

CONFIDENTIAL
HIMACHAL PRADESH STATE ELECTY. BOARD LTD.

(A State Govt. Undertaking)

No. HPSEBL/F&A/PS/APARs/Gaztt/2016- ~~528-728~~ Dated:- 02-09-16

From :

Chief Accounts Officer,
F&A Wing, HPSEBL
Shimla-171004

To

1. All the Chief Engineers
in HPSEBL.
2. All the Superintending Engineers
in HPSEBL.
3. All the Executive Engineers
in HPSEBL.

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

Sir,

Enclosed please find herewith a copy of letter No. Per (APA) A(8)-1/2016 dated 2.7.16 received from Spl. Secretary (Pers.) to Govt. of H.P. and further endorsed by Executive Director (Per.), HPSEBL endst.No. HPSEBL(SECTT)/ Confd-CR-1-Instt./2015-16-32468-618 dated 19.7.16, on the subject cited above.

The APARs in respect of Sr. AOs/ AOs/AAOs/ Divisional Accountants working under your control are being received either incomplete or too late in this office inspite of various correspondence and verbal telephonic discussions. Even, in some cases, the APARs have not been filled in/ supplied to this office for the last three to four years. The APARs in respect of Sr. Accounts Officer to Assistant Accounts Officer level are to be sent to Managing Director/ Director F&A, HPSEBL from this end. Higher Authority has taken a serious notice of deleyed submission of APARs and directed to take action for non- compliance of instructions for not filling up the APARs within the stipulated period.

It is therefore, requested to comply with the time schedule/ procedure laid down for writing the APARs and remaining APARs, if any, at your end, be sent to this office within a week's time positively to apprise the higher authority. Delay on this account will be the personal responsibility of Reporting/ Reviewing Authority concerned.

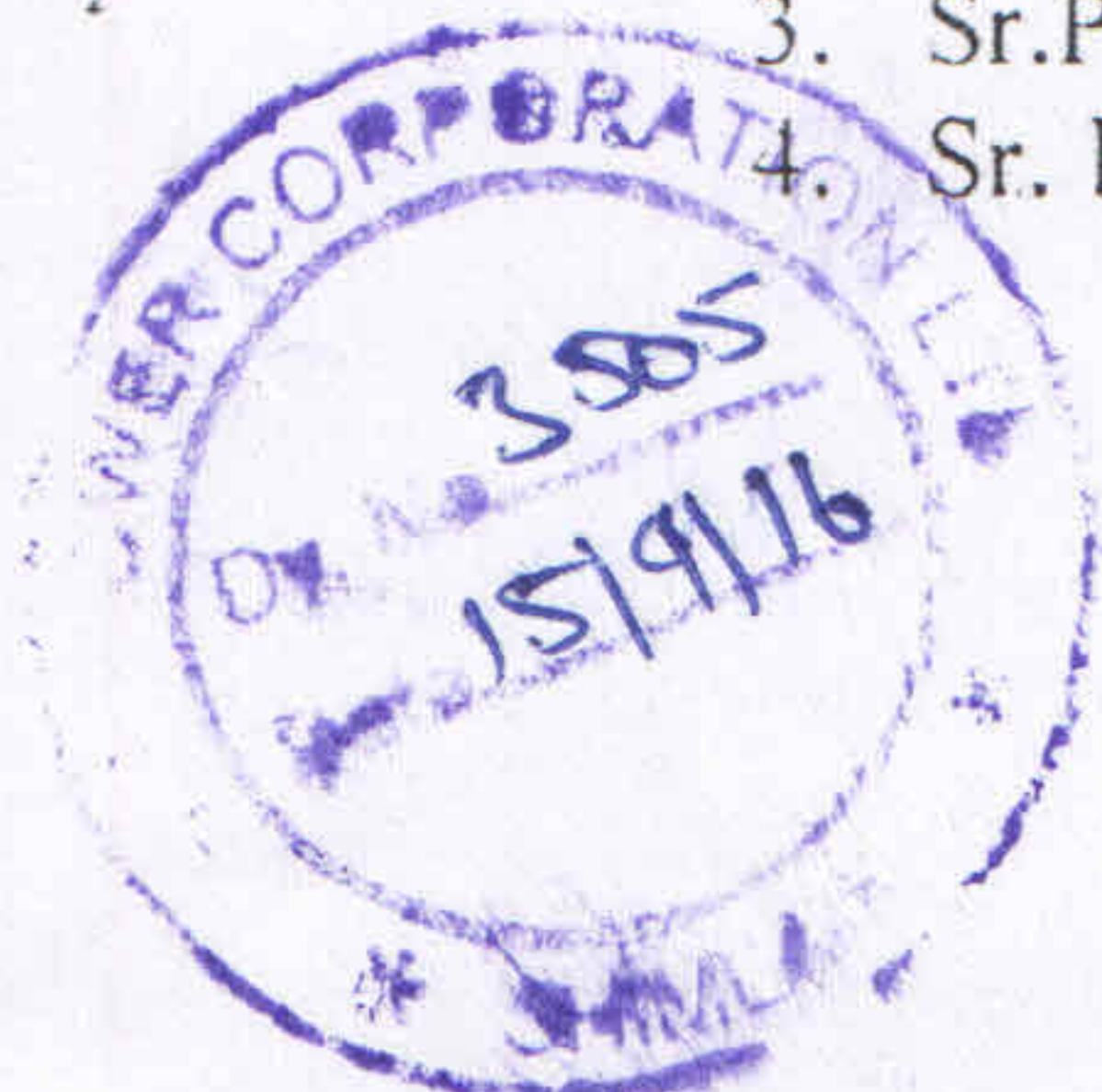
Yours faithfully,

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

Copy to the following for similar necessary action as above please:-

1. P.S to CMD, HPSEBL, Vidyut Bhawan, shimla-4.
2. Sr.P.S to Managing Director, H.P. Corpn.Ltd.Panjri, Tutikandi, Shimla.
3. Sr.P.S to Managing Director, BVPCL, Jogindernagar, Distt. Mandi.
4. Sr. P.S to Managing Director, HPTCL, Barowalia House, Khalini, Shimla-2.

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



CONFIDENTIAL
MOST URGENT
TIME BOUND



HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD.
(A State Government Undertaking)

Registered Office : Vidyut Bhawan, HPSEB Ltd., Shimla-171004 (H.P.)
Corporate Identity Number (CIN) : U40109HP2009SGC031255
Phone No. : 0177-2803600, 2801675 (Office) 2813563 (Fax)
Website : www.hpseb.com
E-mail : cmd @hpseb.in and directorfa@hpseb.in

NO.HPSEBL (SECTT.)/Confid-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
the communication and adhere to the instructions contained thereby in letter and spirit to
avoid initiate action as suggested vide the Govt. memorandum ibid.

DA: As above.

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

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.
2. The Managing Director, H.P.Power Trans.Corp. Ltd., Shimla.
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, Chandigarh.
11. The Chief Executive Officer, HIMURJA, Shimla.
12. The Sr. Personnel Officer, PHPA, Bhutan
13. The Sr. Personnel Officer, MHPA, Bhutan.
14. The Chief Electrical Inspector, to the Govt. of H.P. Shimla-9.
15. The General Manager, Sainj Hydro Electric Project, HPPCL Sarabai (Bhunter) Distt. Kullu.
16. The General Manager, Sawara Kuddu, HPPCL, Rohru.
17. All the Spl. PS/Sr. PS/PS to M.D/Directors (Pers. & F&A)/ (Op)/Tech./ (Civil) in HPSEB Ltd.

DA:-As above.

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

NO. HPSEB/F&A/APARs/2016 — 475-95

Dt: — 24/8/16

Copy of above a/w its enclosure is forwarded to the following information and immediate necessary action please! —

1. The Sr. Scale ^{Steno.} ~~SS~~ to Dy Chief Auditor in this office.
2. The Sr Accounts officers / AOs in this office.

DA/As above

Radhey

P.A to CAO
F&A wing, HPSEB,
Shimla

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

The undersigned is directed to invite reference to this Department's O.M's No. Per(AP.B)B(15)-1/2000 dated 20-11-2000, O.M's dated 17-12-2007 and 26-02-2011, O.M. No. Per (AP.II)B(15)-1/2002-IV dated 7th March, 2012, on the above cited subject.

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.

522
14/7/16

265
13-7-16

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


2/7/16
(Amarjeet Singh)
Special Secretary (Personnel) to the
Government of Himachal Pradesh
Tel. 0177-2622132

Copy of I.L.P. Govt. DoP (AP-II) O.M. No. Per(AP.B)B(15)-1/2000 dated 20-11-2000 addressed to all Administrative Secretaries/ Heads of Departments / Deputy Commissioners in H.P. etc.

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(Apptt-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 to be reported upon. | 7th April |
| 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.

4. The Government has taken a serious view for not 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.

Annexure 19.48

Copy of H.P. Govt. Deptt. of Personnel O.M. No: 8-3/63-DP(Apptt.-II)(V) dated 28-3-1984 addressed to all Secretaries, Heads of Departments etc.

[Referred to in paras 19.3.1(c) and 9.3.2 (d)]

Subject: Writing of Annual Confidential Reports-Time Schedule therefor.

The undersigned is directed to refer to this Department O.M. No: 8-3/63-DP (Apptt.II)-V dated the 8th August, 1977 on the subject cited above, and to say that the matter of revising of time schedule for writing the Annual Confidential Reports has been under consideration of the Government for some time past. The revised time schedule will be as under:-

- | | |
|--|----------------|
| a) Self-appraisal of the Officer to be reported upon. | 7th April |
| 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 recording adverse remarks on the representation are to be awaited. | 15 days |
| h) Final date for taking a decision on representations against adverse remarks. | 30th September |

2. Under the above revised calendar the officer reported upon is required to record his self-appraisal by the 7th April every year and submit it to the reporting officer. With a view to ensure timely completion of Annual Confidential Reports, it has also been decided that the

Annexure 19.48

Copy of H.P. Govt. Deptt. of Personnel O.M. No: 8-3/63-DP(Apptt.-II)(V) dated 28-3-1984 addressed to all Secretaries, Heads of Departments etc.

[Referred to in paras 19.3.1(c) and 9.3.2 (d)]

Subject: Writing of Annual Confidential Reports-Time Schedule therefor.

The undersigned is directed to refer to this Department O.M. No: 8-3/63-DP (Apptt.II)-V dated the 8th August, 1977 on the subject cited above, and to say that the matter of revising of time schedule for writing the Annual Confidential Reports has been under consideration of the Government for some time past. The revised time schedule will be as under:-

- | | |
|--|----------------|
| a) Self-appraisal of the Officer to be reported upon. | 7th April |
| 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 recording adverse remarks on the representation are to be awaited. | 15 days |
| h) Final date for taking a decision on representations against adverse remarks. | 30th September |

2. Under the above revised calendar the officer reported upon is required to record his self-appraisal by the 7th April every year and submit it to the reporting officer. With a view to ensure timely completion of Annual Confidential Reports, it has also been decided that the

reporting officer will initiate the report at his own level, in cases where the officer reported upon does not submit his self-appraisal by the 7th April.

3. Under the revised time schedule for writing of A.C.Rs the process of writing A.C.Rs and taking final decision on the representation against adverse remarks would be completed by the respective authorities within the prescribed period. Accordingly it has also been decided that the A.C.Rs. 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.

4. The above decisions will apply to all services, excepting the officers of the All India Services, Himachal Pradesh Administrative Service, Himachal Police Service and the Himachal Forest Service.

5. The above decision may kindly be brought to the notice of all concerned for information, guidance and compliance.

.....