

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 11th June, 2018

To,

The Chief Secretaries of all the States / UTs

Subject: **Proposal to modify PAR Form I & II applicable for IAS officers under Appendix I Schedule 2 of AIS (PAR) Rules, 2007 – reg.**

Sir / Madam;

I am directed to refer to the subject noted and to say that apart from revising the timelines for completion of PAR for all levels of AIS officers for which comments have already been sought, this Department is also considering to revise PAR Form I & II applicable for IAS officers under AIS(PAR)Rules, 2007, by making the following additions/modifications:-

- (i) In Section II of FORM I after column 5, a new column is to be inserted to provide for Officer reported upon to opt four domain assignments from the given options.
- (ii) In Section III of FORM I after column 7, a new column is to be inserted for comments of reporting officer on certain specific attributes.
- (iii) In Section III of FORM I, word limit of 100 words for writing pen picture by reporting officer is to be replaced by 50 words.
- (iv) In Section IV of FORM I after column 2, a new column is to be inserted for comments of reviewing officer on certain specific attributes.
- (v) In Section IV of FORM I, in the pen picture column by reviewing officer, the text “Comments, if any, on the pen picture written by the Reporting Authority” in existing column 3 shall be substituted with “Descriptive comments, if any, on the pen picture written by the Reporting Authority (not more than 50 words)”.
- (vi) In Section III of FORM II after column 2, a new column is to be inserted for comments of reporting officer on certain specific attributes.
- (vii) In section IV of Form II, in column 3, the text “Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and his attitude towards weaker sections” shall be replaced by the following:-

“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*. Also give remarks on the comments by reporting officer on specific attributes in column 3 of Section III.”

Cont'd....

2. Accordingly, **draft PAR Form I & II incorporating the changes/additions (as highlighted in Italic, Caps and Underlined)** is enclosed with request to furnish your comments/views on the aforesaid proposal to this Department latest by **28th June, 2018** 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 stated.

Yours faithfully,


11.6.18
(Jyotsna Gupta)

Under Secretary (Services)

Tele: 011-23094714

FAX: 011-23092344

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

1. Addl. Secretary(UTS)
(Shri P.K. Srivastava),
MHA, North Block, New Delhi
2. Joint Secretary(Police-I)
(Shri SCL Das),
MHA, North Block, New Delhi
3. Sh. Ritesh Kumar Singh,
Joint Secretary(Admin/IFS)
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.


11.6.18
(Jyotsna Gupta)

Under Secretary (Services)

DRAFT FORM 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

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. 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

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		Actual Achievement
	Initial	Mid year	

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. INDICATE FOUR RELEVANT DOMAIN ASSIGNMENTS FROM THE LIST BELOW

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

7. 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.

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

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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			
li	Sense of responsibility			
lii	Overall bearing and personality			
lv	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. PLEASE COMMENTS SPECIFICALLY ON THE FOLLOWING ATTRIBUTE (IN ABOUT 50 WORDS EACH):-

(i)	The ability to take timely and effective decision especially in complex, ambiguous and critical situations,	
(ii)	Ownership of responsibilities with courage to stand up for what is right	
(iii)	Innovativeness	
(iv)	Track record of delivery	
(v)	Ability to lead a team with coordination and collaboration	

9.Integrity

Please comment on the integrity of the officer:

10. Pen picture by Reporting Officer. Please comment *(IN ABOUT 50 WORDS)* on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

11. 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

12. Overall grade (on a score 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
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2. In case of difference of opinion details and reasons for the same may be given.

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3. PLEASE GIVE REMARKS ON THE COMMENTS BY REPORTING OFFICER ON SPECIFIC THE ATTRIBUTES IN COLUMN 8 OF SECTION III (WHETHER YOU AGREE. IF NOT GIVE REASONS IN NOT MORE THAN 50 WORDS)

(i)	The ability to take timely and effective decision especially in complex, ambiguous and critical situations,	
(ii)	Ownership of responsibilities with courage to stand up for what is right	
(iii)	Innovativeness	
(iv)	Track record of delivery	
(v)	Ability to lead a team with coordination and collaboration	

4. DESCRIPTIVE comments on the pen picture written by the Reporting Authority (NOT MORE THAN 50 WORDS).

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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

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
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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 _____

DRAPP FORM II

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. 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

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	

Date: Signature _____
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			
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			
ii) Quality of Output			
iii) Accomplishment of exceptional work/ unforeseen tasks during the period			
Overall Grading on 'Work Output'			

3. PLEASE COMMENTS SPECIFICALLY ON THE FOLLOWING ATTRIBUTES (IN 50 WORDS EACH):-

(i)	The ability to take timely and effective decision especially in complex, ambiguous and critical situations,	
(ii)	Ownership of responsibilities with courage to stand up for what is right	
(iii)	Innovativeness	
(iv)	Track record of delivery	
(v)	Ability to lead a team with coordination and collaboration	

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4. Integrity

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

5. 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*.

6. 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

7. 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
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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*. **ALSO GIVE REMARKS ON THE COMMENTS BY REPORTING OFFICER ON SPECIFIC ATTRIBUTES IN COLUMN 3 OF SECTION III.**

4. Comments on the pen picture written by the Reporting Authority

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.

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
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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_____