

No.11059/09/2008-AIS (III)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, the 18<sup>th</sup> July, 2008

**OFFICE MEMORANDUM**

**Subject:** The All India Services (Performance Appraisal Report) Rules, 2007–  
Clarification regarding.

The undersigned is directed to say that the All India Services (Confidential Rolls) Rules, 1970 have been replaced by the All India Services (Performance Appraisal Report) Rules, 2007 and have been implemented from the assessment year 2007-2008 onwards.

2. The relevant instructions given in the 'General guidelines for filling the PAR form' are reiterated below:

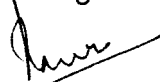
- (i) The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form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

3. It has come to the notice of the Government that some officers have been awarded a perfect 'ten' in respect of all segments of the Assessment Report, which is in contradiction of the instructions. Such assessments would be considered to be casual and without application of mind by the reporting officer. This would obviously detract from the credibility of the report and would also reflect on the reporting officer himself.

4. The Reporting/Reviewing/Accepting authorities are, therefore, advised that very high credits should not be given in all the cases in a routine manner and it is expected that very high marks can normally be obtained in not more than 20% of the cases reported.

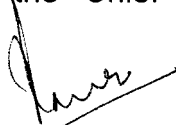
5. This O.M. may be brought to the notice of all reporting, reviewing and accepting authorities.

  
(Harjot Kaur)  
Director (Services)  
T. No. 23093591

To

1. The Ministry of Home Affairs, North Block, New Delhi.
2. The Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, New Delhi.
3. All the Ministries/ Departments of Government of India
4. EO Division (EO (PR), Department of Personnel and Training
5. AIS – II Section [DO (Pay)]
6. Admn. I Section, Department of Personnel and Training
7. All IAS officers in the Department of Personnel and Training
8. Website of the Ministry of Personnel, Public Grievances & Pensions (<http://www.persmin.gov.in>)

Copy also forwarded for information/necessary action to the Chief Secretaries of all the States/Union Territories

  
(Harjot Kaur)  
Director (Services)