Nodal Officer (NO), online process, Section wise filling, Annual Work Plan, Numerical grading, assigning weightage to various parameters, its disclosure, representation and schedule for completion of APARs have been elaborated in detail. The above guidelines may please be gone through carefully with minute attention for its smooth operationalization.

3. It has been decided that the amended Rules shall be applicable for the APARs of 2024-25. Therefore, following immediate steps are required to be taken at the level of Administrative Departments:

- i. Co-ordinate with NIC/ Department of IT to create Online Module for the APAR forms as per the new Rules.
- ii. Identifying the key tasks to be performed as a part of Annual Work Plans (AWPs) for each Job Role as per para 3.3 of the General Guidelines for the filling up the APAR form. Thereafter, issuing appropriate instructions/guidelines for operationalisation of Annual Work Plan Module.
- iii. Designating 3 channels for appraisal, viz. Reporting Authority, Reviewing Authority and Accepting Authority for each job role as per para 2.2 of the Guidelines.
- iv. Notifying the composition of the Referral Board in terms of Rule 2(g) and Schedule 3 of the APAR Rules.
- v. Assigning Weightage to various parameters for the purpose of appraisal as per the job roles as envisaged in para 3.3 of the Guidelines.



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- vi. Creating Confidential Cell and designating Nodal Officer of generation of APAR forms.
 - vii. Sensitization of the Officers/Officials of the Department regarding provisions of APAR Rules including the concept of negative marking in APARs.
4. You are, therefore, requested to take further necessary steps, as per Para 3 above, at the earliest

“This may be given TOP PRIORITY.”

Yours faithfully,



(Balbir Singh)

Joint Secretary (Personnel) to the
Government of Himachal Pradesh

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