

**OFFICE ORDER (Amendment)**

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

**Ref.:No.HRC/102008/ACR/Estt. dated 8.4.2013**

In modification of the office order regarding writing of Annual Appraisal Reports of officers and employees of SHRC dated 8/4/2013, the following amendments are made.

**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	S. O.(Adm.)	Under Secretary	Dy. Secretary	Secretary	Dy.S.O.(Adm.)
<b>II Investigation Wing:</b>					
1	Dy. S. P.	IGP/ADGP	Chairperson	Chairperson	P.I.
2	Police Constable (Sheet Remarks)	Dy. S. P.	-	-	-
<b>III Legal Wing :</b>					
1	Registrar	Chairperson	Chairperson	Chairperson	Law Officer/Addl. DGP
2	Law Officer	Registrar	Chairperson	Chairperson	Dy. S. P.
3	S. O. (Legal Cell)	Law Officer	Registrar	Chairperson	Dy. S. O. (Legal Cell)
4	Dy. S. O. (Legal Cell)	S. O. (Legal Cell)	Law Officer	Registrar	S. O. (Legal Cell)


In case the Registrar and Law Officer are on contract, they shall not write AARs of their subordinates. The Chairperson shall issue appropriate orders if and when such a situation arises.

The Registrar shall put up all files and petitions through the Addl. DGP.

Annual Appraisal Report files of Class-I Officers shall be maintained by P. S. to Chairperson.

This order comes 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.

J. K. Patel  
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