

DATE BOUND
IMMEDIATE

No.31/14/2024 -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 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 14th March, 2024

Subject: E-filing of Performance Appraisal Reports of HCS officers at <http://intrahry.gov.in> for the year 2023-24.

Sir/Madam,

I am directed to address you on the subject mentioned above and to say that the online filling of PAR in respect of HCS officers has been introduced from the assessment year 2019-20, as such PAR of HCS officers are to be recorded online at <http://intrahry.gov.in> for the year 2023-2024 by 31st December, 2024.

In view of the above the following steps/guidelines will be required to use this system:-

1. Payee Code is mandatory to log in to the <http://intrahry.gov.in> to get registered by HCS officers for submitting self-appraisal to Reporting Authority with the help of OTP sent on their mobile number 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.

2. The <http://intrahry.gov.in> can be operated online with two types of authentications-by using "DSC" and by "Scan Signed upload", details of which are provided below. Either of these authentication can be used.

(i) The 'USB pen drive' containing "Digital Signature Certificate" can be used for signing PAR at different stages to have safe and secure movement of PAR without any tampering of data and for this, DSC has to be compatible with the web page <http://intrahry.gov.in> by click on **Enroll New DSC** button left side of screen by registering once till the expiry of DSC pen drive. DSC gets activated after entering the 'PIN Number' provided with DSC.

Before the activation of DSC, Computer System (except Apple) has to be updated with latest browser i.e. Chrome, Mozilla Firefox and as per following prerequisite

actions available at <http://intrahry.gov.in> by click on **Enroll New DSC** button left side of screen:-

- Need to Install First Java Version 1.8 or above appropriate as per OS.
- User(s) have to install DSC Signer Service compatible with desired PC
- Add/ Import SSL certificates to the browsers
- Run this link "<https://127.0.0.1:55101/check/isLive>". Message appeared on screen success DSC signer version 4.1

(ii) After login into the web page <http://intrahry.gov.in> click on button **"Annual Confidential Report/Performance Appraisal Report"** which will appear on left side of screen. Thereafter request will appear on screen to upload signature for the first time users. The Signature of user is to be uploaded once for ever in scanned form and officer's signature on plain paper can be scanned and uploaded on the said web page in the provided upload section. 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 officer by NIC for HCS/IAS officer have been registered in HRMS would go to the concerned officer with whom the PARs are pending or submitted for recording of remarks.

3. The schedule for completion of PARs of HCS officers is as under :-

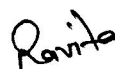
Activity	Cut-off dates	
	Due Date	Auto Forward
Blank PAR form to be given to the officer reported upon by the Personnel Department specifying the reporting officer and reviewing authority	1 st April	--
Self appraisal for current year	31 st May	1 st June
Appraisal by reporting authority	31 st July	1 st August
Appraisal by reviewing authority	30 th September	1 st October
Appraisal by accepting authority	31 st December	Auto closure on 31 st December
Disclosure to the officer reported upon	31 st December	
Timelines for representation (if Accepting Authority is Competent Authority, i.e. Minister level)		
Comments of the officer reported upon, if any	15 days from disclosure	
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 days	
Comments of Reporting Authority	15 days	
Comments of reviewing authority	15 days	
Comments of Accepting Authority/PAR to be finalized and disclosed to the officer reported upon.	15 days	

4. The health check is mandatory for all HCS officers above the age of 40 and 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 web page <http://intrahry.gov.in>. (Latest News). After medical examination, a copy of the summary of the medical report is to be uploaded in Section-II while submitting self appraisal by the HCS officer.
5. The reporting, reviewing and accepting authority is required to record a numerical grade in respect of work output, personal attributes and functional competencies. The numerical grading are to be awarded by reporting, reviewing and accepting authorities. These should be in a scale of 1-10, where:-
- 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 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 4 will be given a score of zero.
6. 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 on 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 for Reporting/Reviewing authority
7. In case the officer reported upon /Reporting/Reviewing Authority fails to submit the PAR to the next authority within the stipulated period fixed by State Government, then the PAR of officer reported upon force forward by the system directly to the next authority and authorize him to initiate the PAR through online software <http://intrahry.gov.in>.
8. The Performance Appraisal Reports of all HCS officers for the year 2023-24 are to be finalised positively by the dates specified above. Hence, 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 and 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 after scanning all the documents which 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 to upload.
9. 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 the this Department would take a printout of PAR upto the level where it is situated online and obtain the remarks/grading from political executive and then upload it. Thereafter, the PAR would move online.

10. General guidelines, shown on the website <http://intrahry.gov.in> regarding Performa of Performance Appraisal Report of HCS (Ex.Br.) are to 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.

11. It is further submitted that to updating 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 of HCS officers at parmanagerhcs.pers@hry.gov.in to update the same for alerts generated by the webpage and any difficulty regarding submitting self-appraisal/recording remarks can be reported through e-mail at support-parhcs@hry.gov.in with a copy to parmanagerhcs.pers@hry.gov.in for resolution at the earliest.

Yours faithfully



Superintendent PAR Cell
for Chief Secretary to Government, Haryana.

Endst. No. 31/14/2024 -2 PAR CELL

Dated 14th March, 2024

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

They are hereby requested to ensure that the PARs for all HCS officers for the year 2023-24 must be recorded in accordance with "Time Schedule" and manually sent to the Personnel Department within the time frame provided.



Superintendent PAR Cell
for Chief Secretary to Government, Haryana.

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Dated 14th March, 2024

A copy is forwarded to the Deputy Director General & SIO, NIC Haryana with the request to make necessary provisions as per said instructions in HRMS and intrahry.gov.in well before commencing the writing process for the year 2023-24 i.e. 01.04.2024.



Superintendent PAR Cell
for Chief Secretary to Government, Haryana.