

No.30/25/2008-3SI
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
PERSONNEL DEPARTMENT

Dated Chandigarh the 18th June, 2013.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in Haryana.
3. All the Chairpersons/Managing Directors/Chief Administrators of Boards & Corporations in Haryana.
4. All Commissioners of Divisions in Haryana.
5. All Deputy Commissioners in Haryana.
6. All IAS officers in Haryana.

Subject :- Reporting, Reviewing and Accepting Authorities for writing Performance Appraisal Reports of IAS officers.

Sir/Madam,

I am directed to address you on the subject mentioned above and to say that Government of India reviewed the system for writing of Annual Confidential Reports in respect of officers who are members of All India Services to improve the mechanism of assessment of an officer's performance and capabilities and to identify the areas to determine the capacity building needs and suitability of an officer for a particular area of responsibility and assignments. Government of India introduced a new system of recording the ACR and the same is now recognized as performance appraisal report coming into effect from assessment year 2007-08 and onwards.

2. As per the provisions of Rule 5(3) of the All India Services (Performance Appraisal Report) Rules, 2007, there shall be only one reporting, reviewing and accepting authority for a given period of time and if more than one person supervises the performance of the member of the Service, the State Government has to identify the person to report or review well in advance of the relevant assessment year. In view of these provisions, the State Government had issued instructions vide letter No. 30/25/2008-3S1, dated 25-01-2010 prescribing the authorities for writing PARs of the IAS officers in the State.

3. Since Govt. of India had introduced an entirely new system of recording PARs, initial functional difficulties were being faced to get the PARs recorded as per the provisions of the rules ibid and to complete the process of recording of PARs in the given scheduled time frame. Couple of State Governments sought clarifications on certain issues and doubts raised by them in view of the rule position and Government

of India, Department of Personnel & Training subsequently issued certain clarifications on doubts/issues raised by some State Governments.

4. In view of the initial functional difficulties and clarifications issues by Government of India till date, the State Government have reviewed the matter to identify and prescribe a channel of recording of PARs by the Reporting/Reviewing and Accepting Authorities for all such posts which are being manned by the members of Indian Administrative Services at every level of Administrative hierarchy and has prescribed the channel of recording of PARs of IAS officers as per annexure enclosed.

5. The AIS(PAR) Rules, 2007 provides a fixed time schedule for completing the process of recording of PARs within a stipulated period for officers in the below super time scale, super time scale and above super time scale. Government of India has on couple of occasions clarified that the remarks recorded by the prescribed authorities after 31st of December of the year in which the financial year ended will not be taken on record and will be considered as time barred. Govt. of India have also stressed the need to indicate the date of recording of remarks by each authority, so prescribed and has also clarified that there could be occasions when the undated remarks of the authority(s) prescribed would clearly run the risk not being recognized by the DPC/Committee constituted for empanelment purposes or not being kept in the dossier of the officers. In such cases a serious prejudice is caused to the concerned officer in the matter of carrier progression. Therefore, to ensure that no prejudice is caused to any officer in the matter of his carrier progression, it would be appreciated that the time schedule prescribed in the Rules *ibid* for completing the process of recording of PARs would have to be followed religiously.

6. I am, therefore, further desired to request that the authorities prescribed for recording remarks in the PARs of the officers follow the time schedule and indicate the date of recording of remarks, so that the Personnel Department is able to complete the process of recording of PARs in the given time period. These instructions supersede all previous instructions issued on the subject and will be effective from the assessment year 2013-14 and onwards.

Yours faithfully

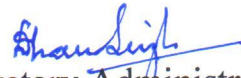


Deputy Secretary Administration
for Chief Secretary to Government, Haryana.
Phone No.0172- 2743506 (off)

No.30/25/2008-3S(I)

Dated Chandigarh the 18th June, 2013.

A copy is forwarded to the Establishment Officer, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North Block, New Delhi for information.

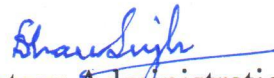


Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

No.30/25/2008-3S(I)

Dated Chandigarh the 18th June, 2013.

A copy, each, is forwarded to the Principal Secretary/Additional Principal Secretary(SSD)/Additional Principal Secretary(KKK)/Additional Principal Secretary(SRG)/Deputy Principal Secretary/Principal OSD/OSD to Chief Minister, Haryana and Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Ministers Haryana for information of Chief Minister/Ministers.



Deputy Secretary Administration
for Chief Secretary to Government, Haryana.

Annexure

Sr. No.	Name of the Post	Reporting Authority	Reviewing Authority	Accepting Authority.
1.	Chief Secretary	Chief Minister	Chief Minister	Chief Minister
2.	Administrative Secretary	Chief Secretary	Minister-in-Charge	Chief Minister
3.	Administrative Secretary holding charge of more than one department	Chief Secretary	Senior Most Minister-in-Charge if the period under review is the same in respect of each Minister-in-Charge or the Minister-in-Charge whose period of review is maximum.	Chief Minister
4.	PSCM	Chief Minister	Chief Minister	Chief Minister
5.	APSCM/DPSCM/OSD CM	P.S.CM	Chief Minister	Chief Minister
6.	Secretary/Secretary holding charge of more than one department.	Chief Secretary in consultation with Administrative Secretary(s)	Minister-in-Charge/ Senior Most Minister-in-Charge if the period under review is the same in respect of each Minister-in-Charge or the Minister-in-Charge whose period of review is maximum.	Chief Minister
7.	Special Secretary/Additional Secretary/Joint Secretary to Government (ii)Special Secretary/Additional Secretary/Joint Secretary to Government holding additional charge of any other post(s) (except cases specially mentioned in this table)	Administrative Secretary (ii) Officers Committee under the Chairmanship of Chief Secretary and concerned Administrative Secretaries as Members	Minister-in-Charge (ii) Senior Most Minister-in-Charge if the period under review is the same in respect of each Minister-in-Charge or the Minister-in-Charge whose period of review is maximum.	Chief Minister (ii) Chief Minister

8.	HOD (ii) HOD holding charge of more than one department or posted in any autonomous body	Administrative Secretary (ii) Officers Committee under the Chairmanship of Chief Secretary and concerned Administrative Secretaries as Members	Minister-in-Charge (ii) Senior Most Minister-in-Charge if the period under review is the same in respect of each Minister-in-Charge or the Minister-in-Charge whose period of review is maximum.	Chief Minister (ii) Chief Minister
9.	Additional Director/Joint Director (ii) Additional Director/Joint Director holding additional charge of any other post(s)	HOD (ii) Senior HOD in consultation with other HOD(s)	Administrative Secretary (ii) Senior Administrative Secretary in consultation with other Administrative Secretary(s)	Minister-in-Charge (ii) Senior Most Minister-in-Charge if the period under review is the same in respect of each Minister-in-Charge or the Minister-in-Charge whose period of review is maximum.
10.	Divisional Commissioner (ii) Divisional Commissioner holding additional charge of any other post or posts	Officers Committee consisting of Chief Secretary + Administrative Secretaries of Revenue & Home Departments (ii) Officers Committee consisting of Chief Secretary + Administrative Secretaries of Revenue & Home Departments and Administrative Secretaries of departments held in addition by the Divisional Commissioner	Chief Minister (ii) Chief Minister	Chief Minister (ii) Chief Minister

14.	Chief Administrator, HUDA	Administrative Secretary	Minister-in-Charge	Chief Minister
15.	Administrator, HUDA	Chief Administrator, HUDA	Administrative Secretary	Chief Minister
16.	Commissioner, M.C.	Administrative Secretary	Minister-in-Charge	Chief Minister
17.	Managing Directors of Boards/Corporation	Chairman if he is an IAS officer and junior to the Administrative Secretary (ii) Administrative Secretary in consultation with the Chairperson if the Chairperson is a non-official person (iii) Administrative Secretary if he is junior to Chairperson is a Government servant/IAS officer. (iv) Administrative Secretary if he is also the Chairman	Administrative Secretary, if senior to Chairperson (ii) Minister-in-Charge (iii) Chairperson if he is Government servant-IAS officer and is senior to the Administrative Secretary (iv) Minister-in-Charge	Chief Minister (ii) Chief Minister (iii) Chief Minister (iv) Chief Minister
18.	IAS officers on deputation to State Corporate Bodies	Immediate Superior, if any (ii) Administrative Secretary, if immediate superior officer is junior to the officer reported upon.	Administrative Secretary (ii) Minister-in-Charge	Chief Minister (ii) Chief Minister
19.	Registrar of University	Vice Chancellor	Vice Chancellor	Vice Chancellor
20.	Commissioner, Food & Drugs	Administrative Secretary	Minister-in-Charge	Chief Minister
21.	Mission Director, NRHM	Administrative Secretary	Minister-in-Charge	Chief Minister
22.	OSD Land Use Board	Administrative Secretary	Minister-in-Charge	Chief Minister
23.	OSD Manpower Planning if the incumbent officer is below the rank of Principal Secretary OSD Manpower Planning if the incumbent is an officer of the rank of Principal Secretary or above and senior to the Administrative Secretary	Administrative Secretary Chief Secretary	Minister-in-Charge Minister-in-Charge	Chief Minister Chief Minister

24.	State Project Director, HPSP/HMSPP	Administrative Secretary	Minister-in-Charge	Chief Minister
25.	Chief Electoral Officer	Election Commission of India	Election Commission of India	Election Commission of India
26.	Principal Resident Commissioner/Resident Commissioner	Chief Secretary	Chief Minister	Chief Minister
27.	Additional Resident Commissioner	Principal Resident Commissioner/Resident Commissioner as the case may be.	Chief Secretary	Chief Minister
28.	Additional Secretary Protocol	Chief Secretary	Chief Minister	Chief Minister
29.	Secretary, Human Rights Commission	Chairman, Human Rights Commission	Chairman, Human Rights Commission	Chairman, Human Rights Commission
30.	Secretary, HPSC	Chairman, HPSC	Chairman, HPSC	Chairman, HPSC
31.	Secretary to Governor	Governor	Governor	Governor
32.	Chief Coordinator, Investment Promotion Centre/Industrial Liaison Officer	Administrative Secretary. If Administrative Secretary is Junior to the officer reported upon then Chief Secretary.	Chief Minister	Chief Minister
33.	Secretary, Lokayukta	Lokayukta	Lokayukta	Lokayukta
34.	OSD/Planning Board	Administrative Secretary	Minister-in-Charge	Chief Minister

Note :

1. In any other case not specified above where the officer is holding charge of more than one post the Reporting Authority – will be Officers Committee headed by Chief Secretary and concerned Administrative Secretary(s)/HOD(s) as the case may be as Members, Reviewing Authority – will be Senior Most Minister-in-Charge if the period under review is the same in respect of each Minister-in-Charge or the Minister-in-Charge whose period of review is maximum and Accepting Authority – will be Chief Minister.
2. In the case of officers who are holding the charge of the posts of Secretary, Governor, Chief Electoral Officer, Secretary, HPSC and Registrar of an University and have also held or holding additional charge of some other post, the PAR of such officers shall be recorded by the reporting authorities for Secretary, Governor, Chief Electoral Officer, Secretary, HPSC and Registrar of an University mentioned above.
3. In such cases where the C.M. is also the Minister-in-Charge, then Reviewing and Accepting Authority in all such cases will be C.M.
4. In the case of officers mentioned at Sr.No.10,11,12 &13 above, if they also hold the substantive charge of other post the Reporting/Reviewing/Accepting Authority will remain the same.
