NO.HPSEBL (SECTT.)/Conf-CR-1-Instt./2015-16-32468-618 Dated:-19-7-16

To

All the Chief Engineers in HPSEB Ltd.

The Chief Accounts Officer,
F&A Wing, HPSEBL, Shimla-4.

Subject:- Writing of Annual Performance Appraisal Reports-Time schedule thereof.

Sir,

I am directed to enclose herewith a copy of the letter No.Per(AP.B)A(8)-1/2016 dated 2.7.2016 received from the Special Secretary (Personnel) to the Govt. of H.P. Shimla-2 on the subject cited above.

You are, therefore, requested to go through the contents of communication and adhere to the instructions contained therein in letter and spirit to avoid initiate action as suggested vide the Govt. memorandum ibid.

DA: As above.

Copy alongwith its enclosure is forwarded to the following for information and similar necessary action to:-

1. The Managing Director, HPPCL, Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-5.
3. The Director, Town & Country Planning Deptt., H.P.Shimla.
4. The Director Energy to the Govt. of H.P.Shimla-2.
5. The Managing Director, NTPC, Kol Dam Project, Bilaspur.
6. All the Superintending Engineers/Sr.Executive Engineers in HPSEB Ltd.

Contd...2/.
7. The Deputy General Manager (Estt.), SJVN Ltd., Divya Kunj Bhawan, Near Block-9, Phase-III, New Shimla.
8. The Deputy Manager (P&A), SJVN Ltd., Jhakri.
9. The Under Secretary (P&A), HEP, Rampur Jhakri.
10. The Special Secretary, BBMB, 19-B Madhya Marg, Chandigath.
11. The Chief Executive Officer, HIMURJA, Shimla.
12. The Sr. Personnel Officer, PHPA, Bhutan.
15. The General Manager, Sawara Kuddu, HPPCL, Rohru.
16. All the Sr. PS/PS In HPSEB Ltd.
17. The Sr. PS/PS In HPSEB Ltd.

DA:- As above.

Executive Director (Pers.),
HPSEB, Shimla-4.

H. P. State Electricity Board Ltd.

No. HPSEBL/E-Comm/8-20/2015-5533-36 Dated-22-7-2016

Copy of above is forwarded to the following for information and necessary action please:-

1. The Dy. Chief Engineer (SEARCH) of this office.
2. The Superintending Engineer (IT) of this office.
3. The Superintending Engineer (Comm.) of this office.
4. The Superintending Engineer (IT) of this office.

Superintending Engineer (IT)
HPSEB Ltd., Vidyut Bhawan, Shimla-171004
Government of Himachal Pradesh
Department of Personnel
Appointment-II

No. Per(AP.B)A(8)-1/2016 Dated Shimla-2, the 2nd July, 2016

Subject: Writing of Annual Performance Appraisal Reports - Time schedule thereof.

OFFICE MEMORANDUM


2. It has come to the notice of the Government that the prescribed timelines are not being followed and instructions are not being complied with as meticulously as expected.

3. The State Government has taken a serious view of the prevalent slackness and while re-iterating the instructions/guidelines it is also re-emphasized that:

(i) The time schedule prescribed for writing of APARs of the officers/officials may be adhered to strictly, without any lapse.

(ii) All the cadre controlling authorities/Heads of Department will ensure timely initiation, reporting, review and acceptance of the APARs given in this Department O.M dated 20-11-2000 (copy enclosed), failing which, an adverse remark/ the entry to this effect may be considered to be made in their own APARs/PARs.
4. Status of all the personnel for the last five years may also be conveyed to this department by 21st July, 2016 and posted on departmental websites.

5. The above instructions may be brought to the notice of all concerned.

6. Please acknowledge the receipt.

(Tarun Shridhar)
Addl. Chief Secretary (Personnel) to the Government of Himachal Pradesh
Tel. No. 0177-2622382

Endst No. Per(AP.B)A(8)-1/2016 Dated Shimla-2, the 02-07-2016

A copy is forwarded for information and strict compliance to:

1. All Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-2
2. All Heads of Departments in Himachal Pradesh
3. All Divisional Commissioners in Himachal Pradesh
4. All the Deputy Commissioners in Himachal Pradesh
5. The Secretary, Himachal Pradesh Public Service Commission, Shimla-2
6. The Secretary, H.P. Staff Selection Commission, Hamirpur-177001
7. The Secretary to the Governor, H.P. Shimla-2,
8. The Registrar General, H.P. High Court, Shimla-1
9. Branch Guard File/ Spare copies – 50

(Amarjeet Singh)
Special Secretary (Personnel) to the Government of Himachal Pradesh
Tel. 0177-2622132

*****
Subject: Writing of Annual Confidential Reports — Time Schedule there for.

The undersigned is directed to refer to this Department O.M. No. 8-3/63-DP(Appt-II) (V), dated 28th March, 1984 on the subject cited above, vide which the following time schedule of writing the ACRs of the officers/officials has been prescribed:

a) Self-appraisal of the officer 7th April to be reported upon.

b) Initiation of the report by Reporting Officer. 15th April

c) Review of the report by the reviewing Officer (s). 22nd April

d) Acceptance of the reports by the Accepting Authorities. 29th April

e) Communication of adverse remarks, if any. 31st May

f) Representations by Govt. servants against communicated remarks, if they so wish. 15th July

g) Maximum period upto which the report/comments of the authority recoding adverse remarks on the representation are to be awaited. 15 days

h) Final date for taking a decision on representation against adverse remarks. 30th Sept.

2. These instructions also provide that ACRs of the preceding year will not be taken into account by the D.P.Cs for various purpose till after 30th September of the year in question.

3. It has been observed that Annual Confidential Reports of the officers/officials are not being written / completed in accordance with the above time schedule with the
result that process for promotion of officers/officials to the next higher posts is hampered. It has also come to the notice that the ACRs are not being written / completed for years together and the meetings of the DPCs are delayed for no fault of the concerned officers/officials due for regular promotions.

following the above maintained procedure and Time Schedule fixed for writing of ACRs.

5. It is, therefore, reiterated that the instructions issued by the Govt. in this behalf from time to time may kindly be adhered to strictly and these instructions be brought to the notice of all concerned for strict compliance.