

Government of Himachal Pradesh  
Department of Personnel  
APPOINTMENT-II SECTION

No. Per (AP-II)B(15)-1/2002-IV Dated. Shimla-2, 7<sup>th</sup> March, 2012.

**OFFICE MEMORANDUM**

**Subject: Writing of Annual Confidential Reports-Time schedule thereof.**

The undersigned is directed to invite a reference to this Department O.M. No. Per(AP-B)B(15)-1/2000 dated 20-11-2000, on the subject cited above, vide which the time schedule of writing the ACRs/APARs of the officers/officials has been prescribed.

It has come to the notice of the Government that certain Departments are not implementing the provision of these instructions meticulously. It has also been observed that the ACR dossiers of the officers who are in the zone of consideration are not found complete and properly managed at the time of meeting of DPC. Further no information about the officers/officials in the zone of consideration is made available about submission of annual property return.

The Govt. has taken a serious view in the matter and it has been decided that:


- (i) The ACRs/APARs forms may be made available well in time. It shall be the responsibility of the concerned Officer to strictly adhere to the time Schedule prescribed vide Office Memorandum referred to above. Any laxity in this behalf will be viewed seriously and action will be initiated against the concerned officer not adhering to the time schedule.
- (ii) Such officers found guilty for not strictly adhering to the time schedule without any cogent and valid reasons, or the officer at whose level ACRs/APARs remained

M. S. Saw

pending beyond the time schedule, shall not be considered for further promotion.


- (iii) It shall be the responsibility of the concerned authorities maintaining ACRs/APARs dossiers of the officers/officials complete in all respects and in good condition. If in any case the ACRs/APARs in respect of any officer/official are not available, valid reasons for non-availability of ACRs/APARs may be recorded in dossiers.
- (iv) A duly authenticated certificate to the effect that the concerned officer/official has filed the annual property return may also be kept in the ACR/APARs dossier, who are in the zone of consideration.

It is, therefore, emphasized that the above decisions may kindly be adhered to strictly and these instructions be brought to the notice of all concerned for strict compliance.

  
Under Secretary (Personnel) to the  
Government of Himachal Pradesh

**No.Per(AP-II)B(15)-1/2002-IV, Dt. Shimla-2, 7<sup>th</sup> March, 2012.**  
Copy forwarded for information and strict compliance to:-

1. All the Administrative Secretaries to the Govt. of H.P.
2. All Heads of Departments in Himachal Pradesh.
3. All Deputy Commissioners in Himachal Pradesh.
4. The Secretary, Vidhan Sabha, H.P. Shimla-171004.
5. The Secretary, H.P. Public Service Commission Shimla-2.
6. The Secretary, H.P.S.S.S. Board, Hamirpur.
7. The Secretary to the Governor, H.P. Shimla-171002.
8. The Registrar General, H.P. High Court, Shimla-171001.

  
Under Secretary (Personnel) to the  
Government of Himachal Pradesh