

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल
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जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



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No. HPSCSC/ - 17576-17602

Dated 21-03-2025

To

All the Divisional Managers/the Area Managers
HP State Civil Supplies Corporation Ltd.

Subject: Writing of Annual Performance Appraisal Reports- time Schedule thereof.

Sir,

The undersigned is directed to refer to the Department of Personnel's O.M. No. 8-3/63-DP(Apptt-II) (V), dated 28th March, 1984 on the subject cited above, vide which the following time schedule of writing the ACRs of the Officers/Officials has been prescribed:-

Sr. No.	Particulars	Timeline
1	Self-appraisal by officer reported upon	7 th April
2	Initiation of the report by reporting officer	15 th April
3	Review of the report by the reviewing officer(s)	22 nd April
4	Acceptance of the report by the accepting authority	29 th April
5	Communication of adverse remarks, if any	31 st May
6	Representation by Govt. servants against communicated remarks, if they so wish.	15 th July
7	Maximum period up to which the report/comments of the authority recording adverse remarks on the representation are to be awaited	15 days
8	Final date for taking a decision on representations against adverse remarks	30 th Sept.

It is therefore, directed that these instructions regarding time schedule for writing the ACRs may be adhered to strictly and these instructions be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sachin Kanwal, HPAS
Executive Director

Copy forwarded to:

1. All the Branch Heads HPSCSC Ltd. Head Office Kasumpti Shimla-09 for information and necessary action.
2. The Assistant Computer Programme to upload the same on official website.

Executive Director