

No.Agr.H(I)(B)-11-3/2006

Directorate of Agriculture,
Himachal Pradesh

From

Director of Agriculture
Himachal Pradesh

To

All the Controlling Officer,
in the Deptt. of Agri. H.P.

Dated Shimla-5, the 12.4 JAN 2020

Subject:-
Memo,

Writing of APARs for the year 2019-2020.

Please refer to letter No. PER (AP.B)B(15)-14/2013 dated 1.1.2020 by the Govt. of Himachal Pradesh department of personal (AP-II) issuing of revised guidelines regarding copy enclosed and also revised performas of Annual Performance Assessment Report on Class-I and II Officers and Class-III & IV officials are available / download on our website www.hpagriculture.com for initiating the APARs for the year 2019-20.

You are, therefore, requested to please take action/initiate the APARs of the Officers/ Officials working under your control for the year 2019-20 strictly within the prescribed time schedule fixed for the purpose. Also while initiating the APARs please ensure that all items/ columns should be filled in by giving due care/ attention & not in a superficial manner.

Non initiating/ submission of the APARs within the specific period will be viewed seriously and the remarks in the APARs of the defaulting officer/ official will be recorded accordingly for not attending the time bound work on priority/ within a time schedule. The main criteria for assessment of overall performance & grading of APARs. DDAs/SDSCOs/SMSs and ADOs should be mentioned. Certificate in favour of officials working under your control send to this Directorate.

Endt. No. Agr. H(I)(B)11-3/2006

Director of Agriculture
Himachal Pradesh
Dated Shimla-5, the

12.4 JAN 2020

Copy to all the Branch Officers/Incharges of this Directorate with the direction to initiate the APARs as per revised APARs of the officers/officials working in their branches within the stipulated period and send the same, failing which the remarks for not attending the time bound work within the time frame/schedule will be recorded in their APARs.

Director of Agriculture
Himachal Pradesh

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,

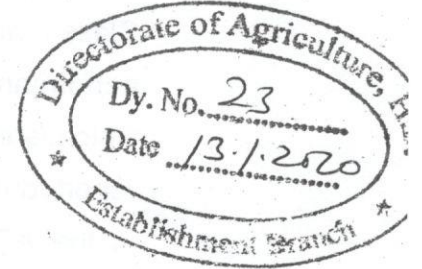
01, January, 2020.

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.



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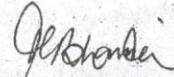
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2. Now, the State Government has decided that writing of APARs of Class-I and Class-II Officers [**except All India Service Officers**] shall be performance based. For this purpose, a new Format of APAR has been devised which is enclosed. The said 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
