

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

No.PWE-147-3(online ARARs)/CR Cell/2025/ Dated:-  
To

02/08/2025

The Engineer-in-Chief (P),  
HPPWD, Shimla-2.  
The Chief Architect,  
HPPWD., Shimla-2.  
All the CEs/ SEs/ EEs,  
In HPPWD.

**Subject :-** Regarding filling up of the "Annual Performance Appraisal Reports" of officers of HPPWD for the year 2024-25.

On the subject cited above, I am to say that the Govt. vide letter No.PBW-A-B0(11)2/2024 dated 23.5.2025 has fixed timelines for completion of APARs<sup>o</sup> as under:-

- i) Mapping :by 31st May
- ii) Self Appriaisal:30th June.
- iii) Appraisal by Reporting Authority:31st August.
- iv) Appraisal by Reviewing Authority:31st October:
- v) Appraisal by Accepting Authority:31st December.

It has been observed that large numbers of Annual Performance Appraisal Reports (APARs) submitted by the Officer Reported Upon (ORU) are still pending for reporting at Reporting Authority level.

As per the guidelines issued by the Secretary (PW) to the Government of Himachal Pradesh, the last date for reporting the Annual Performance Appraisal Reports (APARs) by the Reporting Authority is 31<sup>st</sup> August, 2025.

You are therefore, directed to ensure that the process of online submission of APARs be completed as per the timelines fixed by the Govt. or the APARs will be auto forwarded to the next authority.

Signed by  
Narinder Pal Singh  
Date: 01-08-2025 19:22:06  
(Er.N.P.Singh)  
Engineer-in-Chief,  
HP.PWD., Shimla-2.

Copy is forwarded to the Secretary (PW) to the Govt. of Himachal Pradesh, Shimla-2 for information please.

Copy is forwarded to the Executive Engineer (IT) HPPWD Shimla-2 to upload the instruction on official website of HPPWD for information and necessary action to all concerned.

Signed by Vijay Kumar  
Dhiman  
Date: 01-08-2025 19:32:31  
(Vijay Dhiman)  
Registrar,  
HPPWD., Shimla-2.