

## 1<sup>1</sup>THE ALL INDIA SERVICES (PERFORMANCE APPRAISAL REPORT) RULES, 2007

In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951, (61 of 1951), and in supersession of the All India Services (Confidential Rolls) Rules, 1970, except as respect things done or omitted to be done before such supersession, the Central Government, after consultation with the Governments of the States concerned, hereby makes the following rules, namely: -

**1. Short title, commencement and application.**- (1) These rules may be called the All India Services (Performance Appraisal Report) Rules, 2007.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.** - In these rules, unless the context otherwise requires:-

(a) **“accepting authority”** means the authority which supervises the performance of the reviewing authority as may be specifically empowered in this behalf by the Government;

(b) **“benchmark score”** shall mean the minimum numerical weighted mean score arrived at for overall grading above which an officer shall be regarded as fit for promotion or empanelment, as the case may be, to the next higher grade;

(c) **“empanelment”** means the process of assessing the suitability for appointment at the level of Joint Secretary and above as well as equivalent posts in the Government of India;

(d) **“Government”** means, -

(i) In the case of a member of the Service serving in connection with the affairs of a State, or who is deputed for service in any company, association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government of a State, or in a local authority set up by an Act of the Legislature of a State, the Government of that State;

(ii) in any other case, the Central Government;

(e) **“member of the Service”** means a member of an All India Service as defined in section 2 of the All India Services Act, 1951 (61 of 1951);

(f) **“performance appraisal report”** means the performance appraisal report referred to in rules 4 and 5;

(g) **“performance appraisal dossier”** means the compilation of the performance appraisal reports written on a member of the Service, referred to in rule 3, and includes such other documents as may be specified by the Central Government, by general or special order, in this behalf;

(h) **“promotion”** means appointment of a member of the Service to the next higher grade over the one in which he is serving at the relevant time;

(i) **“referral board”** means a board consisting of officers of the Service designated by the Central Government for cases relating to all officers of the Service on Central deputation, or for officers of State cadres serving in the State, specified in Schedule 3;

(j) **“reporting authority”** means such authority or authorities supervising the performance of the member of the Service reported upon as may be specifically empowered in this behalf by the Government;

---

<sup>1</sup> Published vide Notification No.11059/18/2002-AIS-III dated 14.03.2007 vide GSR No.197(E) dated 14.03.2007 in supersession of All India Service (Confidential Roll) Rules, 1970

(k) **“reviewing authority”** means such authority or authorities supervising the performance of the reporting authority as may be specifically empowered in this behalf by the Government;

(l) **“Schedule”** means the Schedule annexed to these rules;

(m) **“State”** means a State specified in the First Schedule to the Constitution and includes a Union Territory;

(n) **“State Government”** means the Government of the State on whose cadre the member of the Service is borne and in relation to a member of the Service borne on a Joint Cadre, the Joint Cadre Authority.

**3. Maintenance and custody of performance appraisal dossier.** - A comprehensive performance appraisal dossier shall be maintained for each member of the Service by the State Government and the Central Government in the manner specified under these rules and the performance appraisal dossier shall consist of the documents specified in Schedule 1.

**4. Form of the performance appraisal report.** - (1) The reporting authority shall write the performance appraisal report in such form as may be specified by the Central Government in Schedule 2 and the officer reported upon and the reporting, reviewing and accepting authority shall ensure that the portions of the forms which are to be filled in by them are completed by them within the time limit specified in this behalf by the Central Government:

Provided that the Central Government may make such additions in the form or the cut-off dates so specified as may be considered necessary or desirable.

Provided further that the performance appraisal report shall also be written in such form as may be specified in this behalf by the Central Government for the members of the Service on deputation and be treated as mandatory input for empanelment and promotion and placed in the performance appraisal dossier:

Provided also that the performance appraisal report shall also be written for members of Service who are on training or study leave in such form as may be specified in this behalf by the Central Government.

**5. Performance appraisal reports.**- (1) A performance appraisal report assessing the performance, character, conduct and qualities of every member of the Service shall be written for each financial year or as may be specified by the Government in the Schedule 2:

Provided that a performance appraisal report may not be written in such cases as may be specified by the Central Government, by general or special order:

Provided further that if a performance appraisal report for a financial year is not recorded by 31st of December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assessment on time.

(2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing authority or the member of the Service reported upon relinquishes charge of the post, and, in such a case, it shall be written at the time of the relinquishment or ordinarily within one month of such relinquishment.

(3) Where more than one performance appraisal reports are written on a member of the Service during the course of a financial year each such report shall indicate the period to which it pertains:

Provided that only one report shall be written on a member of the Service for a particular period during the course of the financial year and there shall be a single reporting, reviewing and accepting authority at each level of assessment which shall be specified in the channel for writing performance appraisal reports by the concerned

Ministries and State Governments and in no circumstances more than one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time:

Provided further that if more than one person of the same superior level supervises the performance of the member of Service, the Government shall identify the person to report or review well in advance of the relevant assessment year.

(4) Where the reporting authority has not seen, but the reviewing authority has seen the performance of a member of the Service for at least three months during the period for which the performance appraisal report is to be written the reviewing authority shall write the performance appraisal report of any such member for any such period.

(5) Where, both the reporting authority and the reviewing authority have not seen and the accepting authority has seen, as referred to in sub-rule (4), the performance of any such member, the accepting authority shall write the performance appraisal of any such member during such period.

(6) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a member of the Service for at least three months during the period for which the report is to be written, the Government shall make an entry to that effect in the performance appraisal report for any such period.

(7) Notwithstanding anything contained in sub-rules (1), (2), (4) and (5), it shall not be competent for the reporting authority, the reviewing authority or the accepting authority to write a performance appraisal report after he demits office where the authority writing the performance appraisal report is not a Government servant.

Explanation. - For the purposes of this rule, "a Minister" shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was a Minister with the same or a different portfolio provided the Prime Minister or the Chief Minister, as the case may be, continues in office.

**6. Review of the performance appraisal report.** - (1) The reviewing authority shall record his remarks on the performance appraisal report, within the timeframe specified in the Schedule 2.

(2) Where the report is written by the reviewing authority under sub-rule (4) of rule 5, or where the reviewing authority has not seen, and the accepting authority has seen, the performance of a member of the Service for at least three months during the period for which the performance appraisal report is written, the accepting authority shall review the performance appraisal report of any such member for any such period within the timeframe specified in the Schedule 2.

(3) It shall not be competent for the reviewing authority, or the accepting authority, to review any such performance appraisal report unless it has seen the performance of the member of the Service for at least three months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the performance appraisal report.

(4) Notwithstanding anything contained in sub-rules (1) and (2), it shall not be competent for the reviewing authority or the accepting authority to review any such performance appraisal report-

(a) Where the authority reviewing the performance appraisal report is a Government servant, after one month of his retirement from service, and

(b) In other cases, after one month of the date on which he demits office.

Explanation. - For the purposes of this rule, "a Minister" shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was Minister with the same or a different portfolio provided the Prime Minister or the Chief Minister, as the case may be, continues in office.

**7. Acceptance of the Performance Appraisal Report.** - (1) The accepting authority shall within the timeframe specified in Schedule 2, record his remarks on the performance appraisal report and may accept it, with such modifications as may be considered necessary, and countersign the report:

Provided that where the accepting authority has not seen the performance of any member of the Service for at least three months during the period for which the performance appraisal report has been written, it shall not be necessary for the accepting authority to accept any such report and an entry to this effect shall be made in the performance appraisal report.

(2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the accepting authority to accept and countersign any such performance report-

(a) where the accepting authority is a Government servant, after one month of his retirement from service, and

(b) in other cases, one month after the date on which he demits the office.

(3) When the performance appraisal report be not written or revised.- Notwithstanding anything contained in rule 5 or rule 6, where the accepting authority writes or reviews the performance appraisal report of any member of the Service, it shall not be necessary to review or accept any such report.

**8. Communication of the performance appraisal report to the Central Government and the State Government.** - A certified true copy of the performance appraisal report shall be sent to the Central Government or the State Government or both to the Central Government and the State Government, according as the member of the Service is serving in connection with the affairs of the State, on whose cadre he is borne, or the Union, or a State to which he has been deputed under sub-rule (1) of rule 6 of the respective All India Services Cadre Rules:

Provided that if the performance appraisal report is written in a language other than Hindi or English, it shall be accompanied by an authentic certified translation in Hindi or English.

**9. Disclosure of performance appraisal report to the officer reported upon and procedure for representation to the Referral Board.** - (1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed to the officer reported upon after finalisation by the accepting authority to enable the officer reported upon to represent his case.

(2) The officer reported upon may have the option to give his comments on the performance appraisal report in writing to the accepting authority within fifteen days of the receipt of the Performance Appraisal Report.

(3) The comments shall be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, work output and competency.

(4) The accepting authority shall within fifteen days of receipt of comments from the officer reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments.

(5) The reporting authority shall, within fifteen days of receipt of comments from the officer reported upon forward his own views on the comments to the reviewing authority failing which it shall be presumed that he has no views thereon.

(6) The reviewing authority shall forward the comments of the officer reported upon along with the views of the reporting authority and his own views to the accepting authority within fifteen days of receipt of the views of the reporting authority.

(7) The accepting authority shall consider the comments of the officer reported upon, the views of the reporting authority and the reviewing authority and after due consideration may accept them and modify the performance

appraisal report accordingly and the decision and final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority.

(8)(a) In case the officer reported upon chooses to represent against the final assessment conveyed to him according to this procedure, he may represent his case through the accepting authority for a decision by the Referral Board, as specified in the Schedule 3, within one month, provided that such representation shall be confined to errors of facts.

(b) The representation of the officer reported upon along with the views of the reporting authority, the reviewing authority and the accepting authority shall be forwarded to the Referral Board on the request of the officer reported upon within a period of fifteen days of receipt of communication.

(9)(a) The Referral Board shall consider the representation of the officer reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report, including the overall grade and the decision of the Referral Board shall be confined only to errors of facts and the decision of the Referral Board shall be final.

(b) In case an entry or assessment is upgraded or down graded, reasons for the same shall be recorded in the performance appraisal report.

(10) The entire performance appraisal report, including the overall grade, shall thereafter be communicated to the officer reported upon which shall conclude the process of assessment and no further representation of any kind shall be entertained thereafter.

**10. Memorial against assessment.** - Nothing in these rules shall be deemed to preclude an officer from making a memorial to the President on the Performance Appraisal Report, as provided under rule 25 of the All India Services (Discipline and Appeal) Rules, 1969.

**11. General.** - The Central Government may issue instructions, not inconsistent with the provisions of these rules, or as it may consider necessary, with regard to the writing of the performance appraisal reports, the maintenance of the performance appraisal dossier and the effect of the performance appraisal reports on the conditions of service of a member of the Service.

## SCHEDULE 1

[See rule 3]

### Documents to be maintained in the Performance Appraisal Dossier

- (i) A Curriculum Vitae to be updated annually on the basis of the performance appraisal reports and a five-yearly Curriculum Vitae update submitted by the officer reported upon
- (ii) The performance appraisal reports earned throughout the career.
- (iii) Certificates of training, academic courses attended after joining service, study leave
- (iv) Details of books, articles and other publications.
- (v) Appreciation letters from Government or Secretary or Head of Department or special bodies or Commissions.
- (vi) Reports of medical check-ups.
- (vii) Copy of order imposing any of the penalties specified in the All India Services (Discipline and Appeal) Rules, 1969 and final result of inquiry into allegations and charges against a member of the Service.
- (viii) Warnings or displeasure or reprimands of the Government

**<sup>2</sup>SCHEDULE 2**

[See rule 4]

**List of Appendices containing Forms for Performance Appraisal Report****Appendix I – Performance Appraisal Report Forms and summary of medical report for the Indian Administrative Service**

- Form I and general guidelines for filling up the Performance Appraisal Report form for the Indian Administrative Service officers except the level of Secretary or Additional Secretary or equivalent to Government of India.
- Form II and general guidelines for filling up the Performance Appraisal Report form for the Indian Administrative Service officers of the level of Secretary or Additional Secretary or equivalent to Government of India.
- Form III for the Indian Administrative Service officers who are on deputation under clauses (i) and (ii) of sub-rule (2) of rule 6 of the Indian Administrative Service (Cadre) Rules, 1954.
- Form IIIA Performance Report on study leave or leave for study for Indian Administrative Service officers.
- Form IIIB Performance report on training (applicable for the Indian Administrative Service officers).

**Appendix II – Performance Appraisal Report Forms and summary of medical report for the Indian Police Service officers**

- Form I and general guidelines for filling up the Performance Appraisal Report form for the Indian Police Service officers except the level of Additional Director General of Police or Director General of Police or equivalent.
- Form II and general guidelines for filling up the Performance Appraisal Report form for the Indian Police Service officers of the level of Additional Director General of Police or Director General of Police or equivalent.
- Form III for the Indian Police Service officers who are on deputation under clauses (i) and (ii) of sub-rule 2 of rule 6 of the Indian Police Service (Cadre) Rules, 1954.
- Form IIIA Performance Report on study leave or leave for study for Indian Police Service officers.
- Form IIIB Performance report on training (applicable for the Indian Police Service officers).

**Appendix III – Performance Appraisal Report Forms and summary of medical report for the Indian Forest Service officers**

- Form I and general guidelines for filling up the Performance Appraisal Report form for the Indian Forest Service officers except the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests.
- Form II and general guidelines for filling up the Performance Appraisal Report form for the Indian Forest Service officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests.
- Form III for the Indian Forest Service officers who are on deputation under clauses (i) and (ii) of sub-rule 2 of rule 6 of the Indian Forest Service (Cadre) Rules, 1966.
- Form IIIA Performance Report on study leave or leave for study for Indian Forest Service officers.
- Form IIIB Performance report on training (applicable for the Indian Forest Service officers).".

---

<sup>2</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

**<sup>3</sup>SCHEDULE 3**

[See rule 2 (i)]

**Composition of the Referral Board****For Indian Administrative Service**

- (a) In respect of officers working in the States -
- |       |                                    |             |
|-------|------------------------------------|-------------|
| (i)   | Chief Secretary of the State       | Chairperson |
| (ii)  | Senior most Secretary in the State | Member      |
| (iii) | Secretary (Appointments)           | Convener    |
- (b) In respect of officers working in the Centre -
- |       |                       |             |
|-------|-----------------------|-------------|
| (i)   | Cabinet Secretary     | Chairperson |
| (ii)  | Secretary (Personnel) | Member      |
| (iii) | Establishment Officer | Convener    |

**For Indian Police Service**

- (a) In respect of officers working in the States -
- |       |  |             |
|-------|--|-------------|
| (i)   | Chief Secretary of the State                   | Chairperson |
| (ii)  | Director General of Police                     | Member      |
| (iii) | Secretary (Appointments)                       | Member      |
| (iv)  | Principal Secretary/Secretary, Home Department | Convener    |
- (b) In respect of officers working in the Centre -
- |       |   |             |
|-------|---|-------------|
| (i)   | Cabinet Secretary   | Chairperson |
| (ii)  | Secretary (Home)  | Member      |
| (iii) | Establishment Officer, Department of Personnel and Training | Member      |
| (iv)  | Joint Secretary (Police)                                    | Convener    |

Provided that when the officer being appraised is of the level of Joint Secretary or above, the Joint Secretary (Police) may be replaced by an officer of the level of Secretary to be nominated by the Cabinet Secretary."

**For Indian Forest Service**

- (a) In respect of officers working in the States -
- |       |  |             |
|-------|--|-------------|
| (i)   | Chief Secretary of the State   | Chairperson |
| (ii)  | Principal Chief Conservator of Forests in the State                                | Member      |
| (iii) | Secretary (Appointments)   | Member      |
| (iv)  | Principal Secretary (Environment and Forests)/ Secretary (Environment and Forests) | Convener    |
- (b) In respect of officers working in the Centre -
- |       |   |             |
|-------|---|-------------|
| (i)   | Cabinet Secretary   | Chairperson |
| (ii)  | Secretary (Environment and Forests)                         | Member      |
| (iii) | Establishment Officer, Department of Personnel and Training | Member      |
| (v)   | Joint Secretary (CCI)                                       | Convener    |

Provided that when the officer being appraised is of the level of Joint Secretary or above, the Joint Secretary (CCI) may be replaced by an officer of the level of Secretary to be nominated by the Cabinet Secretary.

<sup>3</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

**<sup>4</sup>Appendix I****Form I**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007**

(Applicable for All IAS officers except the level of Secretary or Additional Secretary or equivalent to Government of India)

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**Section I – Basic Information**

(To be filled in by the Administration Division/Personnel Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7.Present post:

8.Date of appointment to present post:

**9.Reporting, Reviewing and Accepting Authorities**

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

**10.Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**11.Training Programs attended**

Date from	Date to	Institute	Subject

**12. Awards/Honours**


<sup>4</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008



13. Details of PARs of AIS officers not written by the officer as reporting/reviewing authority for the previous year


14. Date of filing the property return for year ending December

15. <sup>5</sup>Date of last prescribed medical examination (for officers over 40 years of age). Attach copy of the summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn/Personnel Dept

---

<sup>5</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

**Section II – Self Appraisal**

**1. Brief description of duties:**

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

**2. Annual work plan and achievement:**

Tasks to be performed	Deliverables <sup>6[1]</sup>		Actual Achievement <sup>7[2]</sup>
	Initial <sup>8[3]</sup>	Mid year <sup>9[4]</sup>	

<sup>6[1]</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

<sup>7[2]</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

<sup>8[3]</sup> Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

<sup>9[4]</sup> Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

4. What are the factors that hindered your performance?

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment:

  
  
  
  
  
  
  
  
  
  

For your future career

**Please Note:** You should send an updated CV, including additional qualifications acquired/ training programs attended/ publications/ special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

**6. Declaration**

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Date:

Signature of officer reported upon \_\_\_\_\_

**Section III**

**Appraisal**

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

**5. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%).

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i. Accomplishment of planned work			
ii Quality of output			
iii. Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**6. Assessment of Personal Attributes** (on a scale of 1-10. Weightage to this Section will be 30%).

	Reporting Authority	Review Authority	Initials of Reviewing Authority
i. Attitude to work			
ii Sense of responsibility			
iii Overall bearing and personality			
iv Emotional stability			
v Communication skills			
vi Moral courage and willingness to take a professional stand			
vii. Leadership qualities			
viii. Capacity to work in time limit			
Overall Grading on Personal Attributes			

**7. Assessment of Functional Competency** (on a scale of 1-10. Weightage to this Section will be 30%).

	Reporting Authority	Review Authority	Initials of Reviewing Authority
i. Knowledge of laws/rules/procedures/ IT skills and awareness of the local norms in the relevant area			
ii. Strategic planning ability			
iii. Decision making ability			
iv. Initiative			
v. Coordination ability			
vi. Ability to motivate and develop subordinates / work in a team.			
Overall Grading on 'Functional competency'			

### 8.Integrity

Please comment on the integrity of the officer:

--

9. Pen picture by Reporting Officer. Please comment ( in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Agriculture and Rural Development	<input type="checkbox"/>	Public Finance & Financial Management
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Industry and Trade
<input type="checkbox"/>	Culture and Information	<input type="checkbox"/>	Internal Affairs and Defence
<input type="checkbox"/>	Natural Resource Management	<input type="checkbox"/>	Housing & Urban Affairs
<input type="checkbox"/>	Energy and Environment	<input type="checkbox"/>	Personnel & General Administration, Governance Reform, Regulatory Systems
<input type="checkbox"/>	Communication Systems and Connectivity Infrastructure	<input type="checkbox"/>	Science & Technology

11. Overall grade (on a score of 1-10)

Signature of Reporting Authority \_\_\_\_\_

Date:

#### Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

--

3. <sup>10</sup>Comments, if any, on the pen picture written by the Reporting Authority.

--

4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Agriculture and Rural Development	<input type="checkbox"/>	Public Finance & Financial Management
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Industry and Trade
<input type="checkbox"/>	Culture and Information	<input type="checkbox"/>	Internal Affairs and Defence
<input type="checkbox"/>	Natural Resource Management	<input type="checkbox"/>	Housing & Urban Affairs
<input type="checkbox"/>	Energy and Environment	<input type="checkbox"/>	Personnel & General Administration, Governance Reform, Regulatory Systems

<sup>10</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008



	Communication Systems and Connectivity Infrastructure		Science & Technology
--	--	--	----------------------

5. Overall grade on a scale of 1-10

Date:

Signature of Reviewing Authority \_\_\_\_\_

Section V

Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (on a score of 1-10)

Date

Signature of Accepting Authority\_\_\_\_\_

**General guidelines for filling up the PAR form for IAS officers except the level of Secretary or Additional Secretary or equivalent to the Government of India.**

**1. Introduction**

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

**2. Section-I**

2.1 This Section should be filled up in the Administration Division/Personnel Deptt. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended, date of filing of property returns and whether the officer reported upon has reported/reviewed and the annual performance report of all his/her subordinate officers for the previous year should be mentioned in the table for the purpose.

2.5 <sup>11</sup>This Section provides for regular annual medical examination. The health check is mandatory for all officers above the age of 40 and may be totally dispensed with for officers below the age of 40, except in case of medical incident. A copy of the summary of the medical report is to be attached to the PAR Form by the Admin./Personnel Department. The format of the health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

**3. Section-II**

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. In case of a change of the reporting officer

<sup>11</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid-year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

3.6 Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event like the Kumbh Mela or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earth quake/flood) would certainly be an exceptional contribution.

3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.

3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.

3.9 This Section also requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up and setting up of annual work plan for whom he/she would be the reporting authority.

#### **4. Section-III**

4.1 Section III requires the reporting authority to comment on Section II as filled out by the officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

4.2 This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.

4.3 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the workout put of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.4 The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.

4.5 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.7 Reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.

4.8 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

## 5. Section-IV

5.1 <sup>12</sup>This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

## 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

---

<sup>12</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

## 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

## 7.2 Weightage & Mean

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.

## 8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

## 8.2. Representation

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down graded with, reasons for same may be recorded in the PAR and the same communicated to the officer reported upon. The decision of the Referral Board shall be final.

## 9. Schedule for completion of PARs of IAS Officers

9.1 The following schedule should be strictly followed: -

### Reporting Year – Financial Year

Activity	Cut-off dates	
	Below Super Time Scale	Super Time Scale
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1 <sup>st</sup> April	1 <sup>st</sup> May
Self appraisal for current year	30 <sup>th</sup> April	31 <sup>st</sup> May
Appraisal by reporting authority	31 <sup>st</sup> May	30 <sup>th</sup> June
Appraisal by reviewing authority	30 <sup>th</sup> June	31 <sup>st</sup> July
Appraisal by accepting authority	31 <sup>st</sup> July	31 <sup>st</sup> August
Disclosure to the officer reported upon	15 <sup>th</sup> August	15 <sup>th</sup> September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	31 <sup>st</sup> August	30 <sup>th</sup> September
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> September	15 <sup>th</sup> October
Comments of reporting authority	30 <sup>th</sup> September	31 <sup>st</sup> October
Comments of reviewing authority	15 <sup>th</sup> October	15 <sup>th</sup> November
Comments of accepting authority/PAR to be finalized and disclosed to	31 <sup>st</sup> October	30 <sup>th</sup> November

the officer reported upon.		
Representation to the Referral Board by the officer reported upon	30 <sup>th</sup> November	31 <sup>st</sup> December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	15 <sup>th</sup> December	15 <sup>th</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	15 <sup>th</sup> January	15 <sup>th</sup> February
Disclosure to the officer reported upon	31 <sup>st</sup> January	28 <sup>th</sup> February
End of entire PAR Process	31 <sup>st</sup> March	31 <sup>st</sup> March

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Personnel) in the State and the Establishment Officer in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.

9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The member of Service will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.

9.5 The member of Service reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.

9.6 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.7 In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

9.8 The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

## 10. Mapping of Departments to Domains

<b>I. Agriculture and Rural Development</b>	
1) Department of Agriculture & Cooperation	2) Department of Agricultural Research & Education
3) Department of Animal Husbandry, Dairying & Fisheries	4) Ministry of Agro & Rural Industries
5) Department of Rural Development	6) Ministry of Panchayati Raj
7) Department of Land Resources	8) Department of Drinking Water Supply
9) Department of Food & Public Distribution	10) Department of Consumer Affairs
11) Ministry of Food Processing Industries	
<b>II. Social Development</b>	
1) Department of Health	2) Department of Family Welfare

3) Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	4) Department of Secondary & Higher Education
5) Department of elementary education & Literacy	6) Department of Women & Child Development
7) Ministry of Social Justice & Empowerment	8) Department of Urban Employment & Poverty Alleviation
9) Ministry of Overseas Indian Affairs	
<b>III. Culture and Information</b>	
1) Ministry of Information & Broadcasting	2) Ministry of Culture
3) Ministry of Tourism	4) Ministry of Tribal Affairs
5) Ministry of Youth Affairs & Sports	
<b>IV. Natural Resource Management</b>	
1) Ministry of Environment & Forests	2) Ministry of Water Resources
3) Department of Ocean Development	4) Ministry of Mines
<b>V. Energy and Environment</b>	
1) Department of Atomic energy	2) Ministry of Non-Conventional Energy Sources
3) Ministry of Coal	4) Ministry of Petroleum & Natural Gas
5) Ministry of Power	
<b>VI. Communication Systems and Connectivity Infrastructure</b>	
1) Ministry of Civil Aviation	2) Department of Information Technology
3) Department of Telecommunication	4) Department of Posts
5) Department of Road Transport & Highways	6) Department of Shipping
<b>VII. Public Finance &amp; Financial Management</b>	
1) Department of Disinvestment	2) Department of Expenditure
3) Department of Economic Affairs	4) Department of Revenue
5) Ministry of Company Affairs	6) Planning Commission
7) Ministry of Statistics & Programme Implementation	
<b>VIII. Industry and Trade</b>	
1) Department of Industrial Policy & Promotion	2) Department of Chemicals & Petrochemicals
3) Department of Commerce	4) Department of Heavy Industries
5) Department of Fertilizers	6) Ministry of Textiles
7) Department of Public Enterprises	8) Ministry of Small Scale Industries
<b>IX. Internal Affairs and Defence</b>	
1) Department of Defence	2) Department of Defence Production
3) Department of Defence Research & Development	4) Department of Ex-Servicemen Welfare
5) Department of Internal Security	6) Department of States
7) Department of Official Language	8) Department of Home
9) Department of Jammu & Kashmir Affairs	10) Department of Border Management
11) Ministry of Development of North Eastern Region	
<b>X. Housing &amp; Urban Affairs</b>	
1) Ministry of Urban Development	
<b>XI. Personnel &amp; General Administration, Governance Reform, Regulatory Systems</b>	
1) Department of Personnel & Training	2) Department of Administrative Reforms & Public Grievances
3) Department of Pensions & Pensioners Welfare	4) Department of Legal Affairs
5) Legislative Department	6) Department of Justice
7) Cabinet Secretariat	8) Ministry of Labour & Employment
9) President's Secretariat	10) Ministry of Parliamentary Affairs
11) Prime Minister's Office	12) UPSC
13) Election Commission	
<b>XII. Science &amp; Technology</b>	
1) Department of Science & Technology	2) Department of Scientific & Industrial Research
3) Department of Bio-Technology	4) Department of Space



## Form II

[See rule 4]

## The All India Services (Performance Appraisal Report) Rules, 2007

(Applicable for IAS officers of the level of Secretary or Additional Secretary or equivalent to Government of India)

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

## Section I – Basic Information

(To be filled in by the Administration Division/Personnel Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7.Present post:

8.Date of appointment to present post:

## 9.Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

## 10.Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

## 11.Training Programs attended

Date from	Date to	Institute	Subject

## 12. Awards/Honours


13. Details of PARs of AIS officers not written by the officer as reporting/reviewing authority for the previous year


14. Date of filing the property return for year ending December

15. <sup>13</sup> Date of last prescribed medical examination (for officers over 40 years of age). Attach copy of the summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn/Personnel Dept

---

<sup>13</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

## Section II

## 1. Declaration

Have you filed your immovable property return, as due. If yes, please mention date	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	
Have you prepared the work plan for yourself?	Yes/No	
Have you enclosed a note on important achievements during the period?	Yes/No	

Signature \_\_\_\_\_  
Officer reported upon

Date:

Section III

Appraisal

**1. Assessment of Attributes** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 70% weightage will be assigned to this item).

	Reporting officer	Reviewing officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate			
v) Strategic Planning ability/innovativeness			
vi) Coordination ability			
<b>Overall grading on attributes</b>			

**2. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting officer	Review officer	Initial of Reviewing Officer
i) Accomplishment of Planned Work			
ii) Quality of Output			
iii) Accomplishment of exceptional work/ unforeseen tasks during the period			
<b>Overall Grading on 'Work Output'</b>			

**3. Integrity**

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

**4. Pen picture by the Reporting Authority.**

Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and *his attitude towards weaker sections*.

**5. Recommendation relating to domain assignment (Please tick mark any four).**

<input type="checkbox"/>	Agriculture and Rural Development	<input type="checkbox"/>	Public Finance & Financial Management
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Industry and Trade
<input type="checkbox"/>	Culture and Information	<input type="checkbox"/>	Internal Affairs and Defence
<input type="checkbox"/>	Natural Resource Management	<input type="checkbox"/>	Housing & Urban Affairs
<input type="checkbox"/>	Energy and Environment	<input type="checkbox"/>	Personnel & General Administration, Governance Reform, Regulatory Systems
<input type="checkbox"/>	Communication Systems and Connectivity Infrastructure	<input type="checkbox"/>	Science & Technology

**6. Overall Grade on a scale of 1-10**

Date:

Signature of Reporting Authority\_\_\_\_\_

**Section IV – Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

**(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)**

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and *his attitude towards weaker sections*.

<sup>14</sup>3A. Comments, if any, on the pen picture written by the Reporting Authority

--

4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Agriculture and Rural Development	<input type="checkbox"/>	Public Finance & Financial Management
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Industry and Trade
<input type="checkbox"/>	Culture and Information	<input type="checkbox"/>	Internal Affairs and Defence
<input type="checkbox"/>	Natural Resource Management	<input type="checkbox"/>	Housing & Urban Affairs
<input type="checkbox"/>	Energy and Environment	<input type="checkbox"/>	Personnel & General Administration, Governance Reform, Regulatory Systems
<input type="checkbox"/>	Communication Systems and Connectivity Infrastructure	<input type="checkbox"/>	Science & Technology

5. Overall Grade on a scale of 1-10.

Date:

Signature of Reviewing Authority\_\_\_\_\_

<sup>14</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

Section V – Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10.

Date

Signature of Accepting Authority\_\_\_\_\_



**General guidelines for filling up the PAR form for IAS officers of the level of Secretary or Additional Secretary or equivalent to the Government of India.**

**1. Introduction**

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

**2. Section-I**

2.1. This Section should be filled up in the Administration Division/Personnel Deptt. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2. Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3. In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4. The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5. <sup>15</sup>This Section provides for regular annual medical examination. The health check is mandatory for all officers above the age of 40 and may be totally dispensed with for officers below the age of 40, except in case of medical incident. A copy of the summary of the medical report is to be attached to the PAR Form by the Admin./Personnel Department. The format of the health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

**Section-II**

This Section requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up, setting up of annual work plan for whom he/she would be the reporting authority as well as for himself. The officer has to report on the preparation of the work plan for himself and has the option to enclose a note on the important achievements during the period.

---

<sup>15</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

#### 4. Section-III

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

#### 5. Section-IV

5.1 <sup>16</sup>This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

---

<sup>16</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

## 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

## 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

## 7.2 Weightage & Mean

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned. The overall grade will be the average mean of all the numerical indicators assigned by the authority.

## 8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

## 8.2 Representation

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. In case of an adverse entry, the entry and the overall grading may be communicated. In case an entry is upgraded or down graded, reasons for same may be recorded in the PAR.

## 9. Schedule for completion of PARs of IAS Officers

9.1 The following schedule should be strictly followed: -

### Reporting Year – Financial Year

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1 <sup>st</sup> June
Filling in Section II by the officer reported upon	15 <sup>th</sup> June*
Appraisal by reporting authority	15 <sup>th</sup> July
Appraisal by reviewing authority	15 <sup>th</sup> August
Appraisal by accepting authority	15 <sup>th</sup> September
Disclosure to the officer reported upon	30 <sup>th</sup> September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 <sup>th</sup> October
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	31 <sup>st</sup> October
Comments of reporting authority	15 <sup>th</sup> November
Comments of reviewing authority	30 <sup>th</sup> November

Comments of accepting authority/PAR to be finalized and disclosed to him	15 <sup>th</sup> December
Representation to the Referral Board by the officer reported upon	31 <sup>st</sup> December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31 <sup>st</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28 <sup>th</sup> February
Disclosure to the officer reported upon	15 <sup>th</sup> March
End of entire PAR Process	31 <sup>st</sup> March

\*They are required to fill in only Section II - Declaration

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Personnel) in the State and Establishment Officer in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.

9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter.

9.5 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.6 The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

## 10. Mapping of Departments to Domains

<b>I. Agriculture and Rural Development</b>	
1) Department of Agriculture & Cooperation	2) Department of Agricultural Research & Education
3) Department of Animal Husbandry, Dairying & Fisheries	4) Ministry of Agro & Rural Industries
5) Department of Rural Development	6) Ministry of Panchayati Raj
7) Department of Land Resources	8) Department of Drinking Water Supply
9) Department of Food & Public Distribution	10) Department of Consumer Affairs
11) Ministry of Food Processing Industries	
<b>II. Social Development</b>	
1) Department of Health	2) Department of Family Welfare
3) Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	4) Department of Secondary & Higher Education
5) Department of elementary education & Literacy	6) Department of Women & Child Development
7) Ministry of Social Justice & Empowerment	8) Department of Urban Employment & Poverty Alleviation
9) Ministry of Overseas Indian Affairs	
<b>III. Culture and Information</b>	
1) Ministry of Information & Broadcasting	2) Ministry of Culture
3) Ministry of Tourism	4) Ministry of Tribal Affairs
5) Ministry of Youth Affairs & Sports	
<b>IV. Natural Resource Management</b>	
1) Ministry of Environment & Forests	2) Ministry of Water Resources
3) Department of Ocean Development	4) Ministry of Mines

<b>V. Energy and Environment</b>	
1) Department of Atomic energy	2) Ministry of Non-Conventional Energy Sources
3) Ministry of Coal	4) Ministry of Petroleum & Natural Gas
5) Ministry of Power	
<b>VI. Communication Systems and Connectivity Infrastructure</b>	
1) Ministry of Civil Aviation	2) Department of Information Technology
3) Department of Telecommunication	4) Department of Posts
5) Department of Road Transport & Highways	6) Department of Shipping
<b>VII. Public Finance &amp; Financial Management</b>	
1) Department of Disinvestment	2) Department of Expenditure
3) Department of Economic Affairs	4) Department of Revenue
5) Ministry of Company Affairs	6) Planning Commission
7) Ministry of Statistics & Programme Implementation	
<b>VIII. Industry and Trade</b>	
1) Department of Industrial Policy & Promotion	2) Department of Chemicals & Petrochemicals
3) Department of Commerce	4) Department of Heavy Industries
5) Department of Fertilizers	6) Ministry of Textiles
7) Department of Public Enterprises	8) Ministry of Small Sale Industries
<b>IX. Internal Affairs and Defence</b>	
1) Department of Defence	2) Department of Defence Production
3) Department of Defence Research & Development	4) Department of Ex-Servicemen Welfare
5) Department of Internal Security	6) Department of States
7) Department of Official Language	8) Department of Home
9) Department of Jammu & Kashmir Affair	10) Department of Border Management
11) Ministry of Development of North Eastern Region	
<b>X. Housing &amp; Urban Affairs</b>	
1) Ministry of Urban Development	
<b>XI. Personnel &amp; General Administration, Governance Reform, Regulatory Systems</b>	
1) Department of Personnel & Training	2) Department of Administrative Reforms & Public Grievances
3) Department of Pensions & Pensioners Welfare	4) Department of Legal Affairs
5) Legislative Department	6) Department of Justice
7) Cabinet Secretariat	8) Ministry of Labour & Employment
9) President's Secretariat	10) Ministry of Parliamentary Affairs
11) Prime Minister's Office	12) UPSC
13) Election Commission	
<b>XII. Science &amp; Technology</b>	
1) Department of Science & Technology	2) Department of Scientific & Industrial Research
3) Department of Bio-Technology	4) Department of Space

## Form III

[See rule 4]

## The All India Services (Performance Appraisal Report) Rules, 2007

[<sup>17</sup>Applicable for Indian Administrative Service officers who are on deputation under clauses (i) and (ii) of sub-rule (2) of rule 6 of the Indian Administrative Service (Cadre) Rules, 1954]

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

## Section I – Basic Information

(To be filled in by the Administration Division/Personnel Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7.Present post:

8.Date of appointment to present post:

## 9.Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

## 10.Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

## 11.Training Programs attended

Date from	Date to	Institute	Subject

<sup>17</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

12. Awards/Honours


13. Details of PARs of AIS officers not written by the officer as reporting/reviewing authority for the previous year


14. Date of filing the property return for year ending December

--

15. <sup>18</sup>Date of last prescribed medical examination (for officers over 40 years of age). Attach copy of the summary of the medical report

--

Date:

Signature on behalf of \_\_\_\_\_  
Admn/Personnel Dept

---

<sup>18</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

## Section II – Self Appraisal

### 1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

### 2. Annual work plan and achievement:

Tasks to be performed	Deliverables <sup>19[1]</sup>		Actual Achievement <sup>20[2]</sup>
	Initial <sup>21[3]</sup>	Mid year <sup>22[4]</sup>	

<sup>19[1]</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

<sup>20[2]</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

<sup>21[3]</sup> Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

<sup>22[4]</sup> Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.



3. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (within 100 words):

--

#### 4. Declaration

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Date:

Signature of officer reported upon \_\_\_\_\_

**Section III**

**Appraisal**

**1. Assessment of Attributes** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade). 70% weightage will be assigned to this item.

	Reporting officer	Reviewing officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate			
v) Strategic Planning ability/innovativeness			
vi) Coordination ability			
<b>Overall grading on attributes</b>			

**2. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting officer	Review officer	Initial of Reviewing Officer
i. Accomplishment of Planned Work			
ii Quality of Output			
iii. Accomplishment of unforeseen tasks/ exceptional work during the period			
<b>Overall Grading on 'Work Output'</b>			

**3. Integrity**

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

**4. Pen picture by the Reporting Authority.** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths.

## 5. Recommendation relating to domain assignment (Please tick mark any four).

	Agriculture and Rural Development		Public Finance & Financial Management
	Social Development		Industry and Trade
	Culture and Information		Internal Affairs and Defence
	Natural Resource Management		Housing & Urban Affairs
	Energy and Environment		Personnel & General Administration, Governance Reform, Regulatory Systems
	Communication Systems and Connectivity Infrastructure		Science & Technology

## 6. Overall Grade on a scale of 1-10

Date:

Signature of Reporting Authority\_\_\_\_\_

**Section IV – Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

--

3. <sup>23</sup>Comments, if any, on the pen picture written by the Reporting Authority.

--

---

<sup>23</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

4. Recommendation relating to domain assignment (Please tick mark any four)

	Agriculture and Rural Development		Public Finance & Financial Management
	Social Development		Industry and Trade
	Culture and Information		Internal Affairs and Defence
	Natural Resource Management		Housing & Urban Affairs
	Energy and Environment		Personnel & General Administration, Governance Reform, Regulatory Systems
	Communication Systems and Connectivity Infrastructure		Science & Technology

5. Overall Grade on a scale of 1-10.

Date:

Signature of Reviewing Authority \_\_\_\_\_

Section V – Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10.

Date

Signature of Accepting Authority\_\_\_\_\_

**<sup>24</sup>General guidelines for filling up the Performance Appraisal Report form for the Indian Administrative Service officers who are on deputation under clause (i) and (ii) of sub-rule (2) of rule 6 of the Indian Administrative Service (Cadre) Rules, 1954**

**1. Introduction**

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

**2. Section-I**

2.1. This Section should be filled up in the Administration Division/Personnel Deptt. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2. Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3. In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4. The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5. <sup>25</sup>This Section provides for regular annual medical examination. The health check is mandatory for all officers above the age of 40 and may be totally dispensed for with officers below the age of 40, except in case of medical incident. A copy of the summary of the medical report is to be attached to the PAR Form by the Admin./Personnel Department. The format of the health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

**3. Section-II**

3.1. The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

---

<sup>24</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

<sup>25</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid-year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

#### **4. Section-III**

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.



4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including areas of strengths and lesser strengths. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 9.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

#### 5. Section-IV

5.1 <sup>26</sup>This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

#### 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

#### 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

#### 7.2 Weightage & Mean

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned.

#### 8. Schedule for completion of PARs of IAS Officers

The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the concerned organisations.

#### 9. Mapping of Departments to Domains

I. Agriculture and Rural Development	
1) Department of Agriculture & Cooperation	2) Department of Agricultural Research & Education
3) Department of Animal Husbandry, Dairying & Fisheries	4) Ministry of Agro & Rural Industries
5) Department of Rural Development	6) Ministry of Panchayati Raj
7) Department of Land Resources	8) Department of Drinking Water Supply
9) Department of Food & Public Distribution	10) Department of Consumer Affairs
11) Ministry of Food Processing Industries	

<sup>26</sup> Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

<b>II. Social Development</b>	
1) Department of Health	2) Department of Family Welfare
3) Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy (AYUSH)	4) Department of Secondary & Higher Education
5) Department of elementary education & Literacy	6) Department of Women & Child Development
7) Ministry of Social Justice & Empowerment	8) Department of Urban Employment & Poverty Alleviation
9) Ministry of Overseas Indian Affairs	
<b>III. Culture and Information</b>	
1) Ministry of Information & Broadcasting	2) Ministry of Culture
3) Ministry of Tourism	4) Ministry of Tribal Affairs
5) Ministry of Youth Affairs & Sports	
<b>IV. Natural Resource Management</b>	
1) Ministry of Environment & Forests	2) Ministry of Water Resources
3) Department of Ocean Development	4) Ministry of Mines
<b>V. Energy and Environment</b>	
1) Department of Atomic energy	2) Ministry of Non-Conventional Energy Sources
3) Ministry of Coal	4) Ministry of Petroleum & Natural Gas
5) Ministry of Power	
<b>VI. Communication Systems and Connectivity Infrastructure</b>	
1) Ministry of Civil Aviation	2) Department of Information Technology
3) Department of Telecommunication	4) Department of Posts
5) Department of Road Transport & Highways	6) Department of Shipping
<b>VII. Public Finance &amp; Financial Management</b>	
1) Department of Disinvestment	2) Department of Expenditure
3) Department of Economic Affairs	4) Department of Revenue
5) Ministry of Company Affairs	6) Planning Commission
7) Ministry of Statistics & Programme Implementation	
<b>VIII. Industry and Trade</b>	
1) Department of Industrial Policy & Promotion	2) Department of Chemicals & Petrochemicals
3) Department of Commerce	4) Department of Heavy Industries
5) Department of Fertilizers	6) Ministry of Textiles
7) Department of Public Enterprises	8) Ministry of Small Scale Industries
<b>IX. Internal Affairs and Defence</b>	
1) Department of Defence	2) Department of Defence Production
3) Department of Defence Research & Development	4) Department of Ex-Servicemen Welfare
5) Department of Internal Security	6) Department of States
7) Department of Official Language	8) Department of Home
9) Department of Jammu & Kashmir Affairs	10) Department of Border Management
11) Ministry of Development of North Eastern Region	
<b>X. Housing &amp; Urban Affairs</b>	
1) Ministry of Urban Development	
<b>XI. Personnel &amp; General Administration, Governance Reform, Regulatory Systems</b>	
1) Department of Personnel & Training	2) Department of Administrative Reforms & Public Grievances
3) Department of Pensions & Pensioners Welfare	4) Department of Legal Affairs
5) Legislative Department	6) Department of Justice
7) Cabinet Secretariat	8) Ministry of Labour & Employment
9) President's Secretariat	10) Ministry of Parliamentary Affairs
11) Prime Minister's Office	12) UPSC
13) Election Commission	

<b>XII. Science &amp; Technology</b>	
1) Department of Science & Technology	2) Department of Scientific & Industrial Research
3) Department of Bio-Technology	4) Department of Space

**Form IIIA**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007****PERFORMANCE REPORT ON STUDY LEAVE/LEAVE FOR STUDY**  
(Applicable for IAS Officers)

(For the year/period ending \_\_\_\_\_)

**A. PERSONAL DATA**

1. Name of the Officer	
2. Cadre/year of allotment	
3. Date of Birth	
4. Present Grade	Date
5. Study Leave/ Leave Details	
a) Course	
b) Institution	
c) Duration	
6. Period of Sanctioned Leave	
7. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)	
8. Date of Filing Annual Property Returns	

**B. SELF ASSESSMENT: -**

--

Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.

**Form III B**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007**  
**PERFORMANCE REPORT ON TRAINING**  
*(Applicable for IAS Officers)*

(For the year/period ending \_\_\_\_\_)

**A. PERSONAL DATA**

1.	Name of the Officer		
2.	Service/Cadre/year of allotment		
3.	Date of Birth		
4.	Present Grade		Date
5.	Training Details		
	a) Course		
	b) Institution		
	c) Duration		
6.	Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)		
7.	Date of Filing Annual Property Returns		

**B. SELF ASSESSMENT: -**

Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.

<sup>27</sup> Appendix II

## Form I

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007**

(Applicable for all Indian Police Service officers up to the level of Inspector General of Police)

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**Section I – Basic Information**

(To be filled in by the Administration Division/Home Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7.Present post:

8.Date of appointment to present post:

**9.Reporting, Reviewing and Accepting Authorities**

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

**10.Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**11.Training Programs attended**

Date from	Date to	Institute	Subject

**12. Awards/Honours**

<sup>27</sup> Amended vide notification No.11059/18/2002-AIS-III dated 16.04.2007 vide GSR No.296(E) dated 16.04.2007 and again modified vide Substituted vide Notification No.11059/09/2006-AIS-III dated 31.03.2008 published in GSR No.256(E) dt.31.03.2008

13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year

14. Date of filing the property return for the year ending December

15. Date of last prescribed medical examination (Mandatory for all Indian Police Service officers)  
Attach summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn/Home Dept

## Section II – Self Appraisal

### 1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

### 2. Annual work plan and achievement:

Tasks to be performed	Deliverables <sup>28[1]</sup>		Actual Achievement <sup>29[2]</sup>
	Initial <sup>30[3]</sup>	Mid year <sup>31[4]</sup>	

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement? If so, please give a verbal description (within 100 words):

### 4. What are the factors that hindered your performance?

<sup>28[1]</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

<sup>29[2]</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

<sup>30[3]</sup> Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

<sup>31[4]</sup> Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.



5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment:
For your future career

**Please Note:** You should send an updated CV, including additional qualifications acquired/ training programs attended/ publications/ special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Signature of officer reported upon \_\_\_\_\_

Date:

Section III

Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

--

**5. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%).

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i. Accomplishment of planned work including training courses for various ranks			
ii Quality of output and effectiveness in areas like supervising, investigation			
iii. Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**6. Assessment of Personal Attributes** (on a scale of 1-10. Weightage to this Section will be 30%).

		Reporting Authority	Review Authority	Initials of Reviewing Authority
i.	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

**7. Assessment of Functional Competency** (on a scale of 1-10. Weightage to this Section will be 30%).

		Reporting Authority	Review Authority	Initials of Reviewing Authority
i.	Knowledge of laws/Police rules/procedures/Knowledge of area and terrain/IT skills and awareness of the local norms in the relevant area			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Interest in welfare of Policemen and their families and appraising ability			
vi.	Ability to motivate and develop subordinates / work in a team.			
	Overall Grading on 'Functional competency'			

**8.Integrity**

Please comment on the integrity of the officer:

--

9. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

--

**10. Recommendation relating to domain assignment (Please tick mark any four)**

<input type="checkbox"/>	Anti-corruption & Vigilance	<input type="checkbox"/>	Police Research & Development
<input type="checkbox"/>	Criminal Investigation (CBI, CID)	<input type="checkbox"/>	Security Related Communication Network/IT
<input type="checkbox"/>	Paramilitary forces	<input type="checkbox"/>	Intelligence
<input type="checkbox"/>	Railways	<input type="checkbox"/>	Counter-insurgency
<input type="checkbox"/>	Economic Offences	<input type="checkbox"/>	Security (VIP & Industrial)
<input type="checkbox"/>	Traffic	<input type="checkbox"/>	Armed Police Bn.
<input type="checkbox"/>	Law & Order	<input type="checkbox"/>	Metropolitan & Urban Policing
<input type="checkbox"/>	Police Training	<input type="checkbox"/>	Anti Terrorism
<input type="checkbox"/>	Personnel Administration	<input type="checkbox"/>	Cyber Crimes
<input type="checkbox"/>	Border Management	<input type="checkbox"/>	Others
<input type="checkbox"/>	Forest & Wild life related crimes	<input type="checkbox"/>	

11. Overall grade (on a score of 1-10)

--

Signature of Reporting Authority \_\_\_\_\_

Date:

Section IV -

Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

--

## 3. Comments, if any, on the pen picture written by the Reporting Authority.

--

## 4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Anti-corruption & Vigilance	<input type="checkbox"/>	Police Research & Development
<input type="checkbox"/>	Criminal Investigation (CBI, CID)	<input type="checkbox"/>	Security Related Communication Network/IT
<input type="checkbox"/>	Paramilitary forces	<input type="checkbox"/>	Intelligence
<input type="checkbox"/>	Railways	<input type="checkbox"/>	Counter-insurgency
<input type="checkbox"/>	Economic Offences	<input type="checkbox"/>	Security (VIP & Industrial)
<input type="checkbox"/>	Traffic	<input type="checkbox"/>	Armed Police Bn.
<input type="checkbox"/>	Law & Order	<input type="checkbox"/>	Metropolitan & Urban Policing
<input type="checkbox"/>	Police Training	<input type="checkbox"/>	Anti Terrorism
<input type="checkbox"/>	Personnel Administration	<input type="checkbox"/>	Cyber Crimes
<input type="checkbox"/>	Border Management	<input type="checkbox"/>	Others
<input type="checkbox"/>	Forest & Wild life related crimes	<input type="checkbox"/>	

## 5. Overall grade on a scale of 1-10

Signature of Reviewing Authority \_\_\_\_\_

Date:

Section V

Acceptance

## 1. Do you agree with the remarks of the reporting / reviewing authorities?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

## 2. In case of difference of opinion details and reasons for the same may be given.

--

## 3. Overall grade (on a score of 1-10)

Date

Signature of Accepting Authority \_\_\_\_\_

## General guidelines for filling up the PAR form for Indian Police Service up to the level of Inspector General of Police

### 1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

### Instructions on filling up the different sections

#### 2. Section-I

2.1 This Section should be filled up in the Administration Division/Home Deptt. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, *2007-2008*. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended, date of filing of property returns and whether the officer reported upon has reported/reviewed and the annual performance report of all his/her subordinate officers for the previous year should be mentioned in the table for the purpose.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all Indian Police Service officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./Home Department. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

#### 3. Section-II

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed

upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid- year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

3.6 Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event like the Kumbh Mela or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earth quake/flood) would certainly be an exceptional contribution.

3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.

3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.

3.9 This Section also requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up and setting up of annual work plan for whom he/she would be the reporting authority.

#### **4. Section-III**

4.1 Section III requires the reporting authority to comment on Section II as filled out by the officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

4.2 This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.

4.3 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the workout put of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.4 The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.

4.5 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.7 Reporting authority is then required to make recommendations relating to domain assignment.

4.8. Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

## 5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally he/she is required to record an overall grade in the scale of 1-10.

## 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

## 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

## 7.2 Weightage & Mean

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.

## 8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

## 8.2. Representation

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down graded with, reasons for same may be recorded in the PAR and the same communicated to the officer reported upon. The decision of the Referral Board shall be final.

## 9. Schedule for completion of PARs of Indian Police Service Officers

9.1 The following schedule should be strictly followed: -

### Reporting Year – Financial Year

Activity	Cut-off dates	
	Below Super Time Scale	Super Time Scale
Blank PAR form to be given to the officer reported upon by the Administration Division/Home Department, specifying the reporting officer and reviewing authority	1 <sup>st</sup> April	1 <sup>st</sup> May
Self appraisal for current year	30 <sup>th</sup> April	31 <sup>st</sup> May
Appraisal by reporting authority	31 <sup>st</sup> May	30 <sup>th</sup> June
Appraisal by reviewing authority	30 <sup>th</sup> June	31 <sup>st</sup> July
Appraisal by accepting authority	31 <sup>st</sup> July	31 <sup>st</sup> August
Disclosure to the officer reported upon	15 <sup>th</sup> August	15 <sup>th</sup> September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the MHA)	31 <sup>st</sup> August	30 <sup>th</sup> September
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> September	15 <sup>th</sup> October
Comments of reporting authority	30 <sup>th</sup> September	31 <sup>st</sup> October
Comments of reviewing authority	15 <sup>th</sup> October	15 <sup>th</sup> November
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31 <sup>st</sup> October	30 <sup>th</sup> November
Representation to the Referral Board by the officer reported upon	30 <sup>th</sup> November	31 <sup>st</sup> December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	15 <sup>th</sup> December	15 <sup>th</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	15 <sup>th</sup> January	15 <sup>th</sup> February
Disclosure to the officer reported upon	31 <sup>st</sup> January	28 <sup>th</sup> February
End of entire PAR Process	31 <sup>st</sup> March	31 <sup>st</sup> March



9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Home) in the State and the Joint Secretary (Police) in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.

9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The member of Service will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.

9.5 The member of Service reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.

9.6 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.7 In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

9.8 The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

#### Form II

[See rule 4]

#### The All India Services (Performance Appraisal Report) Rules, 2007

[Applicable for Indian Police Service officers of the level of Additional Director General of Police or Director General of Police or equivalent]

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

#### Section I – Basic Information

(To be filled in by the Administration Division/Home Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7. Present post:

8. Date of appointment to present post:

**9. Reporting, Reviewing and Accepting Authorities**

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

**10. Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**11. Training Programs attended**

Date from	Date to	Institute	Subject

**12. Awards/Honours**


**13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year**


14. Date of filing the property return for year ending December

15. Date of last prescribed medical examination (Mandatory for all Indian Police Service officers) Attach summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn/Home Dept

**Section II**

**1. Declaration**

	Yes/No	Date
Have you filed your immovable property return, as due. If yes, please mention date		
Have you undergone the prescribed medical check up?		
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?		
Have you prepared the work plan for yourself?		
Have you enclosed a note on important achievements during the period?		

Date:

Signature of officer reported upon \_\_\_\_\_

## Section III

## Appraisal

**1. Assessment of Attributes** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 70% weightage will be assigned to this item).

	Reporting officer	Reviewing officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate			
v) Strategic Planning ability/innovativeness			
vi) Coordination ability			
<b>Overall grading on attributes</b>			

**2. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting officer	Review officer	Initial of Reviewing Officer
i) Accomplishment of Planned Work			
ii) Quality of Output			
iii) Accomplishment of exceptional work/ unforeseen tasks during the period			
<b>Overall Grading on 'Work Output'</b>			

### 3. Integrity

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

--

### 4. Pen picture by the Reporting Authority.

Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

--

### 5. Recommendation relating to domain assignment (Please tick mark any four).

<input type="checkbox"/>	Anti-corruption & Vigilance	<input type="checkbox"/>	Police Research & Development
<input type="checkbox"/>	Criminal Investigation (CBI, CID)	<input type="checkbox"/>	Security Related Communication Network/IT
<input type="checkbox"/>	Paramilitary forces	<input type="checkbox"/>	Intelligence
<input type="checkbox"/>	Railways	<input type="checkbox"/>	Counter-insurgency
<input type="checkbox"/>	Economic Offences	<input type="checkbox"/>	Security (VIP & Industrial)
<input type="checkbox"/>	Traffic	<input type="checkbox"/>	Armed Police Bn.
<input type="checkbox"/>	Law & Order	<input type="checkbox"/>	Metropolitan & Urban Policing
<input type="checkbox"/>	Police Training	<input type="checkbox"/>	Anti Terrorism
<input type="checkbox"/>	Personnel Administration	<input type="checkbox"/>	Cyber Crimes
<input type="checkbox"/>	Border Management	<input type="checkbox"/>	Others

	Forest & Wild life related crimes		
--	-----------------------------------	--	--

6. Overall Grade on a scale of 1-10

Signature of Reporting Authority\_\_\_\_\_

Date:

#### Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the pen picture written by the Reporting Authority.

4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Anti-corruption & Vigilance	<input type="checkbox"/>	Police Research & Development
<input type="checkbox"/>	Criminal Investigation (CBI, CID)	<input type="checkbox"/>	Security Related Communication Network/IT
<input type="checkbox"/>	Paramilitary forces	<input type="checkbox"/>	Intelligence
<input type="checkbox"/>	Railways	<input type="checkbox"/>	Counter-insurgency
<input type="checkbox"/>	Economic Offences	<input type="checkbox"/>	Security (VIP & Industrial)
<input type="checkbox"/>	Traffic	<input type="checkbox"/>	Armed Police Bn.
<input type="checkbox"/>	Law & Order	<input type="checkbox"/>	Metropolitan & Urban Policing
<input type="checkbox"/>	Police Training	<input type="checkbox"/>	Anti Terrorism
<input type="checkbox"/>	Personnel Administration	<input type="checkbox"/>	Cyber Crimes
<input type="checkbox"/>	Border Management	<input type="checkbox"/>	Others
<input type="checkbox"/>	Forest & Wild life related crimes	<input type="checkbox"/>	

5. Overall Grade on a scale of 1-10.

Signature of Reviewing Authority\_\_\_\_\_

Date:

## Section V – Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10.

Date

Signature of Accepting Authority\_\_\_\_\_

General guidelines for filling up the PAR form for Indian Police Service officers of the level of Additional Director General of Police or Director General of Police or equivalent.

### 1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

### Instructions on filling up the different sections

#### 2. Section-I

2.1. This Section should be filled up in the Administration Division/Home Deptt. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all Indian Police Service officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./Home Department. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

### 3. Section-II

3.1 This Section requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up, setting up of annual work plan for whom he/she would be the reporting authority as well as for himself. The officer has to report on the preparation of the work plan for himself and has the option to enclose a note on the important achievements during the period. No target should be fixed or considered which may encourage the officer to minimise or avoid registration of crime.

### 4. Section-III

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

## 5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

## 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

## 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

## 7.2 Weightage & Mean

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned. The overall grade will be the average mean of all the numerical indicators assigned by the authority.

## 8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

## 8.2 Representation

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. In case of an adverse entry, the entry and the overall grading may be communicated. In case an entry is upgraded or down graded, reasons for the same may be recorded in the PAR.

## 9. Schedule for completion of PARs of Indian Police Service Officers

9.1 The following schedule should be strictly followed: -

### Reporting Year – Financial Year

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Administration Division/Home Department, specifying the reporting officer and reviewing authority	1 <sup>st</sup> June
Filling in Section II by the officer reported upon	15 <sup>th</sup> June*
Appraisal by reporting authority	15 <sup>th</sup> July
Appraisal by reviewing authority	15 <sup>th</sup> August
Appraisal by accepting authority	15 <sup>th</sup> September
Disclosure to the officer reported upon	30 <sup>th</sup> September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the MHA)	15 <sup>th</sup> October
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	31 <sup>st</sup> October
Comments of reporting authority	15 <sup>th</sup> November
Comments of reviewing authority	30 <sup>th</sup> November
Comments of accepting authority/PAR to be finalized and disclosed to him	15 <sup>th</sup> December
Representation to the Referral Board by the officer reported upon	31 <sup>st</sup> December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31 <sup>st</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28 <sup>th</sup> February
Disclosure to the officer reported upon	15 <sup>th</sup> March
End of entire PAR Process	31 <sup>st</sup> March

\*They are required to fill in only Section II - Declaration

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Home) in the State and Joint Secretary (Police) in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.

9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter.

9.5 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.6 The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.



## Form III

[See rule 4]

## The All India Services (Performance Appraisal Report) Rules, 2007

[Applicable for Indian Police Service officers who are on deputation under clauses (i) and (ii) of sub-rule 2 of rule 6 of the Indian Police Service(Cadre) Rules, 1954]

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

## Section I – Basic Information

(To be filled in by the Administration Division/Home Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7.Present post:

8.Date of appointment to present post:

## 9.Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

## 10.Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

## 11.Training Programs attended

Date from	Date to	Institute	Subject

## 12. Awards/Honours

  


## 13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year

14. Date of filing the property return for year ending December

15. Date of last prescribed medical examination (Mandatory for all Indian Police Service officers)  
Attach summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn/Home Dept

**Section II – Self Appraisal**

**1. Brief description of duties:**

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

--

**2. Annual work plan and achievement:**

Tasks to be performed	Deliverables <sup>32[1]</sup>		Actual Achievement <sup>33[2]</sup>
	Initial <sup>34[3]</sup>	Mid year <sup>35[4]</sup>	

**3. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (within 100 words):**

--

**4. Declaration**

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Signature of officer reported upon \_\_\_\_\_

Date: \_\_\_\_\_

<sup>32[1]</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.  
<sup>33[2]</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.  
<sup>34[3]</sup> Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.  
<sup>35[4]</sup> Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

## Section III

## Appraisal

**1. Assessment of Attributes** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade). 70% weightage will be assigned to this item.

	Reporting officer	Reviewing officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate			
v) Strategic Planning ability/innovativeness			
vi) Coordination ability			
<b>Overall grading on attributes</b>			

**2. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting officer	Review officer	Initial of Reviewing Officer
i. Accomplishment of Planned Work			
ii Quality of Output			
iii. Accomplishment of unforeseen tasks/ exceptional work during the period			
<b>Overall Grading on 'Work Output'</b>			

**3. Integrity**

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

--

**4. Pen picture by the Reporting Authority. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.**

--

**5. Recommendation relating to domain assignment (Please tick mark any four).**

<input type="checkbox"/>	Anti-corruption & Vigilance	<input type="checkbox"/>	Police Research & Development
<input type="checkbox"/>	Criminal Investigation (CBI, CID)	<input type="checkbox"/>	Security Related Communication Network/IT
<input type="checkbox"/>	Paramilitary forces	<input type="checkbox"/>	Intelligence
<input type="checkbox"/>	Railways	<input type="checkbox"/>	Counter-insurgency
<input type="checkbox"/>	Economic Offences	<input type="checkbox"/>	Security (VIP & Industrial)
<input type="checkbox"/>	Traffic	<input type="checkbox"/>	Armed Police Bn.
<input type="checkbox"/>	Law & Order	<input type="checkbox"/>	Metropolitan & Urban Policing
<input type="checkbox"/>	Police Training	<input type="checkbox"/>	Anti Terrorism
<input type="checkbox"/>	Personnel Administration	<input type="checkbox"/>	Cyber Crimes

	Border Management		Others
	Forest & Wild life related crimes		

6. Overall Grade on a scale of 1-10

Signature of Reporting Authority\_\_\_\_\_

Date:

#### Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?

**(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)**

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the pen picture written by the Reporting Authority.

4. Recommendation relating to domain assignment (Please tick mark any four)

	Anti-corruption & Vigilance		Police Research & Development
	Criminal Investigation (CBI, CID)		Security Related Communication Network/IT
	Paramilitary forces		Intelligence
	Railways		Counter-insurgency
	Economic Offences		Security (VIP & Industrial)
	Traffic		Armed Police Bn.
	Law & Order		Metropolitan & Urban Policing
	Police Training		Anti Terrorism
	Personnel Administration		Cyber Crimes
	Border Management		Others
	Forest & Wild life related crimes		

5. Overall Grade on a scale of 1-10.

Signature of Reviewing Authority\_\_\_\_\_

Date:

## Section V – Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10.

Date

Signature of Accepting Authority\_\_\_\_\_

General guidelines for filling up the PAR form for Indian Police Service officers who are on deputation under clauses (i) and (ii) of sub-rule 2 of rule 6 of the Indian Police Service (Cadre) Rules, 1954

### 1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

### Instructions on filling up the different sections

#### 2. Section-I

2.1. This Section should be filled up in the Administration Division/Home Deptt. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all Indian Police Service officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./Home Department. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

### **3. Section-II**

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid-year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

### **4. Section-III**

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity

but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including areas of strengths and lesser strengths. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

## 5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

## 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

## 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.



7.2 **Weightage & Mean**

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned.

8. **Schedule for completion of PARs of Indian Police Service Officers**

The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the concerned organisations.

**Form IIIA**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007****PERFORMANCE REPORT ON STUDY LEAVE/LEAVE FOR STUDY**  
(Applicable for Indian Police Service Officers)

(For the year/period ending \_\_\_\_\_)

**A. PERSONAL DATA**

8. Name of the Officer	
9. Cadre/year of allotment	
10. Date of Birth	
11. Present Grade	Date
12. Study Leave/ Leave Details	
a) Course	
c) Institution	
d) Duration	
13. Period of Sanctioned Leave	
14. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)	
8. Date of Filing Annual Property Returns	

**B. SELF ASSESSMENT: -**

--

Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.

**Form III B**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007****PERFORMANCE REPORT ON TRAINING**

(Applicable for Indian Police Service Officers)

(For the year/period ending \_\_\_\_\_)

**A. PERSONAL DATA**

1.	Name of the Officer	
2.	Service/Cadre/year of allotment	
3.	Date of Birth	
4.	Present Grade	Date
5.	Training Details	
	a) Course	
	b) Institution	
	c) Duration	
6.	Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)	
7.	Date of Filing Annual Property Returns	

**B. SELF ASSESSMENT: -**

--

Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.

Signature

## Appendix III

## Form I

[See rule 4]

## The All India Services (Performance Appraisal Report) Rules, 2007

[Applicable for All Indian Forest Service officers except the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests]

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**Section I – Basic Information**

(To be filled in by the Administration Division/ Environment & Forest Department)

1.Name of the officer reported upon:

2.Service:  3.Cadre:  4.Year of allotment:  5.Date of Birth:

6.Present Grade:  7.Present post:

8.Date of appointment to present post:

**9.Reporting, Reviewing and Accepting Authorities**

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

**10.Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**11.Training Programs attended**

Date from	Date to	Institute	Subject

**12. Awards/Honours**


**13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year**


**14. Date of filing the property return for year ending December**

15. Date of last prescribed medical examination (Mandatory for all Indian Forest Service officers) Attach summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn./ Environment & Forest Department

**Section II – Self Appraisal**

**1. Brief description of duties:**

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

**2. Annual work plan and achievement:**

Tasks to be performed	Deliverables <sup>36[1]</sup>		Actual Achievement <sup>37[2]</sup>
	Initial <sup>38[3]</sup>	Mid year <sup>39[4]</sup>	

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

<sup>36[1]</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

<sup>37[2]</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

<sup>38[3]</sup> Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

<sup>39[4]</sup> Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

**4. What are the factors that hindered your performance?**

**5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:**

For the current assignment:

  
  
  

For your future career

**Please Note:** You should send an updated CV, including additional qualifications acquired/ training programs attended/ publications/ special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

**6. Declaration**

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Signature of officer reported upon \_\_\_\_\_

Date:

**Section III**

**Appraisal**

**1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.**

**2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.**

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

--

4. Do you agree with the skill up-gradation needs as identified by the officer?

--

5. **Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%).

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i. Accomplishment of planned work including training courses for various ranks			
ii Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences.			
iii. Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

6. **Assessment of Personal Attributes** (on a scale of 1-10. Weightage to this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

7. **Assessment of Functional Competency** (on a scale of 1-10. Weightage to this Section will be 30%).

		Reporting Authority	Review Authority	Initials of Reviewing Authority
i.	Knowledge of forest and related laws/rules/procedures/ knowledge of area and terrain/awareness of local norms (culture, customs, language etc.) in the relevant area and IT skills.			

ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Interest in welfare of forest officials and appraising ability			
vi.	Ability to motivate and develop subordinates / work in a team.			
	<b>Overall Grading on 'Functional competency'</b>			

**8. Integrity**

Please comment on the integrity of the officer:

9. Pen picture by Reporting Officer. Please comment ( in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

**10. Recommendation relating to domain assignment (Please tick mark any four)**

<input type="checkbox"/>	Afforestation/agro-forestry and tribal/hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wild life related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environmental issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest conservation and development	<input type="checkbox"/>	Others

11. Overall grade on a score of 1-10

Signature of Reporting Authority \_\_\_\_\_

Date:



#### Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?  
(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Afforestation/agro-forestry and tribal/hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wild life related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environmental issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest conservation and development	<input type="checkbox"/>	Others

5. Overall grade (on a scale of 1-10)

Signature of Reviewing Authority \_\_\_\_\_

Date:

#### Section V Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade on a score of 1-10

Date

Signature of Accepting Authority \_\_\_\_\_

**General guidelines for filling up the PAR form for Indian Forest Service officers except the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests.**

### 1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

### 2. Section-I

2.1 This Section should be filled up in the Administration Division/Environment & Forest Department. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended, date of filing of property returns and whether the officer reported upon has reported/reviewed and the annual performance report of all his/her subordinate officers for the previous year should be mentioned in the table for the purpose.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all Indian Forest Service officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./Environment and Forest Department. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

### 3. Section-II

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid- year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

3.6 Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be successful dealing of an emergency (e.g. major forest fire) would certainly be an exceptional contribution.

3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.

3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.

3.9 This Section also requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up and setting up of annual work plan for whom he/she would be the reporting authority.

#### **4. Section-III**

4.1 Section III requires the reporting authority to comment on Section II as filled out by the officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

4.2 This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.

4.3 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the workout put of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.4 The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.

4.5 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.7 Reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.

4.8 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

## 5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

## 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

## 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and reviewing authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2

or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

## 7.2 Weightage & Mean

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.

## 8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

### 8.2. Representation

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down graded with, reasons for same may be recorded in the PAR and the same communicated to the officer reported upon. The decision of the Referral Board shall be final.

## 9. Schedule for completion of PARs of Indian Forest Service Officers

9.1 The following schedule should be strictly followed: -

	Reporting Year – Financial Year	
	Below Scale	Super Time Super Time Scale
Blank PAR form to be given to the officer reported upon by the Administration Division/Environment & Forest specifying the reporting officer and reviewing authority	1 <sup>st</sup> April	1 <sup>st</sup> May
Self appraisal for current year	30 <sup>th</sup> April	31 <sup>st</sup> May
Appraisal by reporting authority	31 <sup>st</sup> May	30 <sup>th</sup> June
Appraisal by reviewing authority	30 <sup>th</sup> June	31 <sup>st</sup> July
Appraisal by accepting authority	31 <sup>st</sup> July	31 <sup>st</sup> August
Disclosure to the officer reported upon	15 <sup>th</sup> August	15 <sup>th</sup> September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the Ministry of Environment & Forests)	31 <sup>st</sup> August	30 <sup>th</sup> September
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> September	15 <sup>th</sup> October
Comments of reporting authority	30 <sup>th</sup> September	31 <sup>st</sup> October
Comments of reviewing authority	15 <sup>th</sup> October	15 <sup>th</sup> November
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31 <sup>st</sup> October	30 <sup>th</sup> November
Representation to the Referral Board by the officer reported upon	30 <sup>th</sup> November	31 <sup>st</sup> December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	15 <sup>th</sup> December	15 <sup>th</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	15 <sup>th</sup> January	15 <sup>th</sup> February

Disclosure to the officer reported upon	31st January	28 <sup>th</sup> February
End of entire PAR Process	31 <sup>st</sup> March	31 <sup>st</sup> March

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Environment & Forest) in the State and the Joint Secretary (CCI) in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.

9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The member of Service will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.

9.5 The member of Service reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.

9.6 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.7 In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

9.8 The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

**Form II**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007**

[Applicable for Indian Forest Service officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests]

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**Section I – Basic Information**

(To be filled in by the Administration Division/Environment &amp; Forest Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7.Present post:

8.Date of appointment to present post:

**9.Reporting, Reviewing and Accepting Authorities**

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10.Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**11.Training Programs attended**

Date from	Date to	Institute	Subject

**12. Awards/Honours**


## 13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year


## 14. Date of filing the property return for year ending December

## 15. Date of last prescribed medical examination (Mandatory for all Indian Forest Service Officers) Attach summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn./Environment & Forest Department

## Section II

## 1. Declaration

Have you filed your immovable property return, as due. If yes, please mention date	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	
Have you prepared the work plan for yourself?	Yes/No	
Have you enclosed a note on important achievements during the period?	Yes/No	

Signature of Officer reported upon \_\_\_\_\_

Date:

## Section III

## Appraisal

1. **Assessment of Attributes** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 70% weightage will be assigned to this item).

	Reporting officer	Reviewing officer	Initial of Reviewing Officer
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate			
v) Strategic Planning ability/innovativeness			
Overall grading on attributes			



2. **Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting officer	Review officer	Initial of Reviewing Officer
i. Accomplishment of planned work including training courses for various ranks			
ii Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences.			
iii. Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**3. Integrity**

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

**4. Pen picture by the Reporting Authority.**

Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

**5. Recommendation relating to domain assignment (Please tick mark any four).**

<input type="checkbox"/>	Afforestation/agro-forestry and tribal/hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wild life related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environmental issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest conservation and development	<input type="checkbox"/>	Others

6. Overall Grade on a scale of 1-10

Signature of Reporting Authority\_\_\_\_\_

Date:

**Section IV – Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?  
 (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Afforestation/ agro-forestry and tribal/hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wild life related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environmental issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest conservation and development	<input type="checkbox"/>	Others

5. Overall Grade on a scale of 1-10.

Signature of Reviewing Authority\_\_\_\_\_

Date:

**Section V – Acceptance**

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
-----	----

**2. In case of difference of opinion details and reasons for the same may be given.**

--

**3. Overall Grade on a scale of 1-10**

--

Date \_\_\_\_\_

Signature of Accepting Authority \_\_\_\_\_

**General guidelines for filling up the PAR form for Indian Forest Service officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests.**

**1. Introduction**

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

**2. Section-I**

2.1. This Section should be filled up in the Administration Division/Environment & Forest Department. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2. Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3. In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4. The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all Indian Forest Service officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./ Environment and Forest Department and a copy provided to the member of the Service. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

### 3. Section-II

This Section requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up, setting up of annual work plan for whom he/she would be the reporting authority as well as for himself. The officer has to report on the preparation of the work plan for himself and has the option to enclose a note on the important achievements during the period.

### 4. Section-III

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

#### 5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

#### 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

#### 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and reviewing authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

#### 7.2 Weightage & Mean

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned. The overall grade will be the average mean of all the numerical indicators assigned by the authority.

#### 8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

#### 8.2 Representation

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. In case of an adverse entry, the entry and the overall grading may be communicated. In case an entry is upgraded or down graded, reasons for same may be recorded in the PAR.

#### 9. Schedule for completion of PARs of Indian Forest Service Officers

9.1 The following schedule should be strictly followed: -

##### Reporting Year – Financial Year

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Administration Division/Environment & Forest Department, specifying the reporting officer and reviewing authority	1 <sup>st</sup> June
Filling in Section II by the officer reported upon	15 <sup>th</sup> June*
Appraisal by reporting authority	15 <sup>th</sup> July

Appraisal by reviewing authority	15 <sup>th</sup> August
Appraisal by accepting authority	15 <sup>th</sup> September
Disclosure to the officer reported upon	30 <sup>th</sup> September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the Ministry of Environment & Forests)	15 <sup>th</sup> October
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	31 <sup>st</sup> October
Comments of reporting authority	15 <sup>th</sup> November
Comments of reviewing authority	30 <sup>th</sup> November
Comments of accepting authority/PAR to be finalized and disclosed to him	15 <sup>th</sup> December
Representation to the Referral Board by the officer reported upon	31 <sup>st</sup> December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31 <sup>st</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28 <sup>th</sup> February
Disclosure to the officer reported upon	15 <sup>th</sup> March
End of entire PAR Process	31 <sup>st</sup> March

\*They are required to fill in only Section II - Declaration

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Environment & Forest) in the State and Joint Secretary (CC I) in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.

9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter.

9.5 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.6 The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

**Form III**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007**

[Applicable for Indian Forest Service officers who are on deputation under clauses (i) and (ii) of sub-rule 2 of rule 6 of the Indian Forest Service (Cadre) Rules, 1966]

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**Section I – Basic Information**

(To be filled in by the Administration Division/Environment & Forest Department)

1.Name of the officer reported upon:

2.Service:

3.Cadre:

4.Year of allotment:

5.Date of Birth:

6.Present Grade:

7.Present post:

8.Date of appointment to present post:

**9.Reporting, Reviewing and Accepting Authorities**

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

**10.Period of absence on leave, etc.**

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**11.Training Programs attended**

Date from	Date to	Institute	Subject

**12. Awards/Honours**

13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year


14. Date of filing the property return for year ending December

15. Date of last prescribed medical examination (Mandatory for all Indian Forest Service officers) Attach summary of the medical report

Date:

Signature on behalf of \_\_\_\_\_  
Admn./Environment & Forest Department



## Section II – Self Appraisal

### 1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

--

### 2. Annual work plan and achievement:

Tasks to be performed	Deliverables <sup>40[1]</sup>		Actual Achievement <sup>41[2]</sup>
	Initial <sup>42[3]</sup>	Mid year <sup>43[4]</sup>	

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description

--

### 4. Declaration

Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	

Signature of officer reported upon \_\_\_\_\_

Date:

<sup>40[1]</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

<sup>41[2]</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

<sup>42[3]</sup> Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

<sup>43[4]</sup> Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

## Section III

## Appraisal

**1. Assessment of Personal Attributes** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade). 70% weightage will be assigned to this item.

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

**2. Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item.)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i. Accomplishment of planned work including training courses for various ranks			
ii. Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences.			
iii. Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

**3. Integrity** Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

--

**4. Pen picture by the Reporting Authority.** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

--

**5. Recommendation relating to domain assignment (Please tick mark any four).**

	Afforestation/agro-forestry and tribal/hill areas development		Bio-diversity and wildlife management
	Social Welfare of Dwellers in forest and tribal areas		Training
	Forest and wild life related crimes		Research and Development
	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce		Bio-technology
	Environmental issues including climate change		Forest Personnel Administration
	Forest conservation and development		Others

6. Overall Grade on a scale of 1-10

Signature of Reporting Authority\_\_\_\_\_

Date:

**Section IV – Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS / officer reported upon?  
 (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries)

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Recommendation relating to domain assignment (Please tick mark any four)

	Afforestation/agro-forestry and tribal/hill areas development		Bio-diversity and wildlife management
	Social Welfare of Dwellers in forest and tribal areas		Training
	Forest and wild life related crimes		Research and Development
	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce		Bio-technology
	Environmental issues including climate change		Forest Personnel Administration
	Forest conservation and development		Others

5. Overall Grade on a scale of 1-10.

Signature of Reviewing Authority\_\_\_\_\_

Date:

## Section V – Acceptance

1. Do you agree with the remarks of the reporting/reviewing authorities?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10.

Date

Signature of Accepting Authority \_\_\_\_\_

**General guidelines for filling up the PAR form for Indian Forest Service officers who are on deputation under clauses (i) and (ii) of sub-rule 2 of rule 6 of the Indian Forest Service (Cadre) Rules, 1966**

### 1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

### 2. Section-I

2.1. This Section should be filled up in the Administration Division/Environment & Forest Department. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> of April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 – 31<sup>st</sup> March 2008.

2.2. Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5 This Section provides for regular annual medical examination. The health check up is mandatory for all Indian Forest Service officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./ Environment and Forest Department. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

### **3. Section-II**

3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid- year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

### **4. Section-III**

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

- (i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including areas of strengths and lesser strengths. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 The reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 9.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

## 5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

## 6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

## 7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and reviewing authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

## 7.2 Weightage & Mean

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators/descriptive picture in proportion to weightage assigned.

**8. Schedule for completion of PARs of Indian Forest Service Officers**

The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the concerned organisations.

**Form IIIA**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007****PERFORMANCE REPORT ON STUDY LEAVE/LEAVE FOR STUDY**

(Applicable for Indian Forest Service Officers)

(For the year/period ending \_\_\_\_\_)

**A. PERSONAL DATA**

1. Name of the Officer	
2. Cadre/year of allotment	
3. Date of Birth	
4. Present Grade	Date
5. Study Leave/ Leave Details	
a) Course	
b) Institution	
c) Duration	
6. Period of Sanctioned Leave	
7. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)	
8. Date of Filing Annual Property Returns	

**B. SELF ASSESSMENT:**

--

Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.



**Form III B**

[See rule 4]

**The All India Services (Performance Appraisal Report) Rules, 2007**

**PERFORMANCE REPORT ON TRAINING**  
(Applicable for Indian Forest Service Officers)

(For the year/period ending \_\_\_\_\_)

**A. PERSONAL DATA**

1.	Name of the Officer	
2.	Service/Cadre/year of allotment	
3.	Date of Birth	
4.	Present Grade	Date
5.	Training Details	
	a) Course	
	b) Institution	
	c) Duration	
6.	Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)	
7.	Date of Filing Annual Property Returns	

**B. SELF ASSESSMENT: -**

--

Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities in the State and the Central Government.