

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

From

The Chief Secretary to the  
Government of Himachal Pradesh.

To

1. All the HODs in H.P.
2. All the HPAS officers in H.P.
3. All the HPSS officers in H.P. Secretariat.

Dated, Shimla-2, the

26<sup>th</sup> May, 2026


**Subject: - Extension of timelines for recording of APAR for the year 2025--26.**  
**Sir/Madam,**

I am directed to refer to this department's letter of even number dated 01-04-2026, on the subject cited above and to say that the timeline for completion of the 'Annual Performance Appraisal Report' for the HODs, HPAS and HPSS Officers has now been extended as under:-

Sr. No.	Activity	Existing	Revised
1.	Submission of Self-appraisal by the officer reported upon	31 <sup>st</sup> May, 2026	30 <sup>th</sup> June, 2026
2.	Appraisal by Reporting Authority	31 <sup>st</sup> July, 2026	31 <sup>st</sup> August, 2026
3.	Appraisal by Reviewing Authority	30 <sup>th</sup> September, 2026	31 <sup>st</sup> October, 2026
4.	Appraisal by Accepting Authority	31 <sup>st</sup> December, 2026	31 <sup>st</sup> December, 2026

You are, therefore, requested to strictly adhere to the afore-said timelines failing which the APAR will get auto-forwarded to the next level.

Yours faithfully,

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

Endst.No.As above

Dated, Shimla-02 the

26<sup>th</sup> May, 2026

Copy to the Deputy Director General and SIO, NIC, H.P. Secretariat, Shimla-2 for informaion and furhter necessary action.

— Sd —

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