

DATE BOUND
IMMEDIATE

No. 31/02/2026-2 PAR Cell
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
DEPARTMENT OF PERSONNEL

Dated, Chandigarh the 12th March, 2026

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.

Subject: E-filing of Performance Appraisal Reports of HCS(EB) officers at <http://intrahry.gov.in> for the year 2025-26.

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 2025-2026 by 31st December, 2026.

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

1. Payee Code and registered mobile number on HRMS web page is mandatory to log in to the <http://intrahry.gov.in> to get registered by HCS officers for login and submitting self-appraisal to Reporting Authority with the help of OTP sent on their mobile number registered with HRMS web page. Payee Code/ mobile number 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 for forwarding PAR to the next writing authority 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 clicking 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, Microsoft Edge and as per following prerequisite actions available at <http://intrahry.gov.in> by click on "Enroll New DSC" button:-

- a. Need to Install First Java Version 1.8 or above appropriate as per OS.

- b. User(s) have to install NICDSign service (one time) in their respective client machines
- c. Add/ Import SSL certificates to the browsers
- d. Click on icon located on desktop to ensure the DSC Signer Service is running.

Detailed guidelines / procedure for the DSC installation, the useful document and software link is provided on <https://intrahy.nic.in/> under Caption Digital Signature Certificate (DSC) Installation Manual & Software.

(ii) After login into the web page <http://intrahy.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 officer is to be uploaded once for ever in scanned form and for this 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 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 who are above the age of 40 year and may be totally dispensed with for officers below the age of 40 year, 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 officers.

5. The reporting, reviewing and accepting authority is required to record 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 grading 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 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 and short of 6 will be rated as 'Good' and will be 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 Authority/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 will be force forward by the system automatically to the next writing authority and authorize him/her to initiate the PAR at <http://intrahry.gov.in>.

8. The Performance Appraisal Reports of all HCS officers for the year 2025-26 are to be finalised positively by the dates specified in time schedule. Hence, all the HCS officers should submit their Self Appraisal for their Performance Appraisal Report at <http://intrahry.gov.in> by logging the same with Payee Code/ mobile number & password provided and after filling their self-appraisal online on or before the due date and should send the same electronically to their concerned reporting/reviewing/accepting authority as per "Time Schedule". Medical reports, appreciation letters, and other relevant documents may be uploaded by the officer while e-filing his/her self-appraisal. For this purpose, a separate tab has been provided on the same page. The officer is required to scan all relevant documents and compile them into a single PDF file not exceeding 2 MB in size. Thereafter, the scanned PDF file should be selected from the officer's computer and uploaded by clicking the "**Upload**" button provided at the bottom of Section-II.

9. The system will not permit the addition of any remarks, comments, or grading after the prescribed deadline as per the time schedule, i.e., 31st December, 2026. The Political Executives shall record their remarks and grading manually. For this purpose, the Department shall take a printout of the PAR up to the level at which it has been processed online and obtain the remarks/grading from the concerned Political Executive. Upon receipt of the same, the Department shall upload the remarks and grading in the system. Thereafter, the PAR will continue to move through the online process.

10. The general guidelines available on the website <http://intrahry.gov.in> regarding the proforma of the Performance Appraisal Report of HCS (Ex.Br.) shall be strictly followed while filling up the self-appraisal by the officers to be reported upon, as well as by the Reporting, Reviewing, and Accepting Authorities while recording their remarks in the Performance Appraisal Reports.

11. It is further submitted that for updating the information of HCS/IAS officers regarding change of mobile number, joining or relinquish the charge of a post, or proceeding on training or leave may be intimated to PAR MANAGER of HCS officers at parmanagerhcs.pers@hry.gov.in for updating the same so that alerts generated by the webpage are received accordingly. Any difficulty regarding submission of self-appraisal or recording of remarks may 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,



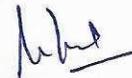
Deputy Superintendent PAR Cell,
for Chief Secretary to Government, Haryana.

Endst. No. 31/02/2026-2 PAR CELL

Dated: 12th March, 2026

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

They are hereby requested to ensure that the PARs in respect of HCS officers for the year 2025-26 must be recorded in accordance with "Time Schedule" and forward manually to Personnel Department within the time frame provided.

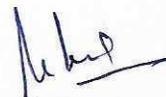


Deputy Superintendent PAR Cell,
for Chief Secretary to Government, Haryana.

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Dated: 12th March, 2026

A copy is forwarded to the Deputy Director General & SIO, NIC Haryana with request to make necessary provisions as per said instructions in HRMS and <http://intrahry.gov.in> well before commencing the writing process of PARs for the year 2025-26 i.e. 01.04.2026.



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