

India Service (Performance Appraisal Report) Rules, 2007

UNION OF INDIA

India

India Service (Performance Appraisal Report) Rules, 2007

Rule

INDIA-SERVICE-PERFORMANCE-APPRAISAL-REPORT-RULES-2007 of 2007

- Published on 14 March 2007
- Commenced on 14 March 2007
- [This is the version of this document from 14 March 2007.]
- [Note: The original publication document is not available and this content could not be verified.]

India Service (Performance Appraisal Report) Rules, 2007 Published vide Notification in the Gazette of India, Extra, Part 2, Section 3(i), dated 14.3.2007.

1658.

G.S.R. 197(E), dated 14.3.2007. - 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;(ba)["competent authority" means the authority as mentioned in sub-rules (7A) and (7B) of rule 9 to decide the representation of the officer reported upon against performance appraisal report disclosed to the member of Service.] [Inserted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).](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;(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.

4A. [[Inserted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).]

(1) The performance appraisal report shall be generated and written by the officer reported upon electronically in the form as specified in Schedule 2. (2) The comments of the reporting, reviewing and accepting authority shall be recorded electronically in case he is a government servant. (3) The political executives may record their comments manually and the performance appraisal report so recorded shall be uploaded electronically as per time frame specified in Schedule 2: Provided that in certain cases, with the approval of the Government and for reasons to be recorded in writing, performance appraisal report may be generated and written manually by the officer reported upon and any of the reporting authorities, that is, reporting or reviewing or accepting authority as per the guidelines specified by the Central Government from time to time: Provided further that prior approval of the Central Government in consultation with Department of Personnel and Training shall be taken in cases where permanent exemption from electronic filing of performance appraisal report is sought on the grounds of national security, etc. for a particular class of posts.]

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 or accepting authority who is a government servant or the member of the Service reported upon relinquishes charge (other than retirement) of the post, and, in such a case, the report shall be written within the time frame as specified in Schedule 2 for completion of performance appraisal report in paragraph 9 of general guidelines for filling of the performance appraisal report form.] [Substituted '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.' by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).] (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: Provided further that if

the member of Service occupies more than one post, the Government shall identify the post (substantive or additional charge) to report or review, well in advance of the relevant assessment year.] [[Substituted '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.' by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).]](3A)[In general one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time : Provided that if more than one person supervises the performance of the member of Service for a given period of time, the Government shall identify the persons to report or review well in advance of the relevant assessment year.] [Inserted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).](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.[* * *] [Omitted '(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.' by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).]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.[* * *] [[Omitted '(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.' by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).]]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.[* * *] [[Omitted '(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.' by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).]](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.

7A. [Restriction on reporting authority, etc. in certain cases. [Inserted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).]

- Notwithstanding anything contained in rules 5, 6 and 7, it shall not be competent for the reporting authority, reviewing authority or 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. - For the purposes of this rule,-(a)a Minister shall not be deemed to have 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.(b)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.

7B. Treating performance appraisal report as non-est.

- The performance appraisal report, not recorded in terms of the provisions of these rules and instructions issued thereunder, shall be treated as non-est: Provided that all the performance appraisal reports filed manually without approval of the Government to do so shall be treated as non-est.]

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 electronically to the officer reported upon, after finalisation by the accepting authority except in the cases where it is generated manually, to enable the officer reported upon to represent his case.] [Substituted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).](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 from the date 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 and the comments of reporting and reviewing authority are required to be sought even if they have retired or demitted or relinquished office, and in case the comments of reporting and reviewing authority are not received within fifteen days from the date of receipt, it shall be presumed that reporting and reviewing authority have no comments to offer.] [Substituted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).](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)[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 shall be one level higher than the accepting authority and 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, and the comments of the accepting authority are required to be sought even if he has retired or demitted or relinquished office.(7A)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 and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the accepting authority.(7B)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 and 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, and the comments of the reporting and the reviewing authority are required to be sought even if he has retired or demitted or relinquished office.(7C)If the competent authority has not seen the work for the reporting period, the representation shall be referred to the Referral Board.] [Substituted '(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.' by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).](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 the competent authority] [Substituted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).] 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.[Provided that where the representation has been sent to the Referral Board when the competent authority has not seen the work of the officer reported upon, 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 in respect of both factual observations and errors of facts and the decision of the Referral Board shall be final and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the Referral Board.] [Inserted by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).](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. [Substituted '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.' by Notification No. G.S.R. 596(E), dated 15.6.2017 (w.e.f. 14.3.2007).]

- Nothing in these rules shall be deemed to preclude an officer from making a memorial within the period of ninety days to the President on the performance appraisal report, as provided under rule 25 of the All India Services (Discipline and Appeal) Rules, 1969:Provided that in cases where due to unavoidable circumstances it is not possible to make a memorial under these rules within the said period of ninety days, the competent authority may relax the timeline for submission of the memorial.]

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[SCHEDULE 2 [Substituted by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)][See rule 4]List of Appendices Forms for Performance Appraisal ReportAppendix - 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 - 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 - 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).]Substituted by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)

SCHEDULE 2[See rule 4]Forms for Performance Appraisal ReportAppendix - Performance Appraisal Report Forms and Proforma for Health check up for the Indian Administrative Service(a) 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(b) 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(c) Form III for the Indian Administrative Service officers who are on deputation under rule 6(2)(ii) of the IAS (Cadre) Rules, 1954(d) Form IIIA Performance Report on study leave/leave for study for Indian Administrative Service officers(e) Form IIIB Performance report on training (applicable for the Indian Administrative Service officers).(f) Form IV Proforma for Health check up for the Indian Administrative Service officers.

[SCHEDULE 3 [Substituted by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)][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 |
| | | Member |

	(ii) Principal Chief Conservator of Forests in the State	
	(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
	(iv) 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

]Substituted by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)

SCHEDULE 3[See rule 2 (i)]Composition of the Referral Board{[

For IAS

(a) In respect of officers working in the States—

(i) Chief Secretary of the State	Chairperson
(ii) Senior most Chief Conservator of Forests in the State	Member
(iii) Secretary (Appointments)	Member

(b) In respect of officers working in the Centre—

(i) Cabinet Secretary	Chairperson
(ii) Secretary (Personnel)	Member
(iii) Establishment Officer	Convener

For IPS

(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)/Secretary (PAR)	Convener

(b) In respect of officers working in the centre -

(i) Cabinet Secretary	Chairperson
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(ii) Secretary (Personnel)	Member
(iii) Establishment Officer	Convener

For IFS

(a) In respect of officers working in the States -

(i) Chief Secretary of the State	Chairperson
(ii) Senior most Chief Conservator of Forests in the State	Member
(iii) ACS/Principal Secretary	Member
(iv) Secretary (Appointments)	Convener

(b) In respect of officers working in the Centre

(i) Cabinet Secretary	Chairperson
(ii) Secretary (Personnel)	Member
(iii) Establishment Officer	Convener

}] [Appendix I [Substituted for the words "Form I" by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)] Form I] (See Rules 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 and 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)] [Substituted for the words "15. Date of last prescribed medical examination (for officers over 40 years of age)(Attach copy of Part 'C' of Report)" by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]|

Date : Signature on behalf ofAdmn/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] [Deliverables refer to quantitative or financial targets or verbal description of expected outputs.]	[Actual Achievement] [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.]
	[Initial] [Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.]	[Midyear] [Mid year listing of deliverables are to be finalised 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 (with 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 filed 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 detail.

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-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with referring to the lowest grade and 10 to the best grade. Weightage to this section will be 40%).

	Initial
Reporting Authority	Reviewing Authority of Reviewing Authority

(i) Accomplishment of planned work

(ii) Quality of output

Accomplishment of exceptional

(iii) 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%)

	Initial
Reporting Authority	Reviewing Authority of Reviewing Authority

(i)(ii)(iii)(iv)(v)(vi)(vii)(viii)

Attitude to
work Sense of
responsibility Overall bearing
and
personality Emotional stability Communications skills Moral courage
and willingness
to take a
professional
stand Leadership qualities 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	Reviewing Authority	Initial of Reviewing Authority
--	---------------------	---------------------	--------------------------------------

	Knowledge of laws./rules/procedures/IT skills and awareness of the local norms in the relevant area Strategic planning (i)(ii)(iii)(iv)(v)(vi) ability Decision making ability Initiative Coordination ability 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)

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

Connectivity Infrastructure

and Technology

11. Overall grade (on a score of 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. [Comments, if any, on the pen picture written by the Reporting Authority. [Substituted for the words "3. 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 section." by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]

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

Agriculture and Rural

Public Finance and Financial

Development Social Development Culture and

Management Industry and Trade Internal Affairs

Information Natural Resource

and Defence Housing and Urban

Management Energy and

Affairs Personnel and General Administration,

Environment Communication Systems and

Governance Reform, Regulatory System Science

Connectivity Infrastructure

and Technology

5. Overall grade (on a score of 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.

5. Overall grade (on a score of 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.1.2Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realise that the objective is to develop an officer so that he/she realises 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.1.3The 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.1.4Although 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

2.1This section should be filled up in the Administration Division/Personnel Department Period of report could either be the entire reporting year, namely, from 1st of April to 31st 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, 10th September, 2007-31st March, 2008.2.2Information on the present grade (pay-scale) as well as present post (actual designation and organisation) and the date from which he/she has been on his/her present post needs to be mentioned.2.3In 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.2.4The 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 in mandatory for all officers above the age of 40 and may be totally dispensed 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.] [Substituted for the words "2.5 This section provides for regular annual medical examination. The health check in mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medical incident. A copy of Part-C of the

health check-up report is to be attached to the PAR Form by the Admin/Personnel Department and a copy provided to the member of the service. The format of the health check-up is given at Schedule 2." by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]

3. Section-II

3.1The 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.3.2All 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 finalised by 30th 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 finalised by 31st October. Based on this review the work plan may undergo some changes from that originally prepared.3.3After 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 midterm transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.3.4The 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-a-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.3.5It 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.3.6Section 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 contribution 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 organisation 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 earthquake/flood) would certainly be an exceptional contribution.3.7The 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.3.8There 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.3.9This 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

4.1Section 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 a disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.4.2This section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.4.3Thereafter, 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.4.4The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.4.5Section 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 judgment 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.4.6The 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 in earlier part of this Section.4.7Reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at Para 10.4.8Finally, 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.] [Substituted for the words "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." by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]

5.2The reviewing authority is required to record a pen-picture, not exceeding about 100 words, on the overall qualities of the officer reported upon including areas of strengths and lesser strengths and his/her performance including his attitude towards weaker sections and recommendations relating to domain assignment. Finally he/she is required to record an overall grade in the scale of 1-10.

6. Section-V

6.1This 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

7.1At 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.7.2Weightage and MeanWeights 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.

8.1There 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 finalised by the accepting authority.8.2RepresentationThe 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 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 downgraded 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

9.1The following schedule should be strictly followed :Reporting Year-Financial Year

Activity	Cutoff date	
Below Super Time Scale	Super Time Scale	
Blank PAR form to be given to the officer reported upon by theAdministration	1st April	1st May
Division/Personnel Department, specifying the reportingofficer and reviewing authority		
Self appraisal for current year	30th April	31st May
Appraisal by reporting authority	31st May	30th June
Appraisal by reviewing authority	30th June	31st July
Appraisal by accepting authority	31st July	31st August
Disclosure to the officer reported upon	15th August	15th September
Comments of the officer reported upon, if any (if none,transmission of the PAR to the DOPT)	31st August	30th September 15th October

Forwarding of comments of the officer reported upon to the reviewing authority and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15th September	
Comments of reporting authority	30th September	31st October
Comments of reviewing authority	15th October	15th November
Comments of accepting authority/PAR to be finalised and disclosed to the officer reported upon	31st October	30th November
Representation to the Referral Board by the officer reported upon	30th November	31st December
Forwarding of representation to the Referral Board along with the comments of Reporting authority/Reviewing authority and Accepting authority	15th December	15th January
Finalisation by Referral Board if the officer reported upon represents against the decision of the Accepting authority	15th January	15th February
Disclosure to the officer reported upon	31st January	28th February
End of entire PAR Process	31st March	31st March

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st 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 31st 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 15th 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 31st 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 him 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 Reporting Authority shall record his comments in the PAR of the officer reported on 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 authorise 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

I. Agriculture and Rural Development

- | | |
|--|--|
| (1) Department of Agriculture and Cooperation | (2) Department of Agriculture and Research and Education |
| (3) Department of Animal Husbandry, Dairying and Fisheries | (4) Ministry of Agro and 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 and Public Distribution | (10) Department of Consumer Affairs |
| (11) Ministry of Food Processing Industries | |

II. Social Development

- | | |
|--|--|
| (1) Department of Health | (2) Department of Family Welfare |
| (3) Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy (AYUSH) | (4) Department of Secondary and Higher Education |
| (5) Department of Elementary Education and Literacy | (6) Department of Women and Child Development |
| (7) Ministry of Social Justice and Empowerment | (8) Department of Urban Employment and Poverty Alleviation |

III. Culture and Information

- | | |
|--|--------------------------------|
| (1) Ministry of Information and Broadcasting | (2) Ministry of Culture |
| (3) Ministry of Tourism | (4) Ministry of Tribal Affairs |

IV. Natural Resource Management

- | | |
|--|---------------------------------|
| (1) Ministry of Environments and Forests | (2) Ministry of Water Resources |
| (3) Department of Ocean Development | (4) Ministry of Mines |

V. Energy and Environment

- | | |
|---------------------------------|---|
| (1) Department of Atomic Energy | (2) Ministry of Non-Conventional Energy Sources |
| (3) Ministry of Coal | (4) Ministry of Petroleum and Natural Gas |

(5) Ministry of Power

VI. Communication Systems and Connectivity Infrastructure

- | | |
|--------------------------------|--|
| (1) Ministry of Civil Aviation | (2) Department of Information Technology |
|--------------------------------|--|

- (3) Department of Telecommunication
- (5) Department of Road Transport and Highways

VII. Public Finance and Financial Management

- (1) Department of Disinvestment
- (2) Department of Economic Affairs
- (5) Ministry of Company Affairs
- (7) Ministry of Statistics and Programme Implementation

VIII. Industry and Trade

- (1) Department of Industrial Policy and Promotion
- (3) Department of Commerce
- (5) Department of Fertilisers
- (7) Department of Public Enterprises

IX. Internal Affairs and Defence

- (1) Department of Defence
- (3) Department of Defence Research and Development
- (5) Department of Internal Security
- (7) Department of Public Enterprises
- (9) Department of Jammu and Kashmir Affairs
- (11) Ministry of Development of North Eastern Region

X. Housing and Urban Affairs

- (1) Ministry of Urban Development

XI. Personal and General Administration, Governance Reform, Regulatory Systems

- (1) Department of Personnel and Training
- (3) Department of Pensions and Pensioners Welfare
- (5) Legislative Department
- (7) Cabinet Secretariat
- (9) President's Secretariat
- (11) Prime Minister's Office
- (13) Election Commission

XII. Science and Technology

- (1) Department of Science and Technology
- (3) Department of Bio-Technology

- (4) Department of Posts
- (6) Department of Shipping

- (2) Department of Expenditure
- (4) Department of Revenue
- (6) Planning Commission

- (2) Department of Chemicals and Petrochemicals
- (4) Department of Heavy Industries
- (6) Ministry of Textiles
- (8) Ministry of Small Scale Industries

- (2) Department of Defence Production
- (4) Department of Ex-Servicemen Welfare
- (6) Ministry of States
- (8) Department of Home
- (10) Department of Border Management

- (2) Department of Administrative Reforms and Public Grievances
- (4) Department of Legal Affairs
- (6) Department of Justice
- (8) Ministry of Labour and Employment
- (10) Ministry of Parliamentary Affairs
- (12) UPSC

- (2) Department of Scientific and Industrial Research
- (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 :

Nameand Designation Periodworked

ReportingAuthorityReviewing AuthorityAccepting Authority

10. Period of absence on leave, etc.

Period Type Remarks

On Leave (specifytype) Others (specify)

11. Training Programs attended

Dateform Dateto Institute Subject

12. Awards/Honours

13. Detail 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)] [Substituted for the words "15. Date of last prescribed medical examination (for officers over 40 years of age)(Attach copy of Part 'C' of Report)" by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]| |

Date : Signatureon behalf ofAdmn/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-a-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	Initial of Reviewing Authority
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- (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-a-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	Reviewing 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 Attributes on 'Work Output'

3.Integrity.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.

3A. [Comments, if any, on the pen picture written by the Reporting Authority.] [Inserted by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]

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)

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

6. Overall grade on a score of 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 section.

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

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

General guidelines for filling up the PAR form for IAS officers 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 realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault finding process but a development 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 Department. Period of report could either be the entire reporting year, namely, from 1st of April to 31st 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, 10th September, 2007-31st March, 2008. 2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organisation) 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 may be mandatory for all officers above the age of 40 and may be totally dispensed 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.] [Substituted for the words "2.5 This section provides for regular annual medical examination. The health check may be mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medical incident. A copy of Part C of the health check-up report is to be attached to the PAR Form by the Administration/Personnel Department and a copy provided to the member of the Service. The format of the health check-up is given in Schedule 2." by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]

3. Section-II

The section requires the officer reported upon the 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

4.1The reporting authority is required to record a numerical grade in respect of certain attributes and work output.4.2This 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.4.3Section 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 judgment or that he/she has heard nothing against the officer, as the case may be. (b) If, as 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 in 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.] [Substituted for the words "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." by Notification No. G.S.R. 256 (E) dated

31.3.2008 (w.e.f. 14.3.2007)]

5.2 The reviewing authority is required to record a pen-picture, not exceeding about 100 words, including areas of strengths and lesser strengths and recommendations relating to domain assignment. Finally he/she is required to record an overall grade in the scale of 1-10.

6.

Section-V6.1 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 to 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 and 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 finalised 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 required 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 downgraded, 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	Cutoff date
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1st June
Filling in Section II by the officer reported upon	[15th June] [They are required to fill in only Section II-Declaration.]
Appraisal by reporting authority	15th July
Appraisal by reviewing authority	15th August
Appraisal by accepting authority	15th September
Disclosure to the officer reported upon	30th September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15th 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	31st October
Comments of reporting authority	15th November
Comments of reviewing authority	30th November
Comments of accepting authority/PAR to be finalised and disclosed to him	15th December
Representation to the Referral Board by the officer reported upon	31st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31st December
Finalisation by Referral Board if the officer reported upon represents against the decision of the accepting authority	28th February
Disclosure to the officer reported upon	15th March
End of entire PAR Process	31st March

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st 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 31st March of the following year. They shall send a list to each of the members of

Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/ Accepting Authorities by 15th April every year to enable them to ensure completion of PARs within the time-schedule.9.4If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter.9.5The 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.9.6The 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

I. Agriculture and Rural Development

- | | |
|--|--|
| (1) Department of Agriculture and Cooperation | (2) Department of Agriculture and Research and Education |
| (3) Department of Animal Husbandry, Dairying and Fisheries | (4) Ministry of Agro and 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 and Public Distribution | (10) Department of Consumer Affairs |
| (11) Ministry of Food Processing Industries | |

II. Social Development

- | | |
|--|--|
| (1) Department of Health | (2) Department of Family Welfare |
| (3) Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homeopathy (AYUSH) | (4) Department of Secondary and Higher Education |
| (5) Department of Elementary Education and Literacy | (6) Department of Women and Child Development |
| (7) Ministry of Social Justice and Empowerment | (8) Department of Urban Employment and Poverty Alleviation |
| (9) Ministry of Overseas Indian Affairs | |

III. Culture and Information

- | | |
|--|--------------------------------|
| (1) Ministry of Information and Broadcasting | (2) Ministry of Culture |
| (3) Ministry of Tourism | (4) Ministry of Tribal Affairs |
| (5) Ministry of Youth Affairs and Sports | |

IV. Natural Resource Management

- | | |
|---|---------------------------------|
| (1) Ministry of Environment and Forests | (2) Ministry of Water Resources |
| (3) Department of Ocean Development | (4) Ministry of Mines |

V. Energy and Environment

- | | |
|---------------------------------|--|
| (1) Department of Atomic Energy | |
|---------------------------------|--|

	(2) Ministry of Non-Conventional Energy Sources
(3) Ministry of Coal	(4) Ministry of Petroleum and Natural Gas
(5) Ministry of Power	
VI. Communication Systems and Connectivity Infrastructure	
(1) Ministry of Civil Aviation	(2) Department of Information Technology
(3) Department of Telecommunication	(4) Department of Posts
(5) Department of Road Transport and Highways	(6) Department of Shipping
VII. Public Finance and Financial Management	
(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 and Programme Implementation	
VIII. Industry and Trade	
(1) Department of Industrial Policy and Promotion	(2) Department of Chemicals and Petrochemicals
(3) Department of Commerce	(4) Department of Heavy Industries
(5) Department of Fertilisers	(6) Ministry of Textiles
(7) Department of Public Enterprises	(8) Ministry of Small Scale Industries
IX. Internal Affairs and Defence	
(1) Department of Defence	(2) Department of Defence Production
(3) Department of Defence Research and 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 and Kashmir Affair	(10) Department of Border Management
(11) Ministry of Development of North Eastern Region	
X. Housing and Urban Affairs	
(1) Ministry of Urban Development	
XI. Personnel and General Administration, GovernanceReform, Regulatory systems	
(1) Department of Personnel and Training	(2) Department of Administrative Reforms and Public Grievances
(3) Department of Pensions and Pensioners Welfare	(4) Department of Legal Affairs
(5) Legislative Department	(6) Department of Justice

- | | |
|------------------------------|--|
| (7) Cabinet Secretariat | (8) Ministry of Labour and Employment |
| (9) President's Secretariat | (10) Ministry of Parliamentary Affairs |
| (11) Prime Minister's Office | (12) UPSC |
| (13) Election Commission | |
- XII. Science and Technology

- | | |
|--|--|
| (1) Department of Science and Technology | (2) Department of Scientific and 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[(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)] [Substituted for the words "(Applicable for IAS Officers who are on deputation under Rule 6(2)(ii))" by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]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 and Designation	Period worked
--	----------------------	---------------

Reporting Authority

Reviewing Authority

Accepting Authority

10. Period of absence on leave, etc.

	Period	Type	Remarks
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On Leave (specify type)

Others (specify)

11. Training Programs attended

Date from	Date to	Institute	Subject
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12. Awards/Honours

13. Detail 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.] [Substituted for the words "15. Date of last prescribed medical examination (Attach copy of Part 'C' of Report)" by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]|

Date : Signature on behalf ofAdmn/Personnel Deptt.

Section II : Self Appraisal
1. Brief description of duties : (Objectives of the position you hold the tasks are required to perform, in about 100 words)

2. Annual work plan and achievement :

Tasks to be performed	[Deliverables] [Deliverables refer to quantitative or financial targets or verbal description of expected outputs.]	[Actual Achievement] [Actual achievement refers to achievement against the special deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.]
	[Initial] [Initial listing of deliverables are to be finalised within 1 month of the start of the period under report.]	[Midyear] [Mid year listing of deliverables are to be finalised 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-a-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
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- (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-a-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	Reviewing Officer	Initial of Reviewing Officer
-------------------	-------------------	------------------------------

- (i) Accomplishment of Planned work
- (ii) Quality of Output
- (iii) Accomplishment/unforeseen tasks / exception work during the period

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

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

Agriculture and Rural Development

Social Development

Culture and Information

Public Finance and Financial Management

Industry and Trade

Internal Affairs and Defence

Natural Resource Management

Housing and Urban Affairs

Energy and Environment

Personnel and General Administration,
Governance Reform, Regulatory System

Communication Systems and Connectivity
Infrastructure

Science and Technology

6. Over grade on a seal of 1-10

Date : Signature of reporting Authority

Section IV - Review

1. Do you agree with the assessment the reporting officer with respect to the work out put 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/S/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] [Substituted for the words "Please record a pen-picture of the officer reported upon in about 100 words on the overall qualities of the including areas of strengths and lesser strengths" by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]

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

Agriculture and Rural Development

Public Finance and Financial Management

Social Development

Industry and Trade

Culture and Information

Internal Affairs and Defence

Natural Resource Management

Housing and Urban Affairs

Energy and Environment

Personnel and General Administration, Governance
Reform, Regulatory System

Communication Systems and Connectivity
Infrastructure

Science and 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

[General guidelines for filling up the Performance Appraisal Report form for Indian Administrative Service officers who are on deputation under clause (i) and (ii) of sub-rule (2) or rule 6 of the Indian Administrative Service (Cadre) Rules, 1954.] [Substituted for the words "General guidelines for filling up the PAR form for IAS officers who are on deputation under Rule 6(2)(iii)" by Notification No. G.S.R. 256 (E) dated 31.3.2008 (w.e.f. 14.3.2007)]

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 realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault finding process but a development 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 Department. Period of report could either be the entire reporting year, namely, from 1st of April to 31st 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, 10th September, 2007-31st March, 2008. 2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organisation) 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 officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medical incident. A copy of 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.] [Substituted "This section provides for regular annual medical examination. The health check may be mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medical incident. A copy of Part C of the health check-up report is to be attached to the PAR Form by the Admin/Personnel Department and a copy provided to the member of the Service. The format of the health check-up is given in Annexure IV" Notification No.G.S.R.256(E) dated 31.3.2008 (w.e.f. 14.3.2007)]

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 on 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 finalised by 30th 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 finalised by 31st 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 this year and his contribution could be considered for evaluating his performance against the work plan. In the case of midterm 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-a-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

4.4 The reporting authority is required to record a numerical grade in respect of certain attributes and work output. 4.5 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. 4.6 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 judgment or that he/she has heard nothing against the officer, as the case may be. (b) If, as 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. [7 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 in earlier part of this section.] [Ed. : Paras have been re-numbered in sequence.]

4.8 The reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at Para 9.4.9 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 filed 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.] [Substituted by Notification No. G.S.R. 256(E) dated 31.3.2008 (w.e.f. 14.3.2007)]

Substituted by Notification No. G.S.R. 256(E) dated 31.3.2008 (w.e.f. 14.3.2007)

5.1 This section is to be filed 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. 5.2 The reviewing authority is required to record a pen-picture, not exceeding about 100 words, including areas of strengths and lesser strengths and recommendations relating to domain assignment. Finally he/she is required to record an overall grade in the scale of 1-10.

6.

Section-V6.1 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 to 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 and 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 31st 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 and Cooperation | 6. Ministry of Panchayati Raj |
| 2. Department of Agricultural Research and Education | 7. Department of Land Resources |
| 3. Department of Animal Husbandry Dairying and Fisheries | 8. Department of Drinking Water Supply. |
| 4. Ministry of Agro and Rural industries. | 9. Department of Food and Public Distribution. |
| 5. Department of Rural Development | 10. Department of Consumer Affairs. |
| | 11. Ministry of Food Processing Industries. |

II. Social Development

- | | |
|--|--|
| 1. Department of Health | 3. Department of Ayurveda, Yoga and Naturopathy, Unani, Siddhaand Homeopathy (AYUSH) |
| 2. Department of Family Welfare | |
| 4. Department of Secondary and Higher Education) | 7. Ministry of Social Justice and Empowerment |
| 5. Department of Elementary Education and Literacy | 8. Department of Urban Employment and Poverty Alleviation. |
| 6. Department of Women and Child Development | 9. Ministry of Overseas Indian Affairs. |

III. Culture and Information

- | | |
|---|---|
| 1.Ministry of Information and Broadcasting. | 4.Ministry of Tribal Affairs. |
| 2.Ministry of Culture. | 5.Ministry of Youth Affairs and Sports. |
| 3.Ministry of Tourism. | |

IV. Natural Resource Management

- | | |
|---------------------------------------|-----------------------------------|
| 1.Ministry of Environment and Forests | 3. Department of OceanDevelopment |
| 2. Ministry of Water Resources | 4.Ministry of Mines |

V. Energy and Environment

- | | |
|--|--|
| 1. Department of Atomic Energy | 4. Ministry of Petroleum and Natural Gas |
| 2. Ministry of Non-Conventional Energy Sources | 5. Ministry ofPower |
| 3. Ministry of Coal | |

VI. Communication Systems and Connectivity

Infrastructure

- | | |
|--|--|
| 1. Ministry of Civil Aviation | 4. Department of Posts |
| 2. Department of Information Technology | 5. Department of Road Transport and Highways |
| 3. Department of Telecommunication. 6. Department of Shipping. | |

VII. Public Finance and Financial Management

- | | |
|-----------------------------------|--|
| 1. Department of Disinvestment | 5. Ministry of Company Affairs |
| 2. Department of Expenditure | 6. Planning Commission |
| 3. Department of Economic Affairs | 7. Ministry of Statistics and Programme Implementation |
| 4. Department of Revenue | |

VIII. Industry and Trade

- | | |
|--|---------------------------------------|
| 1. Department of Industrial Policy and Promotion | 4. Department of Heavy Industries |
| 2. Department of Chemicals and Petrochemicals | 5. Department of Fertilizers |
| 3. Department of Commerce | 6. Ministry of Textiles |
| | 7. Department of Public Enterprises |
| | 8. Ministry of Small Scale Industries |

IX. Internal Affairs and Defence

- | | |
|---|--|
| 1. Department of Defence | 6. Department of States |
| 2. Department of Defence Production | 7. Department of Official Language |
| 3. Department of Defence Research and Development | 8. Department of Home |
| 4. Department of Ex-Servicemen Welfare | 9. Department of Jammu and Kashmir Affair |
| 5. Department of Internal Security | 10. Department of Border Managemei it |
| | 11. Ministry of Developmentof North Eastern Region |

X. Housing and Urban Affairs

1. Ministry of Urban Development

XI. Personnel and General Administration, GovernanceReform, Regulatory Systems

- | | |
|---|--|
| 1. Department of Personnel and Training | 6. Department of Justice |
| | 7. Cabinet Secretariat |
| 2. Department of Administrative Reforms and Public Grievances | 8. Ministry of Labour and Employment |
| 3. Department of Pensions and Pensioners Welfare | 9. President's Secretariat Ministry of Parliamentary Affairs |

- | | |
|---|---------------------------------|
| 4. Department of Legal Affairs | 11. Prime Minister's Office |
| 5. Legislative Department | 12. UPSC |
| XII. Science and Technology | 13. Election Commission |
| 1. Department of Science and Technology | 3. Department of Bio-Technology |
| 2. Department of Scientific and Industrial Research | 4. Department of Space |

Form III-A(See Rule 4)The All India Services (Performance Appraisal Report) Rules, 2007Performance 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, 2007Performance 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)

8. Date of Filing Annual Property Returns

B. Self Assessment:Officer's Signature:.....Date :.....To be filed in duplicate and submitted to Cadre Controlling authorities in the State and the Central Government.

["Appendix" II

Form I

[See rule 4]

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

(Applicable for all Police Service officers up to 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.

Reporting Authority Name & Designation Period worked

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 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 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 :

Tasksto be performed Deliverables1[1] ActualAchievement2[2]

Initial3[3] Midyear4[4]

1.

[1]Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

2.

[2]Actual Achievements 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.

3.

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

4.

[4]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 ? so, please give a verbal description (with 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 cadre controlling authority remain updated.

| 6. Declaration

Have you filed your immovable property return 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 _____

| Appraisal

| Section III

| 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-a 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
AuthorityReviewing
AuthorityInitial 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
AuthorityReview
AuthorityInitial 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
AuthorityReview
AuthorityInitial of
Reviewing
Authority

Knowledge of laws/Police rules/procedures/knowledge

i 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 Policeman 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)

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	

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

Date : Signature of Reporting Authority _____

| Review

| Section IV

| 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 for significant failures of the moS I 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 initil 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 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)| |

Date : Signature of Reviewing Authority _____

| Appraisal

| Section V

| 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 Police Service up to the level of Inspector General of Police

1. Introduction

1.1The 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 filing up the form with a high sense of responsibility.1.2Performance 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 faultfinding process but a development 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.1.3The 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.1.4Although the actual documentation of performance appraisal is a year-end exercise. In order that it may be 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 filing up the different sections

2. Section-I

2.1This Section should be filled up in the Administration Division/Home Deptt. Period of report could either be the entire reporting year, namely, from 1st of April to 31st 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 10th September 2007-31st 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 The period Section provides for regular annual medical examination. The health check is mandatory for all Indian Police Service Officer. 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 30th 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 31st October. Based on this review the work plan may undergo some changes from that originally prepared. 3.3 After the work 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 accomplishment vis-a-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 objective to be achieved etc. 3.6 Section II also provided 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 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.3.7The 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 specifics steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.3.8There 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, detail of professional papers published. These would be taken into account in the future career progression.3.9This 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

4.1Section 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.4.2This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.4.3Thereafter, 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 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 taken into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedure have been adhered to in accomplishing the tasks.4.4The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.4.5Section II 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 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 any an entry made accordingly in the Performance Appraisal Report.(c)If the doubts or suspicions are confirmed, this fact should also be

recorded any duly communicated to the officer concerned.(d)If as a result of the follow up action, the doubts on suspicions are neither cleared not confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.4.6The 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. The need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strength and lesser strength. The picture is also mean to be a qualitative supplement to the quantitative assessments made earlier part of this section.4.7Reporting authority is then required to make recommendations relating to domain assignment.4.8Finally, 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

5.1This 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 specially 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. Finality he/she is required to record an overall grade in the scale of 1-10.

6. Section-V

6.1This 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 option, he/she is required to give details and reasons for the same in the column specificity provided for the purpose in the table in Section V.

7. Numerical Grades

7.1At 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 post.7.2Weightage & MeanWeights 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 indications 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 view of the Reporting/Review/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only in 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 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 do it in case 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		1st April	1st May
Self appraisal for current year		30th April	31st May
Appraisal by reporting authority		31st May	30th June
Appraisal by reviewing authority		30th June	31st July
Appraisal by accepting authority		31st July	31st August
Disclosure to the officer reported upon		15th August	15th September
Comments of the officer reported upon, if any (If none, transmission of the PAR to the MHA)		31st August	30th 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		15th September	15th October
Comments of reporting authority		30th September	31st October

Comments of reviewing authority	15thOctober	15thNovember
Comments of accepting authority/PAR to be finalized anddisclosed to the officer reported upon.	31stOctober	30thNovember
Representation to the Referral Board by the officer reportedupon	30thNovember	31stDecember
Forwarding of representation to the Referral Board along withthe comments of reporting authority/reviewing authority andaccepting authority	15thDecember	15thJanuary
Finalization by Referral Board if the officer reported uponrepresents again the decision of the Accepting Authority.	15thJanuary	15thFebruary
Disclosure to the officer reported upon	31stJanuary	28thFebruary
End of entire PAR Process	31stMarch	31stMarch

9.2The completed PAR should reach the Cadre Controlling Authority by 31st 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.9.3Secretary (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 31st 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 15th April every year to enable them to ensure completion PARs within the time-schedule.9.4If a PAR relating to a financial year is not recorded by the 31st 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 9.1.9.5The 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.9.6The 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.9.7In 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.9.8The 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 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 Genera of Police or equivalent]

Performance Appraisal Report for the period from _____to_____

Section I-Basic information

(To be filled in 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

Reporting Authority Name & Designation Period worked

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 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

| 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 prescribed the work plan for yourself ? Yes/No

Have you enclosed a note on important achievements during the period ? Yes/No

Date : Signature of officer reported upon _____

| Appraisal

| Section III

| 1. Assessment of Attributes (This assessment should rate the officer vis-a-vis his peers 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-a-vis his peers 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 o exceptional work/unforeseen tasks during the period			
Overall Grading on Attributes			

| 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 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).

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	

| 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. 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)| |

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 _____

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

1.1The 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.1.2Performance 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 development 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.1.3The 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.1.4Although 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.Instruction on filling up the different sections

2. Section-I

2.1This Section should be filled up in the Administration Division/Home Deptt. Period of report could either be the entire reporting year, namely, from 1st of April to 31st 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, 10th September 2007-31st March 2008.2.2Information 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.2.3In 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.2.4The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in the 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 officer. 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 filing 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 officer's 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.4.5The reporting authority is then required to make recommendations relating to domain assignment.4.6Finally, 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

5.1This 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 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

6.1This 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

7.1At 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.7.2Weightage & MeanWeights 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 meant of all the numerical indicators assigned by the authority.

8. Disclosure

8.1There 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.8.2RepresentationThe 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, 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 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/Personnel Department, specifying the reporting officer and reviewing authority	1st June
Filling in Section II by the officer reported upon	15th June
Appraisal by reporting authority	15th July
Appraisal by reviewing authority	15th August
Appraisal by accepting authority	15th September
Disclosure to the officer reported upon	30th September
Comments of the officer reported upon, if any (If none, transmission of the PAR to the MHA)	15th 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	31st October
Comments of reporting authority	15th November
Comments of reviewing authority	30th November
Comments of accepting authority/PAR to be finalized and disclosed to him	15th December
Representation to the Referral Board by the officer reported upon	31st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31st January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28th February
Disclosure to the officer reported upon	15th March
End of entire PAR Process	31st March

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st 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 31st 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 15th 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 31st 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 Pare 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 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

Reporting Authority Name & Designation Period worked

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 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/HomeDept_____

| 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 :

Tasksto be performed	Deliverables ⁵ [1]	ActualAchievement ⁶ [2]
	Initial ⁷ [3]	Midyear ⁸ [4]

| 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 properly return due if yesplease 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 thecurrent year, in respect of whom you are the reporting authority?	Yes/No
---	--------

Date : Signature of officer reported upon _____

| Appraisal

| Section III

| 1. Assessment of Attributes (This assessment should rate the officer vis-vis his peers and not the general population. Grade 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-a-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/exception work during the period.			
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)

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	

| 6. Overall grade (on a scale of 1-10)| |

Date : Signature of Reporting Authority _____

| Review

| Section IV

| 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 for significant failurs of the moS I 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 initil 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 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
Econimic 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)| |

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 _____

General guidelines for filling up the PAR form for Indian Police Service officers who are on deputation under clause (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 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 shortcoming 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. Instruction of filling up the different sections

2. Section-I

2.1 This Section should be filled up in the Administrative Division/Home Deptt. Period of report could either be the entire reporting year, namely, from 1st April to 31st 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 10th September 2007 - 31st 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 in his/her present post needs to be mentioned. 2.3 In the table relating, 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 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 filling 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 checks 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 30th 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 31st October. Based on this review the work plan may undergo some changes from the 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-a-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 regarding 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 by 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 officer's 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 assessment 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 Authority by 31st March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the concerned organisations.

Form III A

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 DATE

1. Name of the Officer

Date

2. Cadre/year of allotment

3. Date of Birth

4. Present Grade

5. Study Leave/Leave Details

a) Course

b) Institution

c) Duration

6. Period of Sancitined 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 Police Service Officers)

(For the year/period ending _____)

A. PERSONAL DATE

1. Name of the Officer

Date

2. Service/Cadre/year of allotment

3. Date of Birth

4. Present Grade

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.

Reporting Authority Name & Designation Period worked

Reviewing Authority

Accepting Authority

10. | Period of absence on leave, etc.

Period Type Remarks

OnLeave (specify type)

Others(specify)

11. | Training Programs attended

Datefrom Dateto 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 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 behalf of Admn/Environment & Forestry 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 :

Tasksto be performed Deliverables9[1] ActualAchievement10[2]

Initial11[3] Midyear12[4]

| 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 properly return due if yesplease 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 thecurrent year, in respect of whom you are the reporting authority? Yes/No

Date : Signature of officer reported upon _____

| Appraisal

| Section III

| 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-a 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 coursesfor various ranks

ii. Quality of output and effectiveness in areas likeForest and wildlife conservation, supervision and investigation in forest offences.

iii. Accomplishment of exceptional work/unforeseen tasksperformed

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	Initial of Reviewing Authority
i	Attitude to work		
ii	Sense of responsibility		
iii	Overall bearing and personalty		
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	Initial of Reviewing Authority
	Knowledge of forest and related laws/rules/procedures/knowledge of area and terrain/awareness of local (culture, customs, language etc.) in the relevant area and IT skills.		
i			
ii	Strategic planning ability		
iii	Decision making ability		
iv	Initiative		
v	Interest in welfare of forest officials and appraising agbility		
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)

Afforestation/agro-forestry and tribal/hill areas development

Bio-diversity and wildlife

Social Welfare of Dwellers in forest and tribal areas	management
Forest and wild life related crimes	Training
Natural Resource Management(i) General Forestry(ii) Minor Forest Produce	Research and Development
Environmental issues including climate change	Bio-technology
Forest conservation and development	Forest Personnel Administration
	Others

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

Date : Signature of Reporting Authority _____

| Review

| Section IV

| 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 I 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)| |

Date : Signature of Reviewing Authority _____

| Acceptance

| Section V

| 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 Services 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 attempts to fit 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 1st April to 31st 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 examples, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September 2007 - 31st 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 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 Services officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admi./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 30th April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer could 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 31st 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-a-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 contributions even in activities otherwise regarded as routine in nature. Examples of such contributions 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 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 filed out by the officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishment. In case of disagreements the reporting authority should highlight the specific partitions 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 work 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 judgment 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 suspicious are cleared the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report. (c) If the doubts or suspicious are confirmed this fact should be recorded and duly communicated to the officer concerned. (d) If as a result of the follow up the action is neither cleared nor confirmed the officer's 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 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 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 recommendation 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 accepting 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 specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributed/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 failure and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grade 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 outputs. 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 view 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	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/Environmental & Forest specifying the reporting officer and reviewing authority	1st April	1st May
Self appraisal for current year	30th April	31st May
Appraisal by reporting authority	31st May	30th June
Appraisal by reviewing authority	30th June	31st July
Appraisal by accepting authority	31st July	31st August
Disclosure to the officer reported upon	15th August	15th September
Comments of the officer reported upon, if any (If none, transmission of the PAR to the Ministry of Environment & Forest)	31st August	30th 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	15th September	15th October
Comments of reporting authority	30th September	31st October
Comments of reviewing authority	15th October	15th November
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31st October	30th November
Representation to the Referral Board by the officer reported upon	30th November	31st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	15th December	15th January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	15th January	15th February
Disclosure to the officer reported upon	31st January	28th February

End of entire PAR Process

31st March

31st March

9.2 The completed PAR should reach the Cadre Controlling Authority by 31st 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 Ministers 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 31st 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 15th 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 31st 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 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 : | |

| 1. Assessment of Attributes (This assessment should rate the officer vis-a-vis his peers 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			
Strategic Planning			
v ability/innovativeness			
Overall Grading on Attributes			

| 2. Assessment of work output (This assessment should rate the officer vis-a-vis his peers 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			
Quality of Output ad effectiveness in areas like forest			
ii and wildlife conservation, supervision and investigation in forest offences.			
iii Accomplishment o 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 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) | |

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. 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) | |

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 _____

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 experience. Reporting Authorities should realize that the objective is to develop an officer so that the he/she realizes his/her true potential. It is not meant to be a faultfinding process but a development 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 1st of April to 31st 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, 10th September 2007 - 31st 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 the 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 judgment 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, as a result of the follow up action, the doubts or suspicions are cleared, 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 strength 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 Finality, 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 view 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 Forests 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	1st June
Filling in Section II by the officer reported upon	15th June
Appraisal by reporting authority	15th July
Appraisal by reviewing authority	15th August
Appraisal by accepting authority	15th September
Disclosure to the officer reported upon	30th September
Comments of the officer reported upon, if any (If none, transmission of the PAR to the Ministry of Environment & Forest)	15th 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	31st October
Comments of reporting authority	15th November
Comments of reviewing authority	30th November
Comments of accepting authority/PAR to be finalized and disclosed to him	15th December
Representation to the Referral Board by the officer reported upon	31st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31st January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28th February
Disclosure to the officer reported upon	15th March
End of entire PAR Process	31st March

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st 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 (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 31st 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/Authority by 15th April every year to enable them to ensure completion of PARs within the time-schedule.9.4If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter.9.5The 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.9.6The 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 Forest Service (Cadre) Rules, 1966]

Performance Appraisal Report for the period from _____ to _____

| Section I-Basic information

| (To be filled in 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 the 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 & ForstDepartment_____

| 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 :

Tasksto be performed Deliverables^{13[1]} ActualAchievement^{14[2]}

Initial^{15[3]} Midyear^{16[4]}

| 3. During the period under report, do you believe that you have made any exceptional contribution, 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) ? so, please give a verbal description.

| 4. Declaration

Have you filed your immovable properly return as due if yesplease 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 thecurrent year, in respect of whom you are the reporting authority? Yes/No

Date : Signature of officer reported upon _____

| Appraisal

| Section III

| 1. Assessment of Personal Attributes (This assessment should rate the officer vis-a-vis his peers and not the general population. Grade 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	Initial 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 Attributes			

| 2. Assessment of work output (This assessment should rate the officer vis-a-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			
Quality of Output and effectiveness in areas like			
ii forest and wildlife conservation, supervision and investigation in forest offices.			
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 adn 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)| |

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 failurs 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 initil 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 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 adn 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)| |

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 _____

General guidelines for filling up the PAR form for Indian Forest Service officer 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 Departmental. Period of report could either be the entire reporting year, namely, from 1st of April to 31st 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, 10th September 2007 - 31st 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 officer for the previous year. 2.5 This Section provides for regular annual medical examination. The health check up is mandatory for all Indian Forests 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

3.1The 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.3.2All officer 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 30th 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 31st October. Based on this review the work plan may undergo some changes from that originally prepared.3.3After 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.3.4The 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-a-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.3.5It 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 post it would consist of policy objectives to be achieved etc.

4. Section-III

4.1The reporting authority is required to record a numerical grade in respect of certain attributes and work output.4.2This 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.4.3Section 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 define judgment

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.4.4The 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 strength 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.4.5The reporting authority is then required to make recommendation relating to domain assignment. The list of domain is at para 9.4.6Finally, the reporting authority is required to record an overall grades. 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

5.1This Section is to be filled 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

6.1This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessment 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

7.1At several places, numerical grades are to be awarded by reporting and reviewing authorities. The 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 grades) 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.7.2Wightage & MeanWeights 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 31st March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the concerned organisations.

Form III A

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 DATE

1. Name of the Officer

Date

2. Cadre/year of allotment

3. Date of Birth

4. Present Grade

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 DATE

Date

1. Name of the Officer
 2. Service/Cadre/year of allotment
 3. Date of Birth
 4. Present Grade
 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.]

[Substituted by Notification No. G.S.R. 256(E) dated 31.3.2008 (w.e.f. 14.3.2007)] Substituted by Notification No. G.S.R. 256(E) dated 31.3.2008 (w.e.f. 14.3.2007)

Form IV(See Rule 3) The All India Services (Performance Appraisal Report) Rules, 2007 Proforma For Health Check Up Date: Name Age Sex: M/F Brief clinical history, if any : Female Officers Detailed menstrual history and History of LMP including the date of last confinement A: Examination Physical Systemic{

Physical

Investigations:

Haemogram

Hb%

TLC

DLC

Peripheral Smear

Blood Sugar

F

P.P.

Lipid Profile

Total Cholesterol

HDL Cholesterol

LDL Cholesterol

VLDL Cholesterol

Triglyceride

Liver Function Test

Total Bilirubin

Direct Bilirubin

Indirect Bilirubin

SCOT

SGPT

ALK Phosphate

Kidney Function Test

Urea

Creatinine

Uric Acid

Electrolytes

Na+

K

Calcium

Inorganic

Phosphates

Cardiac Profile

CPK

CK-MB

LDH

SGOT

PSA

PAP Smear

Mammography+

Urine

Routine

Miscroscopic

Sugar

Albumin

E.C.G.

+X-Ray ChestUltra Sound AbdomenAny otherInvestigationAdvise

(mammography and X-Ray examinationto be carried out if advised medically.)

B. Medical Report of the Officer

1. Haemoglobin level of the officer

Normal/Low

2. Blood Sugar level

Satisfactory/Normal/High/Low

3. Cholesterol level of the officer

Normal/High/Low

4. Liver functioning

Satisfactory/normal/dysfunctioning

5. Kidney Status

Normal/Both - one kidney not functional optimally

- | | |
|--|------------------------------------|
| 6. Cardiac Status | Normal/enlarged/blocked/not normal |
| 7. In case of female officer, if the Gynae and Memographic check up is normal? | Normal/below normal |
| C. Summary of Medical Report (copy to be attached to PAR) | |
| 1. Overall Health of the Officer | Excellent/Very Good/Average |
| 2. Any other remarks based on the health medical check up of the officer | |
| 3. Health profile grading | Excellent/Very Good/Good/Average |
| Date: Signature of Medical Authority Designation } | |