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1-12-2011

No. Per(AP-B)B(15)-1/2002-IV Loose
Government of Himachal Pradesh
Department of Personnel (AP-II)

From

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

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.

Dated Shimla-171002

01.12.
November, 2011

Subject: Writing of Annual Confidential Report / Performance Appraisal Report.

Sir/Madam,

It had been directed by the Government vide letter of even number dated 27th November, 2010 that the ACR'/PAR's of IAS/HPAS officers of the State Government would be written on the basis of the Annual Work Plan to be finalized in consultation with the Reporting Officers. Performance appraisal for the year will be done after taking note of and considering the Work Plan so finalized for the year.

Subsequently, Results Framework Documents (RFD) have been prepared for the year 2011-12 in most of the departments. Hence, it has been decided to integrate and link the Annual Work Plans for 2012-13 onwards with the RFD's of that year so that concerted efforts are made to achieve the aims, objectives, targets and goals encapsulated in the same. Hence, in future the ACR's/PAR's of the categories of officers mentioned in para I above would be evaluated on the basis of the approved RFD's of the department.

Kindly bring the above instructions to the notice of the all concerned and ensure strict compliance.

Yours faithfully

M. S. S.

Under Secretary (Personnel)
to the Government of Himachal Pradesh