

No.31/11/2013-2PAR

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 Commissioners/Deputy Commissioners in Haryana.
4. All the Chairmen/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 28th March, 2023

Subject: Writing of Performance Appraisal Reports of HCS officers posted as Secretary, State Election Commission, Haryana -regarding reporting, reviewing and accepting authorities.

Sir/Madam,

I am directed to invite reference to State Government letter No. 61/1/2013-2GSIII dated 9/11.4.2014 on the subject mentioned above and to say that the matter regarding the channel of writing of Performance Appraisal Reports of HCS officers posted as Secretary, State Election Commission, Haryana has been considered by the Government and it has been decided that the reporting, reviewing and accepting authority for writing of Performance Appraisal Report will be as under:-

Reporting Authority	Reviewing Authority	Accepting Authority
State Election Commissioner, Haryana	Administrative Secretary, Urban Local Bodies Department / Administrative Secretary, Development and Panchayat Department whosoever is senior in consultation with junior	Chief Secretary, Haryana

2. This may please be brought to the notice of all concerned.

Yours faithfully,

Superintendent PAR Cell,
for Chief Secretary to Government, Haryana.

Endst No.31/11/2013-2PAR

Dated, Chandigarh the 28th March, 2023

A copy is forwarded to the following:-

1. Chief Principal Secretary /Principal Secretary/ Additional Principal Secretary/Deputy Principal Secretary/Officers on Special Duty to Chief Minister, Haryana .
2. Special Senior Secretaries/Senior Secretaries/ Secretaries/ Private Secretaries to Chief Minister/Ministers for the information of Chief Minister/Ministers, Haryana.

Superintendent PAR Cell,
for Chief Secretary to Government, Haryana.

Endst No.31/11/2013-2PAR

Dated, Chandigarh the 28th March, 2023

A copy is forwarded to the Special Secretary to Government, Haryana Human Resources Department (HR-1 Branch) w.r.t State Government letter No. 61/1/2013-2GSIII dated 9/11.4.2014 for information and necessary action.

Superintendent, PAR Cell
for Chief Secretary to Government, Haryana.