

No.28/14/94-IH(7)-2019/ 4343
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 22/3/19

To _____

All the Administrative Secretaries/
Head of Departments/Offices/
Institutions/Board/Corporations
Chandigarh Administration

PA/SSH 73
Dated 26/3/19

Subject:- Regarding writing of Annual Performance Appraisal Report (APAR/ACR) online (through e-HRMS Manav Sampada Portal) of Group A, B and C officers/officials of Chandigarh Administration

Sir/Madam

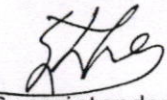
I am directed to refer to this Administration's letter No. 28/14/94-IH(7)-2013/17007 dated 17.09.2013 whereby APAR proforma of the Punjab Government in respect of Group A, B, C & D employees of Chandigarh Administration has been adopted. As per existing procedure, the Annual Performance Appraisal Report (APAR) of Group A, B & C officers/officials is being written online (through e-HRMS Manav Sampada Portal). It has been observed that the timelines for writing of APAR fixed by the Government of Punjab as adopted by this Administration are not being adhered to.

You are, therefore, requested to follow timelines for writing of APARs as prescribed in the communication under reference, which are as under:-

1. The Cadre Controlling Authority/Nodal Officer APAR will generate the APAR form online for the Reporting Officer by 15th March every year and the concerned officer/official after filing the information from his/her end online, in the APAR form, will submit online to the Reporting Officer by 10th of April.
2. The APARs shall be written online for each financial year by the Reporting Authority and the same would be submitted online by the Reporting Authority to the next higher authority by the 30th June each year.
3. The Reviewing Authority shall record its remarks online by the 15th August each year and should submit it online to the next higher authority (Accepting Authority), if any, within the prescribed period i.e. 15th August each year.
4. The Accepting Authority shall record, its remarks online by 30th September each year and send it online to the Cadre Controlling Authority/Nodal Officer APAR within the prescribed time schedule i.e. 30th September each year.

The contents of this communication may kindly be brought to the notice of all officers/officials working under your control for information and necessary action.

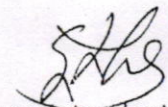
Yours faithfully


Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Dated: 22/3/19



Endst. No. 28/14/94-IH(7)-2019/ 4344

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh w.r.t. his letter No. 293/IT/2019/546 dated 13.03.2019 for information and necessary action. He is also requested to upload the above instructions on the official website of Chandigarh Administration.


Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Scy (P)
On leave
SS (P)
26/3

DIT



26/3

SA (P)
pl. upload
the instruction of
website of Chandigarh
Administration
26/3

DFo (A)