



No.F.2(808)DOIT/ESTT/11/1/26668/2014

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

Channel for Drawl & Submission of APR for the Employess

Name of Posts	Reporting Authority	Reviewing Authority	Accepting Authority
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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
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(ii) Posted in various Departments (Secretariat)

1. Assistant Programmer / Informatics Assistant	Senior most IT&C Officer if Posted in Deptt. Otherwise Dy. Secy.	Concerned Special Secretary / Secretary	Technical Director (HOD) IT&C
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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
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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 Administrative Officer / Senior Administrative Officer / Administrative Officer Assistant	HOO / OIC ESTT	Technical Director	Commissioner, IT&C

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

IV. Posted on Deputation

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