

DATE BOUND
IMMEDIATE

No. IT/24/2025-1 IT Cell (Home)
Government of Haryana, Home Department,
(Information & Technology Cell)
Haryana Civil Secretariat

Dated, Chandigarh, the 30.03.26

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: Timelines for writing/recording of PAR for the year 2025-26 in respect of AIS officers by the reporting / reviewing / accepting authorities - reg.

Respected/Sir/Madam,

The timelines for writing /recording of PAR for the year 2025-26 under AIS (PAR) Rules, 2007.

2. It is pertinent to mention here that the State Government timelines for writing the PARs of IPS officers for the year 2025-26 is as under:

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

3. You are, therefore, requested to ensure that the PARs of all IPS officers for the year 2025-26 may be writing/recording in prescribed time schedule and sent to this with-in time limit on sparrow portal.

Yours faithfully

Superintendent-cum-Chief IT Officer IT-Cell
for Additional Chief Secretary to Government, Haryana
Home and Administration of Justice Department.

Endst. No. IT/24/2025-1 IT Cell (Home)

Dated Chandigarh, the 30.03.2026

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

1. The Director General of Police, Haryana, Panchkula.
2. The Additional Director General, Anti-Corruption Bureau, Haryana, Panchkula.

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3. The Additional Director General, CID, Haryana, Chandigarh.
4. All ADGPs/IGPs of Police Ranges Ambala, Hisar, Karnal, Rohtak and South Range, Rewari.
5. The Commissioners of Police Faridabad, Gurugram, Jhajjar, Sonapat & Panchkula.
6. All Superintendent of Police in Haryana.
7. All IPS Officers in Haryana (through DGP, Haryana).

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Superintendent-cum-Chief IT Officer IT-Cell
for Additional Chief Secretary to Government, Haryana
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Endst. No. IT/24/2025-1 IT Cell (Home)

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

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Superintendent-cum-Chief IT Officer IT-Cell
for Additional Chief Secretary to Government, Haryana
Home and Administration of Justice Department.

Cut-off Date		Activity	
31st April	31st April	Give blank form to officer	
31st May	31st May	Self Annual Submission	
31st June	31st June	Approved by Reporting Authority	
31st August	31st August	Approved by Reviewing Authority	
31st October	30th September	Approved by Approving Authority	
31st December	31st December	Give report to the officer reported upon	
		Comments of officer reported upon if any (if 15 days from date of submission of the RAR to the MHA)	

For the year 2025-26 may be forwarded to the following time schedule and sent to the officer reported upon on or before the date specified.

Yours faithfully,

[Signature]

Superintendent-cum-Chief IT Officer IT-Cell
for Additional Chief Secretary to Government, Haryana
Home and Administration of Justice Department.

Dated Chandigarh, the 30.03.2026

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