

**OFFICE ORDER**

**Sub: Writing of Annual Appraisal Reports of Officers and Employees of SHRC.**

In the Gujarat State Human Rights Commission, Annual Appraisal Reports of officers and employees hereinafter shall be written, reviewed and accepted as given in the Chart below which is the practice in GSHRC from the beginning of the Commission.

To improve accountability and performance, standing order is hereby also issued regarding holding additional charge of officers and employees who are on leave or of posts which are vacant. These orders regarding additional charge shall not apply when specific orders in individual cases are issued.

Col. 6 of the Chart below gives the post of officers who will hold charge of the post mentioned at Col. 2 when the latter is on leave or the post is vacant.

**Annual Appraisal Reports and Order regarding additional charge**

Sr. No.	Post	Reporting Authority	Reviewing Authority	Accepting Authority	Officer who will hold addl. charge of the officer mentioned at Col. (2)
(1)	(2)	(3)	(4)	(5)	(6)
<b>I) Administration Wing :</b>					
1	Secretary	Chairperson	Chairperson	Chairperson	As per Govt. order
2	Dy. Secretary	Secretary	Chairperson	Chairperson	Under Secretary
3	Under Secretary	Dy. Secretary	Secretary	Chairperson	S. O.
4	Accounts Officer-Class-II	Under Secretary	Dy. Secretary	Secretary	S.O.
5	S. O.	Under Secretary	Dy. Secretary	Secretary	S.O./ Dy.S.O.
6	Dy. S. O.	S.O.	Under Secretary	Dy. Secretary	Dy. S.O.
7	P.S./P.A. ( except P.S./ P.A. on contract)	Officer with whom he is attached	Officer with whom he is attached	-	-
<b>II Investigation Wing:</b>					
1	IGP/ADGP	Chairperson	Chairperson	Chairperson	As per Govt. order
2	Dy. S. P.	IGP/ADGP	Secretary	Chairperson	P.I.
3	P. I.	Dy. S. P.	ADGP	Chairperson	Sub-Inspector
4	P.S.I.	P.I.	Dy. SP	ADGP	Constable-
5	Police Constable (Sheet Remarks)	Branch with whom he is attached	-	-	-
<b>III Legal Wing :</b>					
1	Registrar (Legal)	Chairperson	Chairperson	Chairperson	Law Officer/ Dy. Secretary
2	Law Officer	Registrar	Chairperson	Chairperson	Under Secretary/ SO

Officers and employees mentioned above will function under the control and supervision of their respective Reporting Authorities and Reviewing Authorities.

Subject to special orders in individual case, the following orders shall remain in force.

- i) Whenever the post of one Member is vacant or the Member is on leave, the other Member will hold additional charge.

This order shall remain in force until further order.

This order shall come into force with immediate effect.

By order of the Chairperson.



( J. K. Patel )

Under Secretary

Gujarat State Human Rights Commission  
Gandhinagar.

To:

- ✓ 1) Secretary/Addl. DGP in the State Commission. ✓
- 2) All Officers and Employees in the State Commission
- 3) All Branches in the State Commission
- 4) All P.S., P.A. in the State Commission
- 5) Select File.