

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

From

The Principal Secretary to the  
Government of Himachal Pradesh.

To

**All the HPSS officers in H.P.**

Dated, Shimla-2, the

17/05/2024

**Subject: -  
Sir/Madam,**

**Completion of APAR's of HPSS Officers for the year 2023-24.**

I am directed to refer to the subject cited above and send herewith APAR form for the period 2023-24 on the Manav Sampada ACR portal. It is further worth to mention here that 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	31 <sup>st</sup> May,2024	-
2	Submission of Self-appraisal by the officer reported upon	30 <sup>th</sup> June,2024	1 <sup>st</sup> July,2024
3	Appraisal by Reporting Authority	31 <sup>st</sup> July,2024	1 <sup>st</sup> August,2024
4	Appraisal by Reviewing Authority	30 <sup>st</sup> September,2024	1 <sup>st</sup> October,2024
5	Appraisal by Accepting Authority	31 <sup>st</sup> December,2024	Auto closure on 31 <sup>st</sup> December,2024
6	Disclosure to the ORU	31 <sup>st</sup> December,2024	-

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, and H.P.

Yours faithfully,

(Ashutosh Garg)

Special Secretary (Personnel) to the  
Govt. of Himachal Pradesh  
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