

HIMACHAL PRADESH
PUBLIC WORKS DEPARTMENT

No.PBW-P001(15)/1/2025-CR CELL Dated 05.06.2026

To

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

Subject: -

Timeline for completion of the form of "Annual Performance Appraisal Reports" of officer of HPPWD for the year 2025-26.

On the subject cited above, I am to say that the Government, vide Letter No. PBW-A-A(8)-7/2023 dated 20.05.2026, has prescribed the following timelines for completion of Annual Performance Appraisal Reports (APARs) for the year 2025-26:

Sr.No.	Activity	Timeline
1.	Mapping	31 st May, 2026
2.	Self-Appraisal	30 th June, 2026
3.	Appraisal by Reporting Authority	31 st August, 2026
4.	Appraisal by Reviewing Authority	31 st October, 2026
5.	Appraisal by Accepting Authority	31 st December, 2026

As per the record received from the field offices, the APARs of all officers i.e. AE to SE all streams and officer of Architect wing have been duly mapped, and the online portal for submission of APARs on MANAV SAMPADA is now operational. All concerned officers are required to complete their respective stages of the APAR process within the prescribed timelines.

You are, therefore, requested to ensure that the online submission and processing of APARs are completed strictly as per the schedule fixed by the Government. It may be noted that any pending APAR shall be automatically forwarded to the next authority upon expiry of the stipulated timeline.

(Er.N.P.Singh)
Engineer-in-Chief,
HP.PWD.,Shimla-2.

Copy is forwarded to the Principal 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.

(Som Bhardwaj)
Registrar,
HPPWD.,Shimla-2.