

**No. 61/1/2013-3GS-III**  
**Government of Haryana,**  
**General Administration Department**  
**(General Services-III Br.)**

Dated, Chandigarh, the 26<sup>th</sup> June, 2020.

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of the Department in Haryana.
3. All the Divisional Commissioner/Deputy Commissioners in Haryana.
4. All the Chairman/Managing Directors/Chief Administrator of Board and Corporations in Haryana.
5. The Adviser to Administrator, U.T. Administration, Chandigarh.
6. All the IAS officers in Haryana.
7. All the HCS officers in Haryana.

**Subject: Regarding extension of timelines for recording of Performance Appraisal Report of HCS (Ex. Br.) officers for the year 2019-20.**

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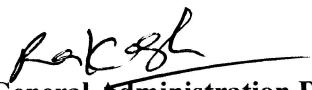
Sir/Madam,

I am directed to refer letter of even number dated 29.05.2020 on the subject cited above to say that due to the situation arising out of spread of COVID-19 and the consequent nationwide lockdown, the cut-off dates prescribed for recording of Performance Appraisal Reports of the HCS (Ex. Br.) officers for the year 2019-2020 have been further extended as under:-

Activity	Cut-Off dates prior to lock down	Cut-Off dates extended vide letter dated 21.04.2020	Revised Cut off dates
Self Appraisal for current year	30 <sup>th</sup> April, 2020	30 <sup>th</sup> June, 2020	31 <sup>st</sup> August, 2020
Appraisal by reporting authority	31 <sup>st</sup> May, 2020	31 <sup>st</sup> July, 2020	30 <sup>th</sup> September, 2020
Appraisal by reviewing authority	30 <sup>th</sup> June, 2020	31 <sup>st</sup> August, 2020	31 <sup>st</sup> October, 2020
Appraisal by accepting authority	31 <sup>st</sup> July, 2020	30 <sup>th</sup> September, 2020	30 <sup>th</sup> November, 2020

2. It has further been decided by the Government that irrespective of their date of retirement, the Reporting/Reviewing/Accepting Authorities retiring during the period from 29.02.2020 to 31.10.2020 shall be allowed to record Performance Appraisal Reports of HCS (Ex. Br.) officers for the year 2019-2020 as per revised time lines by giving relaxation in the State Government instruction issued vide letter no. 8367-3S-71/26929, dated 23.12.1971, as one time measure only.

3. Further, there is a requirement of medical report of the officers. Due to Covid-19 situation it may be burden on healthcare system as well as risk to HCS (Ex. Br.) officers to get medical examination done for submitting mandatory summary of Medical Report along with self-appraisal. Therefore, it has also been decided by Government to delink the submission of summary of Medical Report from recording and completion of PAR for the year 2019-20 in respect of HCS (Ex. Br.) officers and also extend the timelines for Annual Medical Examination and thereafter submitting the summary of Medical Report for the year 2019-2020 for a further period up to 31.12.2020.

  
Under Secretary, General Administration Department,  
for Chief Secretary to Government, Haryana.