

No. PBW-A-A(8)-7/2023-Loose
Government of Himachal Pradesh
Public Works Department.

From

The Principal Secretary (PW) to the
Government of Himachal Pradesh.

To

✓ The Engineer-in-Chief,
HPPWD, Nigam Vihar, Shimla-2.

Dated: Shimla-2

24.06, 2024

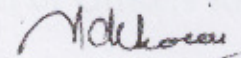
Subject: **Regarding Standard Operating Procedure (SOPs) for
implementation of online APAR.**

Sir,

I am directed to refer to the subject cited above and to enclose
herewith Standard Operating Procedures (SOPs) devised for effective
implementation of filing of the online APAR in the Department with the request to
circulate the same to all concerned officers for guidance.

Yours faithfully,

Encl: as above



Joint Secretary (PW) to the
Govt. of Himachal Pradesh

Standard Operating Procedures (SOPs) for implementation of online APAR.

- The online APAR system will be functional through the Manav Sampada Portal of NIC (<https://genpmis.hp.nic.in>).
- To begin with, officers viz AEs/EEs/SEs (all streams) of HPPWD and Architectural Assistants, Assistant Architects, Architects, Senior Architects of Architect Wing of HPPWD will fill up their APAR through the online portal.
- Only online APAR will be accepted for above category of officers for the year 2023-24 onwards and no physical APAR would be allowed.
- The Registrar, O/o Engineer-in-Chief will be the Nodal Officer for filing up the details of Reporting/Reviewing/Accepting Authority. The NIC will provide access to the Nodal Officer(s) to enable him to fill up these details.
- The HP Class I and Class II Officers (APAR) Rules, 2022 (Rules 5.6 and 7) shall be strictly followed while uploading details of Reporting/Reviewing/Accepting Authorities in respect of Officers Reported Upon on the online portal.
- The Officer Reported Upon (ORU) would be required to log into Manav Sampada Portal through the log in ID and Password provided to them (for any query related to login ID/Password Mr. Sanjay Kumar Mobile No. 9418700688 and Mr. Naveen Thakur Mobile No. 9418900817, officers associated with the project may be contacted).
- Executive Engineer (IT), O/o Engineer-in-Chief will be the Nodal Officer for any kind of technical assistance required by the field officers. He will ensure imparting training through online mode to the field officers to ensure smooth transition from physical to online mode of filling of APARs.

Disclosure of the APAR and procedure for representation to the Referral Board shall be made in accordance with Rule 9 of Rules ibid.

- The Reporting/Reviewing/Accepting Authorities for different category of officers will be as under:-

Sr. No.	Category of Officers	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Assistant Engineers	Executive Engineer	Supdt. Engineer/Chief Engineer	Admn. Secretary
2.	Executive Engineers	Supdt. Engineer	Chief Engineer/Admn. Secy.	Minister
3.	Superintending Engineers	Chief Engineer	Admn. Secretary	Minister/Chief Minister
4.	Architectural Assistants	Assistant Architect	Chief Architect	Admn. Secretary
5.	Assistant Architects	Architect	Chief Architect	Minister-in-Charge
6.	Architects	Sr. Architect	Chief Architect	Minister-in-Charge
7.	Senior Architects	Chief Architect	Admn. Secretary	Minister-in-Charge

- Timeline for completion of APARs of Financial Year 2023-24:-

Activity Trial upto 20 th June, 2024	Cut off dates	
	Due date	Auto forward
Blank APAR form to be made available on the Manav Sampada Portal by the Department specifying the Reporting Officer and Reviewing/Accepting Authority.	30 th June, 2024	
Self appraisal for the year under report.	01 st Jul 2024	31 st Jul 2024
Appraisal by Reporting Authority.	01 st Aug 2024	31 st Aug 2024
Appraisal by Reviewing Authority.	01 st Sep 2024	30 th Sep 2024
Appraisal by Accepting Authority.	01 st Oct 2024	31 st Oct 2024

Disclosure to the Officer Reported Upon.	Up to 30 th Nov 2024
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Note:- Timeline for the subsequent years will be applicable as prescribed in the Rules.

- Timeline for representation:-

Activity	Cut off dates	
	Due date	Auto forward
Comments of the Officer Reported Upon, if any.	15 days from disclosure	
Forwarding of comments of the Officer Reported Upon to the Reviewing Authority by the Accepting Authority, in case the officer reported upon makes comments.	15 days	
Representation to the Referral Board by the Officer Reported Upon.	One Month	
Forwarding of representation to the Referral Board along with the comments of Reporting Authority/Reviewing Authority and Accepting Authority.	15 days	
Finalization by Referral Board, if the Officer Reported Upon represents against the decision of Competent Authority.	One Month	
Disclosure of the decision of Referral Board to the Officer Reported Upon.	15 days	

- APAR is a vital tool for assessment and career advancement of an officer. Hence, The Nodal Officer (s) shall evolve a suitable mechanism to ensure that the remarks of the Reporting/Reviewing/Accepting Authorities are recorded without fail within the stipulated timelines.
- After completion of APAR (disclosure of APAR to the ORU & affording of opportunity to the ORU to represent before the referral board), the Nodal

Officer in the O/O E-n-C HPPWD shall prepare a list of officers who haven't submitted the online APAR and send them to the cadre controlling authority. At the level of Government, Section Officer of the concerned Branch shall act as Nodal Officer in this regard.
