

No.31/1/2018-7S(I)

From

The Chief Secretary to Government, Haryana.

To

1. All Administrative Secretaries to Government, Haryana.
2. All Head 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 the IAS officer in Haryana.
7. All the HCS officers in Haryana.

Dated, Chandigarh, the 30th March, 2018

Subject:- Writing of Performance Appraisal Reports of HCS officers for the year 2017-2018.

Sir/Madam,

I am directed to refer to the Government letter No. 61/01/2013-3GSIII, dated 18.9.2017 on the subject noted above and to say that as per the time schedule prescribed by the General Administration Department vide letter under reference, the Performance Appraisal Reports of HCS (Ex.Br.) officers for the year 2017-2018 are to be recorded by 31st December, 2018. The schedule for completion of PARs of HCS (Ex.Br.) is as under :-

Activity	Cut-off dates
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, 2018
Self appraisal for current year	30 th April, 2018
Appraisal by reporting authority	31 st May, 2018
Appraisal by reviewing authority	30 th June, 2018
Appraisal by accepting authority	31 st July, 2018
Disclosure to the officer reported upon	15 th August, 2018
Comments of the officer reported upon, if any	31 st August, 2018
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 th September, 2018
Comments of reporting authority	30 th September, 2018
comments of reviewing authority	15 th October, 2018
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon	31 st October, 2018

2. If Performance Appraisal Report for the year 2017-2018 is not recorded by 31st December 2018, no remarks shall be recorded thereafter and the officer shall be assessed on the basis of overall record and self assessment for the year at the time of his promotion to the higher grade/posts by the competent authority, if he had submitted his self appraisal in time.

3. Two sets of Performance Appraisal Report form(s) for the year 2017-2018 shall be sent to the HCS (Ex.Br.) officers as per the time schedule. All the HCS (Ex.Br.) officers should submit their one set of Performance Appraisal Report form(s) after filling Part-II directly to his reporting authority mentioned in the Part-I of the form by the office and simultaneously one set of the ACR form(s) duly filled Part-II should be sent to the

Chief Secretary to Government, Haryana (In Services-I Branch) within the time schedule mentioned above.

4. If the officer reported upon fails to submit the self appraisal in time, an entry to this effect shall be made in the Performance Appraisal Report Performa and the same will be sent to the concerned reporting authority for recording remarks therein without the self appraisal.

It is requested that the reporting/reviewing authority should also send the said Performance Appraisal Report directly to the next authority, after recording his/her remarks as per time schedule mentioned above under intimation to the Chief Secretary to Government, Haryana (In Services-I Branch).

5. 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. A copy of Part C of the health check up report will be attached to the PAR.

6. The officer reported upon should indicate the specific areas in which he/she feels the need to upgrade skills and attend training programs.

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

8. 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.

9. 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.

10. It is, accordingly, requested that the Performance Appraisal Report of all the HCS officers for the year 2017-2018 may please be finalized positively by the dates specified above and while recording remarks, the Reporting/ Reviewing/Accepting authority should clearly indicate his/her name, designation and the date on which the remarks are recorded.

11. General guidelines, as contained at the end of 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.

Yours faithfully,


(Jitender Singla)

Superintendent Services-I,
for Chief Secretary to Government, Haryana.

Contd..

Endst. No. 31/1/2018-7S(I)

Dated, Chandigarh the 30th March, 2018

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

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



(Jitender Singla)

Superintendent Services-I,
for Chief Secretary to Government, Haryana.