

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Department in Haryana.
2. Commissioner, Ambala/Hisar/Rohtak/Gurugram/
Karnal/Faridabad Division.
3. All Deputy Commissioners in Haryana.
4. All Managing Directors of all Corporations/Boards.
5. All IAS officers of Haryana State.
6. All HCS officers of Haryana State.

Dated, Chandigarh, the 18/09/17

Subject: Regarding revision of format of Annual Confidential Report of the Haryana Civil Services (Executive Branch) officers.

- - -

Sir/Madam,

I am directed to address you on the subject noted above and to say that the current format of Annual Confidential Report has been reviewed for officers belonging to Haryana Civil Service (Executive Branch). It is proposed to improve the assessment of an officer's performance and capabilities and to determine the capacity building needs and suitability needs and suitability of an officer for particular areas of responsibility/assignments. With this end in view, the Government has finalized the format of Performance Appraisal report for Haryana Civil Service (Executive Branch) officers.

2. The broad contours of the format include use of the performance appraisal for career planning and training, preparation of work plan, provision of annual health check-up, numerical grading on the parameters of Work Output, Personal Attributes and Functional Competency, with a system of weightage, integrity certificate, whether the officer reported upon maintains headquarter after office hours & holidays and disclosure of the report.

3. The Salient features of the format of the Performance Appraisal Report of Haryana Civil Service (Executive Branch) are as under :-

- Regular annual medical examination 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 is to be attached to the PAR.
- The officer reported upon to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs.
- The reporting authority is required to record a numerical grade (in respect of work output, personal attributes and functional competencies).
- 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.
- Pen picture on the overall qualities of the officer including areas of strengths and lesser strengths, 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 is to be based on the addition of

the mean value of each group of indicators in proportion to weightage assigned.

- The list of domains will be as under:-

1. Agriculture and Rural Development

(i)	Department of Agriculture & Farmers Welfare	(ii)	Department of Animal Husbandry & Dairying
(iii)	Departments of Fisheries	(iv)	Department of Development and Panchayats
(v)	Department of Food & Civil Supplies	(vi)	Department of Cooperation

2. Social Development

(i)	Department of Health & Ayush	(ii)	Department of Higher Education & School Education.
(iii)	Department of Labour and Employment.	(iv)	Department of Social Justice & Empowerment
(v)	Department of Medical Education and Research.	(vi)	Department of Women & Child Development
(vii)	Department of Technical Education & Industrial Training	(viii)	Department of Welfare of SC & BC

3. Culture and Information

(i)	Department of Information, Public Relations & Languages	(ii)	Department of Art & Cultural Affairs
(iii)	Department of Tourism	(iv)	Department of Youth Affairs & Sports
(v)	Department of Archaeology & Museum.	(vi)	Department of Archives
(vii)	Department of Printing and Stationery		

4. Natural Resource Management

(i)	Department of Forests	(ii)	Department of Irrigation & water Resources
-----	-----------------------	------	--

5. Energy and Environment

(i)	Department of New and Renewable Energy	(ii)	Department of Power
-----	--	------	---------------------

6. Communication Systems and Connectivity Infrastructure

(i)	Department of Civil Aviation	(ii)	Department of Electronics & IT
(iii)	Department of PWD (B&R)	(iv)	Department of Public Health Engineering
(v)	Department of Transport	(vi)	Department of Architecture

7. Public Finance & Financial Management

(i)	Department of Finance & Institutional Finance & Credit Control	(ii)	Department of Planning
-----	--	------	------------------------

8. Industry and Trade

(i)	Department of Industries & Commerce	(ii)	Department of Science & Technology
(iii)	Department of Mines & Geology	(iv)	Excise & Taxation

9. Internal Affairs

(i)	Department of Ex-Service men Welfare	(ii)	Department of Home
(iii)	Department of Administration of Justice	(iv)	Department of Jails

10. Housing & Urban Affairs

(i)	Department of Housing	(ii)	Department of Town & Country Planning & Urban Estates
(iii)	Department of Urban Local Bodies		

11. Personnel & General Administration, Governance Reform, Regulatory Systems

(i)	Department of Administrative Reforms	(ii)	Department of Law & Legislative
(iii)	Department of Parliamentary Affairs	(iv)	Department of Elections

(v)	Department of General Administration.	(vi)	Department of Raj Bhawan Affairs
(vii)	Department of Personnel, Training & Vigilance		

12. Land Revenue & Disaster Management

(i)	Department of Consolidation	(ii)	Department of Land Revenue
-----	-----------------------------	------	----------------------------

- The full Performance Appraisal Report including the overall grade and assessment of integrity is to be disclosed to the officer reported upon after finalisation by the accepting authority to enable him to represent his case.
- The officer reported upon has the option to give his comments on Performance Appraisal Report in writing to the accepting authority within fifteen days of the receipt of the Performance Appraisal Report.
- The accepting authority shall, within fifteen days of receipt of comments from the officer reported upon shall obtain the comments of reporting and reviewing authority.
- After due consideration the comments of the officer reported upon and the view of the reporting and reviewing authority, the accepting authority may accept them and modify the PAR accordingly and the decision and final grading shall be communicated to the officer reported upon .
- The orders passed by the accepting authority shall be final and no second representation/memorial will lie against the PAR.

4. A copy of the format of the Performance Appraisal report for Haryana Civil Service (Executive Branch) officers is enclosed herewith. This format will be adopted from the assessment year 2017-2018. The schedule for completion of PARs of HCS (Ex.Br.) will be 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
Self appraisal for current year	30 th April
Appraisal by reporting authority	31 st May
Appraisal by reviewing authority	30 th June
Appraisal by accepting authority	31 st July
Disclosure to the officer reported upon	15 th August
Comments of the officer reported upon, if any	31 st August
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
Comments of reporting authority	30 th September
comments of reviewing authority	15 th October
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon	31 st October

5. Performance appraisal to be recorded by 31st December of the year in which the financial year ended, failing which no remarks shall be recorded thereafter and the officer is to be assessed on the basis of the 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 has submitted his self appraisal in time.

Yours faithfully,

9/6

[Signature]
Superintendent General Services-III,
for Chief Secretary to Government, Haryana.

[Signature]

- 4 -

Performance Appraisal Report for
HARYANA CIVIL SERVICE (EXECUTIVE BRANCH) Officers

Performance Appraisal Report for the period from _____ to _____

Section I- Basic Information

(To be filled in by the Personnel Department)

1. Name of the officer reported upon :
2. Date of appointment :
5. Date of Birth :
6. Present Grade :
7. Present Post :
8. Date of appointment to present post :
9. Reporting, Reviewing and Accepting Authorities

Name & Designation

Period Worked

Reporting Authority

Reviewing Authority

Accepting Authority

— 5 —

**PERFORMANCE APPRAISAL REPORT
FOR
HARYANA CIVIL SERVICE
(EXECUTIVE BRANCH) OFFICERS**

Name of the officer

Report for the year/period ending

10. Period of absence on leave, etc.

	<u>Period</u>	<u>Type</u>	<u>Remarks</u>
On Leave (Specify type)			
Other (specify)			

11. Training Programme attended

<u>Date from</u>	<u>Date to</u>	<u>Institute</u>	<u>Subject</u>
------------------	----------------	------------------	----------------

12. Awards/Honours

13. Details of ACRs not written by the officer as Reporting/Reviewing authority for the previous year.

15. Date of last prescribed medical examination (for officers over 40 years of age)
(Attach copy of Part 'C' of Report)

Date :.

Signature on behalf of _____
Admn./Personnel Deptt.

1. Brief description of duties : -
(Objectives of the position)

about 100 words)

2. Annual work plan and achievements :

[illegible]

1(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.
2(2) Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for differences are required in the table.

2(2) Deliverables refer to quantitative or financial targets or verbal description of expected outputs. Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

3(3) Initial listing of deliverables are to be finalized within 1 report

Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

4(4) Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

- For your future career

Please Note : You should send an updated CV, including additional qualifications acquired/ training programs attended/ publications/ special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up ?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority ?	Yes/No	

Date:

Signature of officer reported upon _____

Name in Block letters _____

Section III

Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and tasks as filled out in Section II. If not please furnish factual details.
2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.
3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.
4. Do you agree with the skill up-gradation needs as identified by the officer?
5. Please comment on the role of the officer in prevention and control of communal riots, if any, held during the period under report.

6. Assessment of work output (This assessment should rate the officers-vis-à-vis his peers and not the general population Grades should be assigned on a scale of 1-10, in which numbers, with 1 referring to the lowest grade and 10 to the best grade Weightage to this Section will be 40%).

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i. Accomplishment of planned work			
ii) Quality of output			
iii) Accomplishment of exceptional work/unforeseen tasks performed			
Overall grading on 'Work Output'			

7. Assessment of Personal Attributes (on a scale of 1-10 Weightage to this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv.	Emotional stability			
v.	Communication skills			
vi.	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

11. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections/ Scheduled Castes/ Scheduled Tribes and other castes and communities.

12. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Agriculture and Rural Development	<input type="checkbox"/>	Public Finance & Financial Management
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Industry and Commerce
<input type="checkbox"/>	Culture and Information	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Land Revenue and Disaster Management	<input type="checkbox"/>	Housing & Urban Affairs
<input type="checkbox"/>	Energy and Environment	<input type="checkbox"/>	Personnel & General Administration, Governance Reform, Regulatory Systems
<input type="checkbox"/>	Communication Systems and connectivity infrastructure	<input type="checkbox"/>	Any other

13. Overall grade on a score of 1-10 _____

Date:

Signature of Reporting Authority _____

Name in Block letters _____

8. Assessment of Functional Competency (On a scale of 1-10. Weightage to this Section will be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of laws/rules/procedure/IT skills and awareness of the local norms in the relevant area			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Coordination ability			
vi	Ability to motivate and develop subordinates/work in a team			
	Overall Grading on 'Functional competency').			

9. Integrity

Please comment on the integrity of the officer.

10. Does the officer remain at his Head Quarters after office hours and on Holidays or not ?

Section IV –

Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III ? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections/ Scheduled Castes/ Scheduled Tribes and other castes and communities.

4. Recommendation relating to domain assignment (Please tick mark any four)

	Agriculture and Rural Development		Public Finance & Financial Management
	Social Development		Industry and Commerce
	Culture and Information		Information Technology
	Land Revenue and Disaster Management		Housing & Urban Affairs
	Energy and Environment		Personnel & General Administration, Governance Reform, Regulatory Systems
	Communication Systems and connectivity infrastructure		Any other

13. Overall grade on a score of 1-10 _____

Date: Signature of Reviewing Authority _____
Name in Block letters _____