

### **Salient features of the AIS (PAR) Rules, 2007**

- Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise.
- Performance appraisal report to be recorded by 31st of December of the year in which the financial year ended; failing which the officer is to be assessed on the basis of the overall record and self-assessment for the year.
- Only one reporting, reviewing and accepting authority for a given period of time. If more than one person supervises the performance of the member of Service, the Government to identify the person to report or review well in advance of the relevant assessment year.
- Disclosure of the full performance appraisal report, including the overall grade and assessment of integrity to the officer reported upon after finalisation by the accepting authority. The officer reported upon has the option to give his comments on the assessment in terms of attributes, work output and competency. If the comments are accepted, performance appraisal report to be modified and the decision and final grading to be communicated to the officer. The officer reported upon may represent his case to the Referral Board, which shall be confined to errors of facts. The decision of the Referral Board shall be final.
- The officer reported upon can prefer a memorial to the President on the Performance Appraisal Report.
- Regular annual medical examination mandatory for all IPS and IFS officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./Home Department/Environment and Forest Department, as the case may be. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, i.e. DOPT in respect of IAS, MHA in respect of IPS and MOEF in respect of IFS, after consultation with the Ministry of Health and Family Welfare.
- The exercise of preparation of a work plan is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. The work plan to be reviewed during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October.
- The officer reported upon to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs.
- Numerical grade in respect of work output, personal attributes and functional competencies.

- Integrity is to be recorded not only in relation to matters relating to financial integrity but the moral and intellectual integrity of the officer is also to be reported upon.
- Pen picture on the overall qualities of the officer including areas of strengths and lesser strengths, performance, attitude towards weaker sections to be recorded by the reporting authority. The reviewing authority may record comments, if any, on the pen picture written by the reporting authority.
- Recommendations relating to domain assignment and an overall grade in the scale of 1-10 to be recorded by the reporting and reviewing authority. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.
- Recommendations relating to domain assignment to be given by the Reporting authority.
- Schedule for completion of PARs to be strictly followed. The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March of the following year. The Cadre Controlling Authority to prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States. In respect of IPS officers, Secretary (Home) in the State and the Joint Secretary (Police) in the Centre and Secretary (Environment & Forests) in the State and Joint Secretary (CCI) in the Centre in respect of IFS officers shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. 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. The Schedule is reproduced below:

#### Schedule

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

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

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE BEING SOUGHT**

[ To be furnished and signed by the CVO or HOD ]

1. Name of the Officer(in full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs including batch / year cadre – etc., wherever applicable :
7. Positions held (during the ten preceding years) :

S.No.	Organization (Name in full)	Designation & Place of posting	Administrative / nodal Ministry / Deptt. concerned ( in case of officers of PSUs etc. )	From	To

8. Whether the officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity" [ If yes, details to be given ] :
9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (\*). :
10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (\*). :
11. Is any disciplinary / criminal proceedings or charge sheet pending against the officer, as on date. [ If so, details to be furnished – including reference no., if any, of the Commission] :
12. Is any action contemplated against the officer as on date. [ If so, details to be furnished ] (\*). :

DATE:

(NAME AND SIGNATURE)

(\* ) If vigilance clearance had been obtained from the Commission in the past, the information to be provided for the period thereafter.