

DATE BOUND
IMMEDIATE

No.30/1/2012-3S(I)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Department in Haryana.
2. Commissioner, Ambala/ Hisar/ Rohtak /Gurgaon Division.
3. All Deputy Commissioners in Haryana.
4. All IAS officers in Haryana.
5. All HCS officers in Haryana.

Dated Chandigarh, the 5th March, 2012.

Subject: Writing of Performance Appraisal Reports of IAS officers/Annual Confidential Reports of HCS officers for the year 2011-2012.

Sir/Madam,

I am directed to address you on the subject mentioned above and to say that Performance Appraisal Reports of IAS officers for the year 2011-2012 are to be recorded by 31st December, 2012. The All India Service (Performance Appraisal Report) Rules, 2007 provide a schedule for completion of PARs of IAS officers as follows:-

Activity	Below Super Time Scale	Super Time Scale	Above Super Time Scale
Giving blank PAR form to officer	1 st April	1 st May	1 st June
Self Appraisal Submission	30 th April	31 st May	15 th June
Appraisal by Reporting Authority	31 st May	30 th June	15 th July
Appraisal by Reviewing Authority	30 th June	31 st July	15 th August
Appraisal by Accepting Authority	31 st July	31 st August	15 th September

2- The Government of India, in Para 9.7 of General guidelines for filling up the PAR form for IAS officers except the level of Secretary or Additional Secretary or equivalent to the Government of India has clarified that in case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

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3- The Annual Confidential Reports of HCS officers for the year 2011-2012 are to be recorded by 31st July, 2012. The time schedule for completion of ACRs of HCS officers as follows:-

- (a) Giving blank ACR forms to officer 1st April.
- (b) Self appraisal submission 30th April.
- (c) Appraisal by Reporting Authority 31st May.
- (d) Appraisal by Reviewing Authority 30th June.
- (e) Appraisal by Accepting Authority 31st July.

4- It is accordingly requested that the Performance Appraisal Reports/Annual Confidential Reports of all IAS/HCS officers for the year 2011-2012 may please be finalized positively by the dates specified above. While recording remarks, the reporting/reviewing/accepting authorities should clearly indicate the name, designation and the date on which the remarks are recorded.

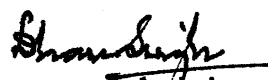
5- It is further requested that all the IAS officers should submit their Performance Appraisal Report forms after filling their self-appraisal direct to their concerned reporting/reviewing/accepting authority as per Time Schedule mentioned above under intimation to the Chief Secretary's office in the Personnel Department.

6- All the HCS (Ex) officers should return their Annual Confidential Report form after filling Part-II/declaration about the Annual Property Return to the Personnel Department. The declaration given by the HCS officers will be verified by the Personnel Department and an entry to this effect will be made in the Part-II of the ACR form before sending the ACR to the reporting authority for remarks.

7- The reporting/reviewing authority should send the said Performance Appraisal Report/Annual Confidential Report directly to the next authority, after recording his/her remarks as per Time Schedule mentioned above under intimation to the Chief Secretary's office in the Personnel Department. While recording their remarks in the Annual Confidential Reports of the HCS (Ex.) officers, the information submitted in Part-II of the ACR form regarding Self Appraisal/Annual Property Return by the officer reported upon may be kept in mind all together.

8- Instructions as contained at the end of proforma of PARs/ACRs of IAS/HCS officers may please also be strictly followed while filling up self-appraisal by the officers to be reported upon and also by reporting/reviewing and accepting authority while recording their remarks in the PARs/ACRs.

Yours faithfully



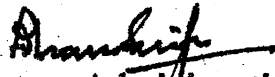
Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

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Endst. No.30/1/2012-3S(I)

Dated Chandigarh, the 5th March, 2012.

A copy, each, is forwarded to the Principal Secretary to Chief Minister, Haryana and Senior Secretaries/Secretaries/Private Secretaries to Ministers/State Ministers, Haryana for information of Chief Minister/Ministers and State Minister.

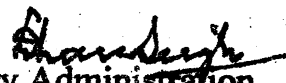

Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

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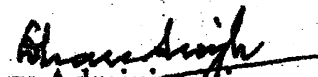
A copy is forwarded to all the Managing Directors of all the Corporations/Boards (only IAS officers) for information and necessary action.

2- They are requested to ensure that PARs/ACRs of all the IAS/HCS officers are written in accordance with the prescribed time schedule and intimation to this behalf is sent to the Personnel Department.


Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

A copy is forwarded to all the Administrative Secretaries to Government, Haryana for information and necessary action.

2- They are requested to ensure that the prescribed time schedule for writing the PARs/ACRs is followed strictly and PARs/ACRs of all IAS/HCS officers for the year 2011-2012 are to be completed and sent to the Personnel Department by due date.


Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

To

All the Administrative Secretaries to Government, Haryana.

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Dated Chandigarh, the 5th March, 2012.