

No. PER (AP.B) B (15)-14/2013
Government of Himachal Pradesh
Department of Personnel (AP-II)

From

The Chief Secretary to the
Government of Himachal Pradesh

To

- (i) All the Administrative Secretaries to the
Government of Himachal Pradesh,
Shimla-171002.
- (ii) All Heads of Departments in H.P.

Dated Shimla-2,

21/ January, 2020.

Sub

Writing of APARs of Class-I & Class-II Officers- issuing of
revised guidelines regarding

Sir,

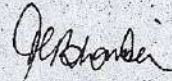
I am directed to refer to the subject cited above and to say that earlier Annual Confidential Reports have been used as a tool for career progression of the officers in the State. The ACRs were earlier used for determining the work and conduct of officers/officials only for the purpose of confirmation, granting of higher pay scales, promotion, awards etcetera. With the passage of time, in the changed scenario and in order to achieve the pace of development, the meaning of so called ACR has undergone a change. The nomenclature of ACR has also been changed to APAR (Annual Performance Appraisal Report). New "BENCH MARK SYSTEM" has been introduced in the year 2016 for considering promotion to Selection Posts which has changed the entire perspective and intention behind writing of APARs. Therefore, it has been felt necessary to introduce a new system of writing of APARs as a step for measuring performance of the officers in respect of annual targets and the corresponding achievement for that relevant year and to use it as a tool to accelerate the pace of development. During the course of examination, the APAR formats devised by the various Departments like Higher Education/ Health/ Public Works/ Animal Husbandry Departments have been examined and the same have been found to be in consonance with the proposed norms.

2. Now, the State Government has decided that writing of APARs of Class-I and Class-II Officers [**except All India Service Officers**] shall be performance based. For this purpose, a new Format of APAR has been devised which is enclosed. The said format includes the targets to be fixed for officers reported upon during the year and the assessments against the relevant Column in the APAR based on the achievements so made by that officer during the period under report. All the Departments may examine the APARs forms as devised by them and incorporate the new norms as per revised format in the respective APAR FORM after obtaining the approval of their respective Administrative Departments keeping in view the performance of various functions of the Department and the job profile of the officers.

3. Accordingly, it may be ensured that the revised Form of APAR is updated within a period of 2 months so that writing of APARs in respect of Class-I and Class-II Officers could be ensured to be processed on the revised format for which the targets are required to be fixed for officers reported upon during the next reported year i.e. 2020-21.

4. This may kindly be given TOP PRIORITY.

Yours faithfully,



(O. P. Bhandari)

Deputy Secretary (Personnel) to the
Government of Himachal Pradesh
Phone No. 0177-2626097

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT ON CLASS-I AND II OFFICERS

Report for the year/period fromto.....Department/
Office of

PART-I

(TO BE FILLED BY OFFICE)

SECTION-I (BASIC INFORMATION)

1. Name of Officer and Designation ..
2. Date of birth ..
3. Date of first appointment in service ..
4. Date of appointment to the present ..
post
5. Period of absence on leave during ..
the reporting year/period.
6. Training received during the reporting ..
year/period, indicating the course
attended, duration of the course and the
institution where attended.

PART-II

(SELF APPRISAL) (TO BE FILLED BY THE OFFICER REPORTED UPON)

- 1 A brief summary of duties and responsibilities (objectives of the position you hold and the tasks you are required to perform, in about 100 words):

| |
|--|
| |
|--|

- 2 Please specify important items of work in order of priority wherein quantitative physical or financial targets/objectives/goals were set for you or set by yourself for the reporting year. :

| Item of work | Physical or financial target/objective/goal | Achievements. |
|--------------|---|---------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

- 3 During the period under report, do you believe that you have made any exceptional contribution e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

| |
|--|
| |
|--|

PART-III

(TO BE FILLED BY REPORTING OFFICER)

Note:- Every answer shall be given in a narrative form using unambiguous and simple languages. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' 'poor ' while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

- > Please comment on part-II as filled in by the Officer especially on the self assessment of his/her performance.
- > Please give your assessment commenting upon the following traits/attributes of the Officer

1. Assessment of work output (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 70%.

| | Reporting Authority | Initial of 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 | | | | |
| IV. Knowledge of Law and Rules | | | | |
| Overall Grading on 'work Output' | | | | |

2. Overall gradingX.7=

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

4 What are the factors that hindered your performance ?

5. Declaration

| | | |
|---|--------|------|
| Have you filed your immovable property return, as due, if yes, please mention date. | Yes/No | Date |
| 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 | |

Signature of officer reported upon

Date:

PART-IV

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Authority :
- 2 Do you agree with assessment of the Officer given by the Reporting Officer? If not, indicate the items/aspection which you disagree and give your own assessment on those aspects/items. :
- 3 General remarks with specific comments about the general remarks given by the Reporting Officer including grading. :
- 4 Overall grading :

Signature of the Reviewing Officer

Name in Block letters

Designation

(During the period of Review)

Place:

Date:

PART-V

REMARKS OF THE ACCEPTING AUTHORITY
(Authority next superior to the Reviewing authority)

- 1 Do you agree with the remarks of the reporting/reviewing authorities?

| | |
|-----|----|
| Yes | No |
|-----|----|

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

- ### 3. Overall grading

Date:-

Signature of the Accepting Authority

Name in Block letters

Designation

(During the period of Report)

| | | Reporting Authority | Initial of Reporting Authority | Reviewing authority | Initial of Reviewing Authority |
|-----|---|---------------------|--------------------------------|---------------------|--------------------------------|
| i | Ability to coordinate with superiors and subordinates | | | | |
| ii | Sense of responsibility | | | | |
| iii | Communication skills | | | | |
| iv | Sincerity and devotion to duty | | | | |
| v | Behaviour with general public | | | | |
| | Overall Grading on personal attributes | | | | |

4. Overall grading X.3=

5. (i) Please state with details if the Officer has been punished during the period under report :

(ii) Please state with details if the Officer has received any commendation during the period under report. :

6. Please comment on the Officer's integrity. :

7. Overall grading : (Automatic 2+4)

(Please put a ring round the appropriate grading and strike out other grading)

Good

Very Good

Outstanding

Note:- An officer should not be graded outstanding unless exceptional qualities and performance have been noticed: grounds for giving such a grading should be clearly brought out.

Signature of Reporting Officer.

Name in block letters

Designation.

(During the period of Report)

Place:

Date: