



राजस्थान सरकारी अधिकारी संघर्ष विभाग

No.F.2(808)DOIT/ESTT/11/ I/2666 9/2014

Jaipur, Dated 11/12/14

CIRCULAR

Sub: Annual Performance Appraisal of State Service officers

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 State Service officers 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. ✓ OIC Website.-
7. Guard File.
8. ✓ oic website

Technical Director Cum
Joint Secretary

State Service

Chancery for Format of Submission of A.R.D for the Officers

Name of Posts	Reporting Authority	Reviewing Authority	Accepting Authority
---------------	---------------------	---------------------	---------------------

I.(i) Posted in Chief Minister Office

1. System Analyst	Special Secretary / Secretary	Secretary	Secretary, IT&C
2. Analyst-Cun-Programmer	Special Secretary / Secretary	Secretary	Secretary, IT&C
3. Programmer	Senior most IT&C Officer	Special Secretary / Secretary	Secretary, IT&C

(ii) Posted in Secretariat (In various Departments)

1. Technical Director	Concerned Secretary	Concerned ACS / Principal Secretary	Secretary, IT&C
2. Additional Director	Concerned Secretary	Concerned ACS / Principal Secretary	Secretary, IT&C
3. System Analyst	Special Secretary / Secretary	Concerned ACS / Principal Secretary	Secretary, IT&C
4. Analyst-Cun-Programmer	Special Secretary / Secretary	Concerned ACS / Principal Secretary	Secretary, IT&C
5. Programmer	Dy. Secretary / Joint Secretary	Concerned ACS / Principal Secretary	Secretary, IT&C

II. Posted in various other Department

1. Technical Director	HOD	Concerned ACS / Principal Secretary	Secretary, IT&C
2. Additional Director / System Analyst / Analyst-Cun-Programmer	HOD	Concerned ACS / Principal Secretary	Secretary, IT&C
3. Programmer	Senior most IT&C Officer Otherwise OIC (IT)	HOD	Secretary, IT&C

[Handwritten signature]

III. Posted in Directorate of IT&C

1. Technical Director	Commissioner, IT&C	Secretary, IT&C	Secretary, IT&C
2. Additional Director / System Analyst	Commissioner, IT&C	Secretary, IT&C	Secretary, IT&C
3. Analyst-Cun-Programmer / Programmer (i) If reporting directly to Technical Director / Additional Director (ii) Other wise	Technical Director / Additional Director (ii) OIC (Project/Section)	Commissioner, IT&C Concerned Additional Director	Secretary, IT&C Commissioner, IT&C
4. Financial Advisor	Commissioner, IT&C	Secretary, IT&C	ACS / Principal Secretary, Finance Department
5. Account Officer	Financial Advisor	Commissioner, IT&C	ACS / Principal Secretary, Finance Department

IV. Posted on Deputation

1. Technical Director	Head of Institution / Organization	Principal Secretary / Secretary	Secretary, IT&C
2. Additional Director / System Analyst / Analyst-Cun-Programmer	Head of Institution / Organization	Principal Secretary / Secretary	Secretary, IT&C
3. Programmer	Senior most IT&C Officer if posted Otherwise OIC (IT)	Head of Institution / Organization	Secretary, IT&C