

**GOVERNMENT OF HARYANA  
URBAN LOCAL BODIES DEPARTMENT**

**ORDER**

Whereas Annual Performance Appraisal Reports (APARs) are vital and essential documents used as a tool for assessing the performance of an official including work output, attributes and overall qualities over a specific period, typically a financial year. Further, it is very much useful for ensuring human resource development in an organisation. This also serves as a basis for various administrative actions such as promotions, transfers and training needs etc. Hence, it requires to be completed within a set time-frame.

2. Whereas the Government is competent under the provisions of sections 38, 38A, 39 and clause (m) of sub-section (1) of section 257 of the Haryana Municipal Act, 1973 and section 67 of the Haryana Municipal Corporation Act, 1994 to decide the service related matters in respect of municipal employees. Accordingly, Government has decided that the Annual Performance Appraisal Reports (APARs) will be recorded for all categories of municipal employees on Intra Haryana Portal (<http://intrahry.gov.in>). The reporting period of the Performance Appraisal Report will be a financial year i.e., from April to March every year.

3. Whereas in the first phase, Annual Performance Appraisal Reports of Junior Engineers, Assistant Engineers/Municipal Engineers, Executive Engineers, Superintending Engineers and Chief Engineers will be recorded on the Intra Haryana Portal.

4. Whereas in view of the importance of the matter, a time-schedule has been prescribed for completing this whole process in a time-bound manner and the same is attached as **Annexure-A**. However, the timelines for the financial year 2024-25 is attached as **Annexure-B**.

5. Whereas the reporting, reviewing and accepting authority is required to record marks in respect of work output, personal attributes and functional competencies. These marks should be in a scale of 1-100, where -

- (i) The marks above 86 out of 100 will be rated as "Outstanding".
- (ii) The marks between 71 to 85 will be rated as "Very Good".
- (iii) The marks between 51 to 70 will be rated as "Good".
- (iv) The marks between 46 to 50 will be rated as "Average".
- (v) The marks below 45 will be rated as "Below Average".

6. In case the official reported upon/reporting/reviewing authority fail to submit the APAR to the next authority within the stipulated period fixed by Government, then the APAR of official reported upon shall be forcibly forwarded by the system automatically to the next writing authority and authorize him/her to initiate the APAR on Intra Haryana Portal. While doing so, he/she can also point out the failure in non-submitting the APAR within the stipulated time period.

7. Where for a period of Report, there is no Reporting Officer to initiate the Report, the Reviewing Officer himself shall initiate the Report as a Reporting Officer, provided the Reviewing Officer has been the same for the entire period of Report and he is in a position to fill in columns to be filled in by the Reporting Officer.

8. While normally there should be only one Report covering the year of Report, there can be situations when it becomes necessary for writing of more than one Report during a year. In such a situation, two or more independent Reports can be written during a year by different Reporting Officers, subject to the condition that each Reporting Officer has atleast three months' working period



on which he can base his Report on the official reported upon. Where more than one Report is written over a year, each Report should indicate precisely the period covered by it. When a Report has to be written by a Reporting Officer who is under transfer, it should be written at the end of financial year. The responsibility for obtaining the Annual Performance Appraisal Report from the Reporting Officer concerned in such cases will be that of the branch head handling the APARs. In case where more than one reporting authority have reported on the performance of the official for durations, each exceeding three months, the final assessment in terms of marks for that year will be calculated based on weighted average (weight in terms of months) of marks.

9. The system would not allow any remarks etc. to be added after the deadline set as per time schedule i.e., 31<sup>st</sup> December, 2025. The political executives would record their remarks/grading manually for which the Department would take a printout of PAR upto the level where it has reached online and obtain the remarks/grading from political executive and upon receiving the same upload it. Thereafter, the PAR would move online.

10. The Government can alter the time schedule in respect of preparation/completion of Annual Performance Appraisal Report as well as categories of posts fixed for recording APARs on Intra Haryana Portal.

11. The Annual Performance Appraisal Report 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 20<sup>th</sup> May, 2025

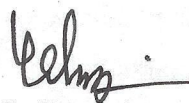
**Vikas Gupta, IAS**  
Commissioner and Secretary to Government, Haryana,  
Urban Local Bodies Department.

Endst. No. DULB/Estt./1E/2025/10369

Dated : 21<sup>st</sup> May, 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.

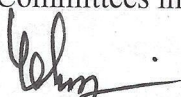
  
( Y.S. Gupta )  
Additional Director,  
Urban Local Bodies, Haryana,  
Panchkula.  
Email id : adulb.ulb@hry.gov.in

Endst. No. DULB/Estt./1E/2025/10370

Dated : 21<sup>st</sup> May, 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.

  
( Y.S. Gupta )  
Additional Director,  
Urban Local Bodies, Haryana,  
Panchkula.  
Email id : adulb.ulb@hry.gov.in

Endst. No. DULB/Estt./1E/2025/10371

Dated : 21<sup>st</sup> May, 2025

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



( Y.S. Gupta )

Additional Director,  
Urban Local Bodies, Haryana,  
Panchkula.

Email id : adulb.ulb@hry.gov.in

CC:-

1. PS/ULBM.
2. PS/C&S, ULB.
3. PA/DGULB.
4. PA/ADULB.
5. PA/JDULB-II.
6. USULB.
7. GM (IT).
8. Superintendent (Admn./Estt.).

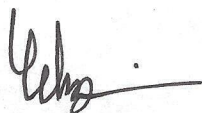


## Annexure-A

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	01 <sup>st</sup> April	-
2	Submission of duly filled up self-appraisal for current year to reporting authority by the official to be reported upon	31 <sup>st</sup> May	01 <sup>st</sup> June
3	Appraisal by reporting authority and submission of report to reviewing authority	31 <sup>st</sup> July	01 <sup>st</sup> August
4	Appraisal by reviewing authority and submission of report to accepting authority	30 <sup>th</sup> September	01 <sup>st</sup> October
5	Appraisal by accepting authority	31 <sup>st</sup> December	Auto closure on 31 <sup>st</sup> December
6	Disclosure to the official reported upon	31 <sup>st</sup> 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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## 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	01 <sup>st</sup> June	-
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 <sup>th</sup> August	16 <sup>th</sup> August
3	Appraisal by reporting authority and submission of report to reviewing authority	15 <sup>th</sup> September	16 <sup>th</sup> September
4	Appraisal by reviewing authority and submission of report to accepting authority	31 <sup>st</sup> October	01 <sup>st</sup> November
5	Appraisal by accepting authority	31 <sup>st</sup> December	Auto closure on 31 <sup>st</sup> December
6	Disclosure to the official reported upon	31 <sup>st</sup> 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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