

**DATE BOUND**  
**IMMEDIATE**

No.31/2/2020-2 PAR CELL

From

The Chief Secretary to Government, Haryana.

To

1. All Administrative Secretaries to Government, Haryana
2. All Heads of the Department in Haryana.
3. All the Divisional Commissioner/Deputy Commissioners in Haryana.
4. All the Chairman/Managing Directors/Chief Administrator of Boards and Corporations in Haryana.
5. The Adviser to Administrator, U.T. Administration, Chandigarh.
6. All IAS officers in Haryana.
7. All HCS officers in Haryana.

Dated Chandigarh, the 11.03.2020

**Subject: E-filing of Performance Appraisal Reports of HCS officers at <http://intrahry.gov.in> for the year 2019-20.**

Sir/Madam,

I am directed to address you on the subject mentioned above and to say that the Online filing of Performance Appraisal Report is being introduced from the current assessment year i.e. 2019-20 for all HCS officers and Performance Appraisal Reports of HCS officers are to be recorded through online at <http://intrahry.gov.in> by 31<sup>st</sup> December, 2020.

2. Payee Code is mandatory to log in to <http://intrahry.gov.in> to get registered by HCS officers for submitting e-PAR to his/her Reporting Authority with the help of OTP sent on their mobile registered with HRMS. Payee Code will be the username by which the HCS/IAS officer would access the said online web page after entering the password created by the officer.

3. After login into the web page click on “**Annual Confidential Report/Performance Appraisal Report**” button on the left side of screen, the request will appear on screen to upload your signature. Signature is to be uploaded once for ever in scanned form and officer's signature on paper can be scanned and uploaded on the said web page. Officer reported upon as well as Reporting/Reviewing/Accepting Authority would also receive an SMS on registered mobile number that the PAR form has been generated/forwarded to you for submitting Self Appraisal or recording remarks as Reporting/Reviewing/Accepting Authority.

4. The schedule for completion of PARs of HCS officers as follows :-

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Personnel Department specifying the reporting officer and reviewing authority	1 <sup>st</sup> April, 2020
Self appraisal for current year	30 <sup>th</sup> April, 2020
Appraisal by reporting authority	31 <sup>st</sup> May, 2020
Appraisal by reviewing authority	30 <sup>th</sup> June, 2020
Appraisal by accepting authority	31 <sup>st</sup> July, 2020
Disclosure to the officer reported upon	15 <sup>th</sup> August, 2020



Comments of the officer reported upon, if any	31 <sup>st</sup> August, 2020
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments.	15 <sup>th</sup> September, 2020
Comments of reporting authority	30 <sup>th</sup> September, 2020
comments of reviewing authority	15 <sup>th</sup> October, 2020
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon	31 <sup>st</sup> October, 2020

5. Regular annual medical examination is mandatory for all officers above the age of 40. This may be totally dispensed with for officers below the age of 40, except in case of medical incident. Blank Health pro-forma can be downloaded from <http://intrahry.gov.in>.

6. The officer reported upon should indicate the specific areas in which he/she feels the need to upgrade skills and attend training programs.

7. The reporting authority is required to record a numerical grade (in respect of work output, personal attributes and functional competencies).

8. The numerical grading are to be awarded by reporting and reviewing authorities These should be in a scale of 1-10, as under:-

- i. The grading between 8 and 10 will be rated as 'Outstanding and will be given a score of 9 for the purpose of calculating average score of 9 and for the purpose of calculating average scores for promotion.
- ii. The grading between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
- iii. Grading between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
- iv. The grading below above will be given a score of zero.

9. Pen picture on the overall qualities of the officer including areas of strengths and lesser strength, performance, attitude towards weaker sections and recommendations relating to domain assignment and an overall grade in the scale of 1-10 is to be recorded by the reporting and reviewing authority. The overall grade should be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.

10. In case the officer reported upon /Reporting/Reviewing Authority fails to submit the PAR to the next authority within the stipulated period, the nodal officer (Custodian of PARs in the State) shall force forward the same directly to the next authority and authorize him to initiate the PAR through online software <http://intrahry.gov.in>.

11. It is accordingly requested that the Performance Appraisal Reports of all HCS officers for the year 2019-20 may please be finalised positively by the dates specified above and all the HCS officers should submit their Performance Appraisal Report forms at <http://intrahry.gov.in> by logging the same with Payee Code & password



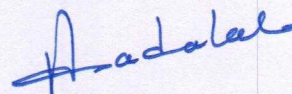
provided and after filling their self-appraisal online on or before the due date send the same electronically to their concerned reporting/reviewing/accepting authority as per "Time Schedule" mentioned above. The medical report, appreciation letters, etc. could be uploaded by officer while e-filing self-appraisal for which a tab has been provided on the same page where the officer would be recording self-appraisal by scanning all the documents to upload in a single PDF file size upto 2MB and press the button "Upload" given at the bottom of the Section-II by choosing the scanned PDF file from his/her computer.

12. The software would also have an in-built system of generating auto-alerts as SMS (Short Message Service) on registered mobile number and E-mail issued by name to individual HCS/IAS officers by NIC for HCS/IAS officer which have been registered in HRMS. SMS as well as emails would go to the concerned officers with whom the PARs are pending for recording of remarks. The system would not allow any remarks etc. to be added after the deadline set as per time schedule. The political executives would record their remarks/grading manually for which this department would take a printout upto the level where it is online, obtain the remarks/grading from political executive and then upload it. Thereafter, the PAR would move online.

13. General guidelines, shown on the website <http://intrahry.gov.in>, regarding Performa of Performance Appraisal Report of HCS (Ex.Br.) officers, may 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 Performance Appraisal Reports.

14. It is further requested that for update, the information of HCS/IAS officers regarding change of mobile number, joining or relinquish the charge of post, proceeding on training or leave may be intimated to PAR MANAGER for HCS officers at [parmanagerhcs.pers@hry.gov.in](mailto:parmanagerhcs.pers@hry.gov.in) and to update the same for alerts generated by the software and any difficulty regarding submitting self appraisal/recording remarks can be reported through e-mail at [support-parhcs@hry.gov.in](mailto:support-parhcs@hry.gov.in) with a copy to [parmanagerhcs.pers@hry.gov.in](mailto:parmanagerhcs.pers@hry.gov.in) for resolution at the earliest..

Yours faithfully



Joint Secretary Administration  
for Chief Secretary to Government, Haryana.

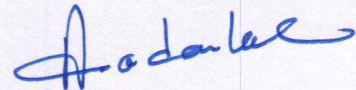


Endst. No. No.31/2/2020-2 PAR CELL

Dated 11.03.2020

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

The are requested to ensure that the prescribed time schedule for writing the Performance Appraisal Report is forwarded strictly.



Joint Secretary Administration  
for Chief Secretary to Government, Haryana.