

No.F.2(808)DOIT/ESTT/11/工/26668/2014

Jaipur, Dated 11/12/14

CIRCULAR

Sub: Annual Performance Appraisal of Subordinate Service employees.

In accordance to "Instructions relating to the drawal and submission of annual performance appraisal reports on "Government Servants" issued by Department of Personnel and Administrative Reforms (Personnel ACR Cell) vide their Circular No. F.14(29)Karmik/ ACR/73 dated 30.03.1976, the channels for drawing and submission of Annual Performance Appraisal Reports are hereby prescribed (as per enclosed statement) in respect of Subordinate Service employees belonging to Information Technology & Communication Department.



(Akhil Arora)

Secretary & Commissioner

Copy to --

1. All ACS/Principal Secretaries /Secretaries/Special Secretaries to Government, Rajasthan, Jaipur.
2. Principal Secretary to Government, Department of Personnel, Rajasthan, Jaipur.
3. All Head of Department/Board/Corporation/Institution.
4. All District Collectors.
5. All Concerned Officials.
6. Guard File.
7. oic website



Technical Director Cum
Joint Secretary



Subordinate Service

Channel for Drawl & Submission of APR for the Employess

| Name of Posts | Reporting Authority | Reviewing Authority | Accepting Authority |
|---------------------------------|---------------------|---------------------|---------------------|
| I. posted in Secretariat | | | |

(i) Posted in Chief Minister Office

| | | | |
|--|--|----------------------------------|-------------------------------------|
| 1.Assistant Programmer / Informatics Assistant | Senior most IT&C Officer / Dy.Secretary Posted in CMO | Special Secretary / Secretary | Technical Director (HOD) IT&C |
|--|--|----------------------------------|-------------------------------------|

(ii) Posted in various Departments (Secretariat)

| | | | |
|--|---|--|-------------------------------------|
| 1.Assistant Programmer / Informatics Assistant | Senior most IT&C Officer if Posted in Dept. Otherwise Dy.Secy. | Concerned Special Secretary / Secretary | Technical Director (HOD) IT&C |
|--|---|--|-------------------------------------|

II. Posted in various other Departments

| | | | |
|--|--|-----|-------------------------------------|
| 1.Assistant Programmer / Informatics Assistant | OIC (IT) / OIC (ESTT) / HOO / Senior most IT&C Officer posted in Dept. | HOD | Technical Director (HOD) IT&C |
|--|--|-----|-------------------------------------|

III. Posted in Directorate of IT&C

| | | | |
|---|--------------------------------------|----------------------------|-------------------------------------|
| 1.Assistant Programmer / Informatics Assistant | Concerned OIC (Section / Project) | Technical Director IT&C | Technical Director (HOD) IT&C |
| 2.AAO Grade-I / AAO Grade - II / Junior Accountant | Head of Office (HOO) | Financial Advisor | Director, Treasury & Accounts |
| 3.Private. Secy./ Sr.PA/PA/ Stenographer Grade-II | Concerned Officer Incharge | Commissioner,IT&C | Commissioner,IT&C |
| 4.Chief Administrativ Officer / Senior Administrativ Officer / Administrativ Officer Assistant | HOO / OIC ESTT | Technical Director | Commissioner,IT&C |

| | | | |
|--|------------------------------------|--------------------|---------------|
| Administrativ Officer Clerk Grade – I / Clerk Grade – II | | | |
| 5.Junior Law Officer | Concerned Officer Establishment | Technical Director | Law Secretary |
| | | | |

IV. Posted on Deputation

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|--|--|---------------------------------------|----------------------------------|
| 1.Assistant Programmer / Informatics Assistant | Senior most IT&C Officer if posted, Otherwise OIC (IT) | Head of Institution / Organization | Technical Director (HOD) IT&C |
|--|--|---------------------------------------|----------------------------------|

