

No. 04/25/2025-4C-I
GOVERNMENT OF HARYANA
URBAN LOCAL BODIES DEPARTMENT

ORDER

Whereas, in continuation of order Endst. No. DULB/Estt./1E/2025/10369 Dated 21st May, 2025 issued by the Government, the time schedule for preparation/completion of Annual Performance Appraisal Report (APAR) for the categories of posts i.e. Junior Engineers, Assistant Engineers/ Municipal Engineers, Executive Engineers, Superintending Engineers and Chief Engineers on the Inter Haryana Portal is hereby extended as detailed in **Annexure-A and Anenxure-B**. The APAR must be submitted electronically via the Intra Haryana Portal. No physical/manual APARs will be entertained. Only the online Performance Appraisal Report will be treated as the record for all purposes from financial year 2024-25 onwards.

Chandigarh, Dated
the 30th June, 2025

Vikas Gupta, IAS
Commissioner and Secretary to Government, Haryana,
Urban Local Bodies Department.

Endst. No. 04/25/2025-4C-I

Dated, Chandigarh the, 30th June, 2025

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

1. All the Commissioners of Municipal Corporations in the State of Haryana.
2. All the District Municipal Commissioners in the State of Haryana.
3. All the Executive Officers/Secretaries of Municipal Councils/Municipal Committees in the State of Haryana.

Ramesh Kumar
(Ramesh Kumar) 30/6/2025
Under Secretary to Government Haryana
Urban Local Bodies Department.

Endst. No. 04/25/2025-4C-I

Dated, Chandigarh the, 30th June, 2025

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

1. All the Mayors of Municipal Corporations in the State of Haryana.
2. All the Presidents of Municipal Councils and Municipal Committees in the State of Haryana.

Ramesh Kumar
(Ramesh Kumar) 30/6/2025
Under Secretary to Government Haryana
Urban Local Bodies Department.

Endst. No. 04/25/2025-4C-I

Dated, Chandigarh the, 30th June, 2025

A copy of the above is forwarded to the Senior Director (IT), HRMS, National Informatics Centre for information and necessary action please.

Ramesh Kumar
(Ramesh Kumar) 30/6/2025
Under Secretary to Government Haryana
Urban Local Bodies Department.

CC:-

1. PS/ULBM, PS/C&S, ULB, PA/DGULB.
2. ADULB, JDULB-II, SC-I & II, GM (IT).

Annexure-A

Time schedule for preparation/completion of Annual Performance Appraisal Report is as under :-

Sr. No.	Activity	Cut-off date	
		Due Date	Auto Forward
(a)	(b)	(c)	(d)
1	PAR form to be filled up by the official reported upon will be available on Intra Haryana Portal	-	-
2	Submission of duly filled up self-appraisal for current year to reporting authority by the official to be reported upon	31 st July	01 st August
3	Appraisal by reporting authority and submission of report to reviewing authority	31 st August	01 st September
4	Appraisal by reviewing authority and submission of report to accepting authority	30 th September	01 st October
5	Appraisal by accepting authority	31 st December	Auto closure on 31 st December
6	Disclosure to the official reported upon	31 st December	
Timelines for representation and its finalisation			
1	Comments of the official reported upon, if any	15 days from the disclosure	
2	Forwarding of comments of the official reported upon to the reviewing and reporting authority by the accepting authority, in case the officer reported upon makes comments	15 days	
3	Comments of reporting authority	15 days	
4	Comments of reviewing authority	15 days	
5	Comments of accepting authority/APAR to be finalised and disclosed to the official reported upon	15 days	



Annexure-B

Time schedule for preparation/completion of Annual Performance Appraisal Report specifically for financial year 2024-25 (reporting period) is as under :-

Sr. No.	Activity	Cut-off date	
		Due Date	Auto Forward
(a)	(b)	(c)	(d)
1	PAR form to be filled up by the official reported upon will be available on Intra Haryana Portal	-	-
2	Submission of duly filled up self-appraisal for current year i.e., 2024-25 to reporting authority by the official to be reported upon	15 th August	16 th August
3	Appraisal by reporting authority and submission of report to reviewing authority	15 th September	16 th September
4	Appraisal by reviewing authority and submission of report to accepting authority	31 st October	01 st November
5	Appraisal by accepting authority	31 st December	Auto closure on 31 st December
6	Disclosure to the official reported upon	31 st December	
Timelines for representation and its finalisation			
1	Comments of the official reported upon, if any	15 days from the disclosure	
2	Forwarding of comments of the official reported upon to the reviewing and reporting authority by the accepting authority, in case the officer reported upon makes comments	15 days	
3	Comments of reporting authority	15 days	
4	Comments of reviewing authority	15 days	
5	Comments of accepting authority/APAR to be finalised and disclosed to the official reported upon	15 days	

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