No.30/13/2003-3S(I)
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
PERSONNEL DEPARTMENT

Dated Chandigarh the 17th July, 2012.

To

All the IAS officers in Haryana.

Subject:- **Instructions regarding undated recording of the PAR by the writing Authorities.**

Sir/Madam,

I am directed to refer to the subject mentioned above and to forward a copy of letter F.No.4/8/2008-EO(PR) dated.05.06.2012 received from Establishment Officer & Addl. Secretary, Government of India, Ministry of Pension, Department of Personnel & Training, New Delhi for information and necessary action. These instruction are also available on the internet at http://csharyana.gov.in.

Yours faithfully

Rucenandy 17/7
Superintendent Services-I
for Chief Secretary to Government, Haryana.

Endst. No.30/13/2003-3S(I) Dated Chandigarh the 17th July, 2012.

A copy with a copy of letter F.No.4/8/2008-EO(PR) dated.05.06.2012 is forwarded to the Principal Secretary to Chief Minister, Haryana and Senior Secretaries/Secretaries/Private Secretaries to Ministers, Haryana for information of Chief Minister and Ministers.

Rucenandy 17/7
Superintendent Services-I
for Chief Secretary to Government, Haryana.

Endst. No.30/13/2003-3S(I) Dated Chandigarh the 17th July, 2012.

A copy with a copy of letter F.No.4/8/2008-EO(PR) dated.05.06.2012 is forwarded to SIO, NIC,Haryana Civil Secretariat,Chandigarh to upload on http://csharyana.gov.in.

Rucenandy 17/7
Superintendent Services-I
for Chief Secretary to Government, Haryana.

F. No. 4/8/2008 - EO(PR)
Government of India
M/o Personnel, PG and Pension
Department of Personnel & Training
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North Block,
New Delhi, the 5th June, 2012

OFFICE MEMORANDUM.

Subject: Instructions regarding undated recording of the PAR by the Reporting Authorities.

It has been noticed that in number of PARs neither the officer being reported upon nor the Reporting Authorities are recording the date while making entries in the PARs even though a space has been provided in the form specifically for that purpose.

2. The AIS(PAR) Rules 2007 has prescribed a fixed time schedule for completion of the PARs of the IAS officers at different stages by the Reporting Authorities in order to ensure the timely completion of the assessment reports of the officers. In order to implement the said rule, the PAR Rules also provides that "if the Performance Appraisal Report for a financial year is not recorded by 31st December of the year in which the year of the report ended, no remarks may be recorded thereafter. Accordingly, the comments recorded after this crucial date by any of the Reporting Authorities, are treated as "time barred".

3. Hence, the importance of mentioning the date in the PAR is self evident. It is, therefore, requested that all concerned officers may be advised to make it a point to mention the date as well while recording their comments or it shall be construed as a lapse on their part. Besides, undated self-appraisal form or remarks by the Reporting/Reviewing/Accepting Authority would clearly run the risk of not being recognized by the DPC/committee constituted for empanelment purposes; or being kept in the dossier of the officer.

5/6/12

(B.P. Sharma)
Establishment Officer
& Addl. Secretary
Tel. No. 2309 2370

To
[All the Cadre Authorities]

CS (on leave abroad)
15/6/12
CSPS
18-6-12
DSA
18/6/12
18/6