

DATE BOUND
IMMEDIATE

No.31/01/2022 -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 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 22nd March, 2022

Subject: E-filing of Performance Appraisal Reports of HCS officers at <http://intrahry.gov.in> for the year 2021-22.

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 2021-2022 by 31st December, 2022.

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 e-PAR to his/her Reporting Authority with the help of OTP received 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.

2. The <http://intrahry.gov.in> can be operated online with two types of authentications either by using "DSC" or by "Scan Signed upload", details of which are given 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 :-

- a. Need to Install First Java Version 1.8 or above appropriate as per OS.
- b. User(s) have to install DSC Signer Service.
- c. Add/ Import SSL certificates to the browsers
- d. 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 "**Annual Confidential Report/Performance Appraisal Report**" button will appear on left side of screen. Thereafter request will appear on screen to upload your signature for the first time users. 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 in the provided upload section. Officer reported upon as well as Reporting/Reviewing/Accepting Authority would also receive an SMS on mobile number registered with HRMS that the PAR form has been generated/forwarded to you for submitting Self Appraisal or recording remarks as Reporting/Reviewing/Accepting Authority.

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. 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>.

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

6. The numerical grading are to be awarded by reporting and reviewing 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 will be given a score of zero.

7. 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.

8. 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>.

9. It is accordingly requested that the Performance Appraisal Reports of all HCS officers for the year 2021-22 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 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 where the officer would be recording self-appraisal by 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.

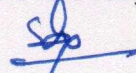
10. The software would also have an in-built system of generating auto-alerts as SMS (Short Message Service) on registered mobile number and E-mail issued by name to individual HCS/IAS officer by NIC for HCS/IAS officer have been registered in HRMS would go to the concerned officer with whom the PARs are pending or submitted for recording of remarks. 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 situated online and obtain the remarks/grading from political executive and then upload it. Thereafter, the PAR would move online.

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

12. It is further submitted that for updating the information of HCS/IAS officers regarding change of mobile number, joining or relinquishing 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 software 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



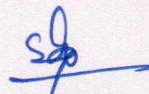
Superintendent PAR Cell
for Chief Secretary to Government, Haryana.

Endst. No. 31/01/2022 -2 PAR CELL

Dated 22nd 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.

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

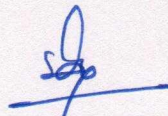


Superintendent PAR Cell
for Chief Secretary to Government, Haryana.

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Dated 22nd March, 2022

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 2021-22 i.e. 01.04.2022.



Superintendent PAR Cell
for Chief Secretary to Government, Haryana.