

**DATE BOUND**  
**IMMEDIATE**

**No. IT/2/2023-ITCell (H)**  
**Information and Technology Cell**  
**Home & Administration of Justice Department, Haryana**

Dated, Chandigarh the 14.09.2023

From

The Additional Chief Secretary to Government, Haryana  
Home Department.

To

1. All the Administrative Secretaries to Government, Haryana.
2. The Secretary to Governor, Haryana.
3. The Secretary to Lokayukta, Haryana.
4. The Secretary to Human Rights Commission, Haryana.
5. All Heads of Department, Haryana.
6. All Managing Director of Boards / Corporations in Haryana.

**Subject: Extension of timelines for recording of PAR for the year 2022-23 in respect of AIS officers by the reporting / reviewing / accepting authorities - reg.**

R/Sir/Madam,

Reference to this office letter of even No. dated 15.06.2023 & 11.07.2023 on the subject noted above. It is intimated that vide their F. No. 11059/04/2023-AIS-III (Part) dated 12.09.2023 therein he has informed that the relevant provisions for recording of PAR under AIS (PAR) Rules, 2007 as amended from time to time. In this regard, it has been come to notice that due to some urgent engagement in G20 Summit, many officers may not be able to review and record their remarks in PARs on time.

2. Now, keeping in view the matter has been duly considered in this Department and it has been decided that timelines prescribed for self-appraisal has already expired, therefore, keeping in view of this circumstances and in order to ensure filing of PARs by all Reporting and Reviewing Authority, it has been decided to extend the timelines by 15 days for Reporting and Reviewing Authority only, once again, as indicated below:-

Activity	Cut off Dates		
	Existing	Already Revised	Revised
Self-Appraisal Submission	31 <sup>st</sup> May, 2023	15 <sup>th</sup> June, 2023	15 <sup>th</sup> July, 2023
Appraisal by Reporting Authority	31 <sup>st</sup> July, 2023	15 <sup>th</sup> August, 2023	15 <sup>th</sup> Sepetember, 2023
Appraisal by Reviewing Authority	30 <sup>th</sup> September, 2023	15 <sup>th</sup> October, 2023	15 <sup>th</sup> November, 2023
Appraisal by Accepting Authority	31 <sup>st</sup> December, 2023	31 <sup>st</sup> December, 2023	31 <sup>th</sup> December, 2023

It is pertinent to mention here that the State Govt., has issued necessary timelines for writing the PARs of IPS officers for the year 2022-23 vide letter dated 11.04.2023 is as under:

Activity	Cut off Dates	
	Due Date	Auto Forward
Giving blank PAR form to officer in there Sparrow account	1st April	---
Self-Appraisal Submission	31st May	1st June
Appraisal by 1st Reporting Authority	30th June	1st July
Appraisal by 2nd Reporting Authority	31st July	1st August
Appraisal by 1st Reviewing Authority	31st August	1st September
Appraisal by 2nd Reviewing Authority	30th September	1st October
Appraisal by Accepting Authority	31st December	Auto closure on 31st December
Disclosure to the officer	31st December	---
Comments of officer reported upon, if any (if none, transmission of the PAR to the MHA)	15 days from disclosure	---

Contd... 2

It is pertinent to mention here that the State Govt., has issued necessary timelines for writing the PARs of IPS officers for the year 2022-23 vide letter dated 01.06.2023 is as under:

Activity	Cut off Dates	
	Existing	Revised
Self-Appraisal Submission	31st May, 2023	15th June, 2023
Appraisal by 1st Reporting Authority	30th, June, 2023	15th July, 2023
Appraisal by 2nd Reporting Authority	31st July, 2023	15th August, 2023
Appraisal by 1st Reviewing Authority	31st August, 2023	15th September, 2023
Appraisal by 2nd Reviewing Authority	30th September, 2023	15th October, 2023
Appraisal by Accepting Authority	31st December, 2023	31st December, 2023

It is pertinent to mention here that the State Govt., has issued necessary timelines for writing the PARs of IPS officers for the year 2022-23 vide letter dated 11.07.2023 is as under:

Activity	Cut off Dates		
	Existing	Already Revised	Revised
Giving blank PAR form to officer in their Sparrow account	31st May, 2023		
Self-Appraisal Submission	30th June, 2023	15th June, 2023	15th July, 2023
Appraisal by 1st Reporting Authority	31st July, 2023	15th July, 2023	15th August, 2023
Appraisal by 2nd Reporting Authority	31st July, 2023	15th August, 2023	15th September, 2023
Appraisal by 1st Reviewing Authority	30th September, 2023	15th September, 2023	15th October, 2023
Appraisal by 2nd Reviewing Authority	31st December, 2023	15th October, 2023	15th November, 2023
Appraisal by Accepting Authority	31st December, 2023	31st December, 2023	31st December, 2023

The revised timelines as under for writing the PARs of IPS officers for the year 2022-23 as under: -

Activity	Cut off Dates		
	Existing	Already Revised	Revised
Giving blank PAR form to officer in their Sparrow account	31st May, 2022		
Appraisal by 1st Reporting Authority	15th July, 2023	15th August, 2023	No Change
Appraisal by 2nd Reporting Authority	15th August 2023	15th September, 2023	30th September, 2023
Appraisal by 1st Reviewing Authority	15th September, 2023	15th October, 2023	31st October, 2023
Appraisal by 2nd Reviewing Authority	15th October, 2023	15th November, 2023	30th November, 2022
Appraisal by Accepting Authority	31st December, 2023	31st December, 2023	31st December, 2023

3. You are, therefore, requested to ensure that the PARs of all IPS officers for the year 2022-23 may be writing in prescribed time schedule and sent to this with in time limit.

Yours faithfully

  
Superintendent IT-Cell (Home)  
for Additional Chief Secretary to Government, Haryana  
Home Department.

Endst. No.IT/2/2023- ITCell (H)

Dated Chandigarh, the 14.09.2023

A copy of each is forwarded to the following for information and necessary action please:-


1. All ADGPs/IGPs of Police Ranges Ambala, Hisar, Karnal, Rohtak and South Range, Rewari.
2. The Commissioners of Police Panchkula, Faridabad, Sonipat & Gurugram.
3. All Superintendent of Police in Haryana.
4. All IPS Officers in Haryana (through DGP, Haryana).

  
Superintendent IT-Cell (Home)  
for Additional Chief Secretary to Government, Haryana  
Home Department.

Endst. No.IT/2/2023- ITCell (H)

Dated Chandigarh, the 14.09.2023

A copy, each, is forwarded to the Chief Principal Secretary/Principal Secretary/ Additional Principal Secretary/Deputy Principal Secretary/Special Senior Secretaries/Senior Secretaries/Secretaries/Private Secretaries to Chief Minister/Deputy Chief Minister/Ministers/State Ministers, Haryana for information of Chief Minister/Deputy Chief Minister/Ministers and State Minister.

  
Superintendent IT-Cell (Home)  
for Additional Chief Secretary to Government, Haryana  
Home Department.