

Himachal Pradesh
Public Works Department

No PWE-147-3/ Circular/2015- 382-507
From:

Dated 17-01-2015

To

Engineer-in-Chief,
H.P.PWD., Shimla-2.

- 1 The Engineer-in-Chief (QC&D)
H.P.PWD., Shimla-171001.
- 2 The Chief Engineer (K.Z)
H.P.PWD., Dharamshala
3. The Chief Engineer (M.Z)
H.P.PWD., Mandi
4. The Chief Engineer (H.Z)
H.P.PWD., Hamirpur
5. The Chief Engineer (N.H)
H.P.PWD., U.S Club Shimla 171001.
- 6 All Superintending Engineers / Executive Engineers i/c LAOs
in HP PWD.
- 7 The Director,
RRD, Kasumpti, Shimla-9

Subject;-

Annual Confidential Report (S) – instructions thereof.

I am directed to enclose herewith a copy of letter No. PBW.
A.B (13) 9/1999-Loose III dated 09.01.2015 from Addl. Secretary (PW) to the Govt. of
Himachal Pradesh ., Shimla-2 on the subject cited above for information and taking further
necessary action in the matter.

You are, therefore, requested to go through the contents of the
ibid letter and ensure that instruction so issued be adhered in letter & Spirit in future please.

Encl:- As above.

Sd/-
Registrar,
H.P.PWD., Shimla-2.

Copy alongwith a copy of above is forwarded for taking & similar necessary action to:-

1. The Chief Architect, Nirman Bhawan HP PWD., Shimla -2.
2. The Chief Engineer (SZ), (PMGSY),(SRP) in this office.
3. All S.E' s/ EE's in this office.
4. All Hed of branches in this office
5. All P.A's in this office.

Encl:- As above.

11/21
Registrar,
H.P.PWD., Shimla-2.

f.t.o.

No. PBW.A.B(13)9/1999-Loose-III
Govt. of Himachal Pradesh
Public Works Department

From

The Addl. Secretary (PW) to the
Govt. of Himachal Pradesh

To

✓ The Engineer-in-Chief,
HP PWD, Shimla -2

Dated: Shimla-2, the 9th January 2015

Subject:

Annual Confidential Report(s) - instructions thereof

Sir,

I am directed to refer to the subject cited above and to say that of late, this department has been receiving ACRs/Annual Performance Appraisal Reports in respect of the officers of HP PWD, which are being sent without following proper procedure of writing of Annual Confidential Reports, notified by the Department of Personnel from time to time and further compiled in the Hand Books on Personnel Matters. Some of these issues noticed by this department and as under:-

- i. ACRs are being sent of the current/ongoing year in mid-session, while they are supposed to be sent only after completion of the year.
 - ii. ACRs are being sent in parts and not in entirety of the ongoing year.
2. In view of the above, the guidelines issued by the Department of Personnel may be followed in letter and spirit as requested earlier in similar case.
 3. In addition, it has been found that ACR in respect of some of the officers are not complete for some of the year(s) hence serious urgent steps may also be taken to complete the ACR forms(s) so that problem may not arise when the DPC for promotion of particular categories is convened.
 4. The ACR (APAR) forms may also be maintained on duplicate basis.
 5. Besides, you are requested to ensure that instructions with regard to maintenance of APAR, issued by the Department of Personnel issued vide its office memorandum No. Per (AP-B)B(15)-1/2002-III dated 07.03.2011 are also followed in letter and spirit so that the department may not face any problem at appropriate time.

Yours Faithfully

(K.R. Saizal)

Deputy Secretary (PW) to the
Government of Himachal Pradesh
Tel.No.0177-2622498