

From

The Chief Secretary to Government, Haryana

To

All IAS officers in Haryana State.

Dated Chandigarh, the ~~24th~~ July, 2008.

Subject: Writing of Performance Appraisal Reports of IAS officers for the year 2007-2008.

Sir,

I am directed to address you on the subject mentioned above and to say the Government of India has reviewed the system for writing of Annual Confidential Reports (ACRs) for officers belonging to All India Services. To improve the assessment of an officer's performance and capabilities and to determine the capacity building needs and suitability of an officer for particular areas of responsibility and assignments, the Central Government has finalized the All India Services (Performance Appraisal Report) Rules, 2007. The new system is to be implemented for the Indian Administrative Service Officers from the assessment year 2007-2008.

2- As per Rule 5(3) of the All India Services (Performance Appraisal Report) Rules, 2007, "Where more than one performance appraisal reports are written on a member of the Service during the course of a financial year each such report shall indicate the period to which it pertains. Provided that only one report shall be written on a member of the Service for a particular period during the course of the financial year and there shall be a single reporting, reviewing and accepting authority at each level of assessment which shall be specified in the channel for writing performance appraisal reports by the concerned Ministries and State Government and in no circumstances more than one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time. Provided further that if more than one person of the same superior level supervises the performance of the member of Service, the Government shall identify the person to report or review well in advance of the relevant assessment year."

3- As per aforesaid rule, there shall be only one reporting, reviewing and accepting authority for a given period of time. If more than one person supervises the performance of the member of Service, the State Government has to identify the person to report or review well in advance of the relevant assessment year. The State Government has considered the

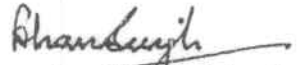
matter and has decided as under:-

- (1) Where more than one person supervised the performance of the member of the Service during the relevant assessment year as reporting or reviewing authority, the person who supervises the performance of the member of the service for the maximum period (minimum of 3 months) during the relevant assessment year shall report or review the performance of the officer reported upon, during the relevant assessment year, as the case may be.

In case the periods of the persons who supervises the performance of the members of the Service during the relevant assessment year are the same, then the later person shall report or review the performance of the officer reported upon during the relevant assessment year, as the case may be.

- (2) Quite often an officer reported upon holds more than one post simultaneously, in such cases, a Committee comprising of Chief Secretary as Chairman, Financial Commissioner & Principal Secretary to Government, Haryana, Revenue & Disaster Management Department and Principal Secretary to Chief Minister, Haryana, as members shall identify the persons to report or review of the performance of the officer reported upon during the relevant assessment year.

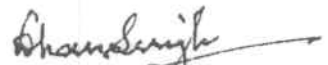
Yours faithfully



Under Secretary Administration
for Chief Secretary to Government, Haryana

23/7/08

A copy each, is forwarded to the Principal Secretary/ Additional Principal Secretary-I/ Additional Principal Secretary/Additional Principal Secretary-II/OSD/ OSD-I/ OSD-II/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/Deputy Chief Minister/ Ministers for the information of Chief Minister/ Deputy Chief Minister/ Ministers.



Under Secretary Administration
for Chief Secretary to Government, Haryana

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The Principal Secretary/ Additional Principal Secretary-I/ Additional Principal Secretary/Additional Principal Secretary-II/OSD/ OSD-I/ OSD-II/ Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/Deputy Chief Minister/ Ministers for the information of Chief Minister/ Deputy Chief Minister/ Ministers.