

By Speed Post
Urgent

F.No. 11059/01/2016-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training

North Block, New Delhi
Dated the 1st March, 2017

To,

The Chief Secretaries of all the States / UTs

Subject: Proposal to amend AIS (PAR) Rules, 2007 – reg.

Sir / Madam;

The undersigned is directed to refer to the subject noted above and to say that this Department is in the process of amending rule AIS(PAR)Rules, 2007. The proposed amendments (copy enclosed), inter alia, provide for:-

- (i) Mandatory filing of PAR electronically and exceptions thereof.
- (ii) Modified procedure for submitting representation by the member of service after disclosure of PAR and role of the newly defined competent authority and referral board.
- (iii) Seeking comments of reporting / reviewing / accepting authority on relinquishing charge (transfer) and superannuation.
- (iv) Revised timelines filling of PAR by AIS officers, as specified in schedule for completion of PARs in para 9 under general guidelines for filling of the PAR form (**Annexure-I**).

2. Therefore, it is requested to furnish your comments/views on the proposed amendments in AIS (PAR) Rules, 2007 to this Department latest by **15th March, 2017** positively. Soft copy of the comments / views may also be sent by email at **so-ais3@nic.in**. If no reply is received within the stipulated time, it will be presumed that State Government has no objection to the proposed amendments.

Encl: As above.

Yours faithfully,




(Rajesh Kumar Yadav)
Under Secretary (Services)
Tele: 011-23094714
FAX: 011-23092344

Cont'd...

Copy with request to furnish comments / views as mentioned above:-

1. Joint Secretary(UTS)
(Shri P.K. Srivastava),
MHA, North Block, New Delhi
2. Joint Secretary(Police-I)
(Shri Kumar Alok),
MHA, North Block, New Delhi
3. I.G. of Forests
(Ms. Rekha Pai)
M/o Environment, Forests and Climate Change
Paryavaran Bhawan, Jor Bagh, New Delhi
- ✓ 4. Copy to NIC, DOPT – with request to upload the same on the website of the
Department.


(Rajesh Kumar Yadav)
Under Secretary (Services)

Proposed amendment in AIS(PAR)Rules, 2007

Sl No.	Existing Rule	Proposed Amendments (in Bold)
1	<p><u>Mandatory filing of PAR electronically</u></p>	<p>A new sub rule 4(A) is proposed to be inserted as under:-</p> <p>(a) Performance Appraisal Report shall be generated and written by the officer reported upon electronically as prescribed by the Central Government.</p> <p>(b) Comments of the reporting, reviewing and accepting authority shall be recorded electronically in case he is a government servant. Political executives can record their comments manually.</p> <p>Provided that in certain cases, for reasons to be recorded in writing, PAR may be generated and written manually by the officer reported upon and any of the reporting authorities, i.e. reporting/reviewing/accepting authority with the approval of the Cadre Controlling Authority.</p> <p>(c) Prior approval of the Cadre Controlling Authority in consultation with DOPT is to be taken in cases where exemption for electronic filing of PAR is sought.</p>
2	<p><u>Writing of PAR on relinquishing of charge</u></p> <p><u>Rule 5(2)</u> 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.</p>	<p>Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing or accepting authority <u>who is a government servant</u> or the member of the service reported upon relinquishes charge of the post. The report shall be written within the time frame as specified in schedule for completion of PARs in para 9 under general guidelines for filling of the PAR form.</p>
3	<p><u>Disclosure of performance appraisal report to the officer reported upon and procedure for representation to the Referral Board</u></p> <p>Rule 9 (1) The full annual</p>	<p>No change.</p>

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

No change.

No change.

(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. **The comments of reporting/ reviewing authority are required to be sought even if they have retired/ demitted/relinquished office.**

No change.

No change.

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.

(7)(a)(i) If the accepting authority is of a level below the minister in the State or in the Central Government, then the competent authority to decide the representation will be one level higher than the accepting authority. In such cases the Accepting authority shall forward the comments of the officer reported upon along with the views of the reporting authority, reviewing authority and his own views to the competent authority within fifteen days of receipt of the views of the reviewing authority. *The comments of the accepting authority are required to be sought even if he has retired / demitted / relinquished office.*

(7)(a)(ii) The competent authority shall consider the comments of the officer reported upon, the views of the reporting authority, reviewing authority and accepting authority and after due consideration, the competent authority may accept them and modify the performance appraisal report with a speaking order. Final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the accepting authority.

(7)(b) If the accepting authority is the Minister in the State (including the Chief Minister) or the Minister in the Centre, then the competent authority to decide the representation will be the accepting authority himself. In such cases 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. *The comments of the reporting/ reviewing authority are required to be sought even if he has retired / demitted/ relinquished office.*

7(c) If the competent authority has not seen the work of the officer reported upon, the

<p>(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.</p> <p>(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.</p>	<p>representation shall be referred to the Referral Board.</p> <p>No Change.</p> <p>No Change.</p>
<p>(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.</p> <p>(b) In case an entry or assessment is upgraded or downgraded, reasons for the same shall be recorded in the performance appraisal report.</p>	<p>(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, the accepting authority and the competent authority as mentioned in rule 9(7)(a) 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.</p> <p>No Change.</p> <p>Provided where the representation has been sent to the Referral Board when the competent authority has not seen the work of the officer reported upon, as the case may be, 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</p>

	<p>(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.</p>	<p>accepting authority and confirm or modify the performance appraisal report, including the overall grade. The decision of the Referral Board shall be in respect of both factual observations and errors of facts and the decision of the Referral Board shall be final. Final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the Referral Board.</p> <p>No Change.</p>
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Annexure - I

Existing vis-à-vis proposed timelines for filling of PAR by AIS officers (as specified in schedule for completion of PARs in para 9 under general guidelines for filling of the PAR form)

PAR Level	Time-line for self-appraisal			Time-line for Reporting officer			Time-line for Reviewing Authority			Time-line for Accepting Authority			Time-line for Disclosure		Time-line for Representation		Time-line for final disposal	
	Existing	Proposed	Auto-forward	Existing	Proposed	Auto-forward	Existing	Proposed	Auto-forward	Existing	Proposed	Closure of PAR	Existing	Proposed	Existing	Proposed	Existing	Proposed
Below Super-time	30 th April	30 th April	1 st May	31 st May	31 st Aug	1 st Sept	30 th June	31 st Oct.	1 st Nov.	31 st July	31 st Dec	31 st Dec	15 th Aug.	15 th Jan.	31 st Aug.	30 th Jan	31 st Oct.	31 th Mar
Super-time	31 st May	30 th April	1 st May	30 th June	31 st Aug	1 st Sept	31 st July	31 st Oct	1 st Nov.	31 st Aug.	31 st Dec	31 st Dec	15 th Sept.	15 th Jan.	30 th Sept	30 th Jan	30 th Nov.	31 th Mar
AS & above / Equivalent post in IPS & IFS	15 th June	30 th April	1 st May	15 th July	31 st Aug	1 st Sept	15 th Aug.	31 st Oct	1 st Nov.	15 th Sept	31 st Dec	31 st Dec	30 th Sep.	15 th Jan.	15 th Oct.	30 th Jan	15 th Dec.	31 th Mar

17.¹THE 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,

¹ 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

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;

(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. - 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.

4(A) A new sub rule 4(A) is proposed to be inserted as under:-

(a) Performance Appraisal Report shall be generated and written by the officer reported upon electronically as prescribed by the Central Government.

(b) Comments of the reporting, reviewing and accepting authority shall be recorded electronically in case he is a government servant. Political executives can record their comments manually.

Provided that in certain cases, for reasons to be recorded in writing, PAR may be generated and written manually by the officer reported upon and any of the reporting authorities, i.e. reporting/reviewing/accepting authority with the approval of the Cadre Controlling Authority.

(c) Prior approval of the Cadre Controlling Authority in consultation with DOPT is to be taken in cases where exemption for electronic filing of PAR is sought.

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.~~

(2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing or accepting authority who is a government servant or the member of the service reported upon relinquishes charge of the post. The report shall be written within the time frame as specified in schedule for completion of PARs in para 9 under general guidelines for filling of the PAR form.

(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 where the authority reporting the performance appraisal report is a government servant, after one month of his retirement from service; and in other cases, after one month of the date on which he demits office.

Explanation.- I 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.

Explanation.- II A Minister shall be deemed to have demitted the office where pursuant to fresh elections, a new Council of Ministers has been reconstituted, even if the Minister who was in the earlier Council of Ministers finds a place in the new Council of Ministers with the same or different portfolio.

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.

*Substituted vide Not. No. 11059/06/2010-AIS-III dt. 22.12.2010 (GSR No. 1003(E) dt. 22.12.2010)

Explanation. – *Omitted.

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.

*Omitted vide Not. No. 11059/06/2010-AIS-III dt. 22.12.2010 (GSR No. 1003(E) dt. 22.12.2010)

(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.~~

(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. **The comments of reporting/ reviewing authority are required to be sought even if they have retired/ demitted/relinquished office.**

(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.~~

(7)(a) (i) If the accepting authority is of a level below the minister in the State or in the Central Government, then the competent authority to decide the representation will be one level higher than the accepting authority. In such cases the Accepting authority shall forward the comments of the officer reported upon along with the views of the reporting authority, reviewing authority and his own views to the competent authority within fifteen days of receipt of the views of the reviewing authority. *The comments of the accepting authority are required to be sought even if he has retired / demitted / relinquished office.*

(7)(a)(ii) The competent authority shall consider the comments of the officer reported upon, the views of the reporting authority, reviewing authority and accepting authority and after due consideration, the competent authority may accept them and modify the performance appraisal report with a speaking order. Final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the accepting authority.

(7)(b) If the accepting authority is the Minister in the State (including the Chief Minister) or the Minister in the Centre, then the competent authority to decide the representation will be the accepting authority himself. In such cases 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. *The comments of the reporting/ reviewing authority are required to be sought even if he has retired / demitted /relinquished office.*

7(c) If the competent authority has not seen the work of the officer reported upon, the representation shall be referred to the Referral Board.

(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 competent authority as mentioned in rule 9(7)(a) 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.

A proviso is proposed to be inserted

Provided where the representation has been sent to the Referral Board when the competent authority has not seen the work of the officer reported upon, as the case may be, 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. The decision of the Referral Board shall be in respect of both factual observations and errors of facts and the decision of the Referral Board shall be final. Final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the Referral Board.

(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