

DATE BOUND
IMMEDIATE

No.31/14/2007-2PAR

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 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 10th March, 2022.

Subject: Revision of time Schedule of Performance Appraisal Reports of HCS officers (Executive Branch) from the year 2021-22.

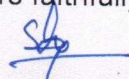
Sir/Madam,

I am directed to refer State Government letter No. 61/01/2013-3GSIII dated 18/09/2017 on the subject noted above and to say that the competent authority has decided the following time schedule for completion of PARs of HCS officers:-

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	

Yours faithfully



Superintendent PAR Cell
for Chief Secretary to Government, Haryana.

Endst. No. 31/14/2007-2PAR

Dated 10th March, 2022

A copy, each, is forwarded to the Chief Principal Secretary/ 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.

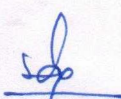


Superintendent PAR Cell
for Chief Secretary to Government, Haryana.

Endst. No. 31/14/2007-2PAR

Dated 10th March, 2022

A copy is forwarded to the Principal Secretary to Government, Haryana, General Administration Department w.r.t his letter No. 61/01/2013-3GSIII dated 18.09.2017 for information.



Superintendent PAR Cell
for Chief Secretary to Government, Haryana.