To

The Chief Secretaries and DGPs of all State Governments
(As per standard list)


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Sir,

I am directed to refer to this Ministry’s letter of even number dated 6.5.2008 whereby the All India Service Rules (Performance Appraisal Report) Second Amendment Rules, 2008 for IPS Officers notified by Department of Personnel and Training was intimated. Regular annual medical check-up is mandatory for all IPS Officers, as prescribed in the aforesaid rules. The proforma for health check-up of IPS officers as finalized in consultation with Ministry of Health & Family Welfare is enclosed. (Annexure). The medical format is also available on the official website of Ministry of Home Affairs at http://mha.nic.in for information and guidance.

2. It is requested that the above may be brought to the notice of each IPS officer serving under the respective State Governments/Union Territory. Necessary action may be taken for authorizing Government/ Private Hospitals for undergoing annual health check-up by the IPS officers and the charges for the same will be born by the respective State Governments/ Union Territory.

3. The annual medical examination by IPS officers will be undertaken during the second half of the reporting period i.e. from 1st October to 31st March.

Yours faithfully,

sd/-

(K. Natarajan)
Under Secretary to the Govt. of India

Encl: As above.
Annexure

Form IV
[See rule 3]

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

PROFORMA FOR HEALTH CHECKUP FOR IPS OFFICERS

<table>
<thead>
<tr>
<th>Date:--</th>
</tr>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Sex: M/F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>Chest Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Brief clinical history, if any:**

**I: Examination**

A. General Physical Examination
B. Systemic Examination
C. Hearing
D. Vision

**II. Investigations**

**Haemogram**

<table>
<thead>
<tr>
<th>Hb%</th>
<th>TLC</th>
<th>DLC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Peripheral Smear

**Blood Sugar**

<table>
<thead>
<tr>
<th>F</th>
<th>P.P</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lipid Profile**

<table>
<thead>
<tr>
<th>Total Cholesterol</th>
<th>HDL Cholesterol</th>
<th>LDL Cholesterol</th>
<th>VLDL Cholesterol</th>
<th>Triglyceride</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Liver Function Test
Total Bilirubin
Direct Bilirubin
Indirect Bilirubin
SGOT
SGPT
ALK Phosphatase
S Protein
Albumin
Globulin

Kidney Function Test
Urea
Creatinine
Uric Acid
Electrolytes
\[ \text{Na}^+ \]
\[ \text{K} \]
Calcium
Inorganic Phosphates

Cardiac Profile
CPK
CK-MB
LDH
SGOT

Urine
Routine
Sugar
Albumin
Microscopic
E.C.G.

X-ray Chest

Ultrasound Abdomen

Hearing

Vision

Physical Efficiency Test

Any other Investigation

Advise

**B: Medical Report of the Officer**

<table>
<thead>
<tr>
<th></th>
<th>Haemoglobin level of the officer</th>
<th>Normal/ Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Blood Sugar level</td>
<td>Satisfactory/Normal/ High/Low</td>
</tr>
<tr>
<td>3</td>
<td>Cholesterol level of the officer</td>
<td>Normal/ High/Low</td>
</tr>
<tr>
<td>4</td>
<td>Liver functioning</td>
<td>Satisfactory/Normal/ dysfunctioning</td>
</tr>
<tr>
<td>5</td>
<td>Kidney Status</td>
<td>Normal/Both-one kidney not functional optimally</td>
</tr>
<tr>
<td>6</td>
<td>Cardiac Status</td>
<td>Normal/enlarged/blocekd/not normal</td>
</tr>
<tr>
<td>7</td>
<td>BMI (Body Mass Index)</td>
<td>Underweight/Normal/Overweight/Obese</td>
</tr>
<tr>
<td>8</td>
<td>Endurance Test</td>
<td>Excellent/Normal/Low</td>
</tr>
</tbody>
</table>
C: Summary of Medical Report (copy to be attached to PAR)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Physical Fitness</td>
<td>Excellent/Fit/Unfit</td>
</tr>
<tr>
<td>2.</td>
<td>Overall Health of the officer</td>
<td>Excellent/Very Good/Good/Average</td>
</tr>
<tr>
<td>3.</td>
<td>Any other remarks based on the health medical check up of the officer</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Whether Fit for Field Duty</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Date

Signature of Medical Authority

Designation
To

The Chief Secretaries and DGPs of all State Governments
(As per standard list)


Sir,

I am directed to refer to this Ministry’s letter of even number dated 24.11.2008 on the subject cited above, whereby the State Governments were requested to take necessary action for authorizing Government/Private Hospitals for undergoing the annual medical examination by IPS officers serving in their cadre.

2. It is informed that IPS officers on Central deputation to CPOs/CPMFs and other Central Government Departments/Organisations posted outside New Delhi at various States/UTs shall undergo the medical examination at the Government/Private Hospitals authorized by the respective State Government/UT for IPS officers serving in their cadre. The charges for the medical examination will be borne by the respective Organisation where the officer is working and at the same rates prescribed by the State Government/UT for IPS officers serving in their cadre.

3. A copy of the format for medical examination is available on the website of Ministry of Home Affairs at http://mha.nic.in for information.

Yours faithfully,

Sd/-
(K. Natarajan)
Under Secretary to the Govt. of India
Tele No. 23093551

Copy to: UT(Services) Section, Ministry of Home Affairs – for information and necessary action.