

राजस्थान सरकार  
कार्मिक (क-1/गो.प्र.) विभाग,

कमांक प. 13(51)का./क-1/गो.प्र./2012

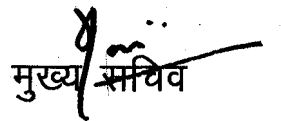
जयपुर, दिनांक 17 SEP 2012

परिपत्र

मेरे ध्यान में आया है कि राज्य सेवा अधिकारियों के विभिन्न वर्षों के कार्य मूल्यांकन प्रतिवेदन प्रतिवेदक/समीक्षक/स्वीकारकर्ता अधिकारी की टिप्पणी अंकित करने हेतु अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/विभागाध्यक्ष के यहां बकाया चल रहे हैं। राज्य सेवा अधिकारियों के कार्य मूल्यांकन प्रतिवेदनों के पूर्ति के अभाव में विभागीय पदोन्नति समिति की बैठक इत्यादि के समय उनका नियमित चयन नहीं हो पाता जिससे उन्हें अनावश्यक परेशानी का सामना करना पड़ता है। यह स्थिति खेदजनक है।

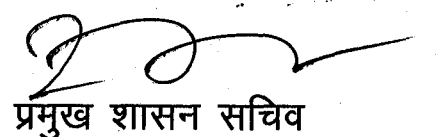
कार्मिक (क-1/गो.प्र.) विभाग द्वारा जारी कार्य मूल्यांकन प्रतिवेदन अनुदेश 2008 में प्रतिवेदित अधिकारी/प्रतिवेदक अधिकारी/समीक्षक अधिकारियों द्वारा प्रतिवेदन की पूर्ति किए जाने बाबत समय निर्धारण भी किया हुआ है परन्तु निर्धारित समय में कार्य मूल्यांकन प्रतिवेदनों की पूर्ति नहीं की जाती है। अतः समस्त अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/विभागाध्यक्षों को निर्देशित किया जाता है कि अपने स्तर पर बकाया राज्य सेवा अधिकारियों के समस्त प्रतिवेदनों की पूर्ति कर शीघ्र कार्मिक (क-1/गो.प्र.) विभाग को भिजवाने की व्यवस्था करें ताकि माननीय उच्चतम न्यायालय के निर्णय निर्देश दिनांक 29.8.2012 के परिप्रेक्ष्य में समस्त वरिष्ठता सूचियां अधिसूचना दिनांक 11.9.2011 के अनुसार 25 अक्टूबर, 2012 तक करवाया जाना सुनिश्चित करने के संबंध में कार्मिक (क-2) विभाग द्वारा जारी अ.शा.टीप संख्या 4(1)कार्मिक/क-2/अं.प्र./2006 दिनांक 12.9.2012 की पालना की जा सके।

इसी भांति आगामी वर्षों के प्रतिवेदनों के लिये कार्मिक विभाग द्वारा जारी अनुदेश 2008 Annexure 'A' 'AA' (प्रति संलग्न) अनुसार कार्य मूल्यांकन प्रतिवेदनों की पूर्ति की पालना सुनिश्चित की जावे।

  
मुख्य सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. प्रमुख सचिव, महामहिम राज्यपाल महोदय।
2. प्रमुख सचिव, माननीय मुख्यमंत्री महोदय।
3. उप सचिव, मुख्य सचिव।
4. समस्त अति. मुख्य सचिव / प्रमुख शासन सचिव / शासन सचिव / उप शासन सचिव
5. समस्त विशिष्ट सहायक/निजी सचिव मंत्री/राज्य मंत्री/संसदीय सचिव
6. समस्त संभागीय आयुक्त।
7. समस्त विभागाध्यक्ष (जिला कलक्टरों सहित)
8. प्रशासनिक सुधार (कोर्डिफिकेशन) विभाग अनुभाग-7 कापियों सहित।
9. एनालिस्ट-कम-प्रोग्रामर, कार्मिक (कम्प्यूटर) विभाग।

  
प्रमुख शासन सचिव

**Annexure 'A'**

**Time Schedule for writing PAR**

S N	Category of cases	<u>When PAR form is to be procured by the reportee</u>	Time schedule for the reportee for completing Part-I	Time schedule for the reporting officer to complete Part-II	Time schedule for the reviewing authority to complete Part III/IV
1.	Report at the end of the reporting year	In the month of March	30th April	31st May	30th June
2.	Report in the event of retirement of the reporting officer	The month preceding the month in which the reporting officer is due to retire	15 days before the retirement of the reporting officer	Before retirement of the reporting officer	Within 15 days of the receipt of the PAR.
3.	Report in the event of transfer of the person reported upon	Along with the communication regarding relinquishment of post	Within 15 days of the receipt of PAR form	Within 15 days of receipt of the self assessment report.	Within 15 days of the receipt of PAR.
4.	Report in the event of transfer of the reporting officer	Immediately before handing over charge	Within 15 days of receipt of the PAR form	Within 15 days of receipt of the self assessment report	Within 15 days of receipt of the PAR.
5.	Report in the event of retirement of the person reported upon	The month preceding the month in which the person is due to retire	Within 15 days of receipt of the PAR form	Before retirement of the person reported upon	Before retirement of the person reported upon.



**Annexure 'AA'**  
**Time Schedule for the various stages of performance appraisal in Respect  
of the Teaching Staff of the Education Department**

SN	Operation/Activity	Deadline
1	2	3
1.	Procurement of "P" Form by the Government servant concerned.	15th July
2.	Submission of "P" Form by the Government servant concerned.	15 <sup>th</sup> August
3.	Writing of Performance Appraisal Report by the reporting officer.	15 <sup>th</sup> September
4.	Submission of the Performance Appraisal Report by the reporting officer to the Reviewing Officer.	20 <sup>th</sup> September
5.	Comments on the report by the Reviewing Officer and sending the Annual Performance Appraisal to the Office of record (i) in case where no adverse entries have been made and (ii) if made, then they have been expunged by the Reviewing Officer.	20 <sup>th</sup> October
6.	In case where the Reviewing Officer has not suo motu expunged the adverse entries, they are to be intimated to the officer reported upon by the Reviewing Officer.	20 <sup>th</sup> October
7.	Representation against the adverse entries by Government servant reported upon.	31 <sup>st</sup> October
8.	Decision by the reviewing officer on the adverse entries, after obtaining the comments of the reporting officer.	30 <sup>th</sup> November
9.	Reviewing officer forwarding the Performance Appraisal to the office of record if he has expunged them, and intimation to the officer concerned.	7 <sup>th</sup> December
10.	In case the reviewing officer has decided not to expunge the adverse entries intimation to be given by him to the officer reported upon to make a further representation (if he desires) to Secretary Personnel/Head of Department through him.	10 <sup>th</sup> December
11.	Submission of the representation by the government servant reported upon against the adverse entries to the Appeal Committee through the reviewing officer.	25 <sup>th</sup> December
12.	Forwarding of the entire record with his comments by the reviewing officer/authority to Secretary Personnel/ Head of Department.	31 <sup>st</sup> December
13.	Final decision by the Appeal Committee and communication of the decision to all concerned.	31 <sup>st</sup> January