

No.11059/07/2008-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel and Training

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New Delhi, the 26<sup>th</sup> June, 2008

**OFFICE MEMORANDUM**

Subject:- The All India Services (Performance Appraisal Report) Rules, 2008 – Observance of the cut-off dates in the time schedule for completion of PAR at various stages – Instruction reg.

The undersigned is directed to say that the All India Services (Performance Appraisal Report) Rules, 2007, replacing the All India Services (Confidential Roll) Rules, 1969, has been implemented for assessment of the performance of members of the All India Services from the year 2007-08 onwards. The general guidelines attached to the PAR formats contain the time schedule for completion of various stages of writing of PAR. The consolidated cut-off dates for various levels of officers for all the three All India Services were again circulated to all Ministries/ Departments of the Government of India in Secretary(Personnel)'s d.o.no.11059/06/2008-AIS-III dated 19<sup>th</sup> May, 2008 for information and compliance.

2. This Department has received a number of queries, specifically regarding the difficulties being faced by the Administration Divisions of the Ministries/Departments in complying with the time-schedule for completion of various stages of writing of PAR. It has been decided to issue comprehensive instructions covering these aspects, as under:

- (i) The concerned Administration Divisions which maintain the PARs of members of the All India Services in the Ministries/Departments should send three blank PAR forms to the officers concerned after filling the requisite columns and specifying the Reporting/Reviewing/Accepting Authorities.
- (ii) The officer reported upon should send two copies of the PAR with his/her self-appraisal to the Reporting Authority and one copy to the concerned Administration Division of the Ministry/Department on or before the due date.
- (iii) If the officer reported upon does not send his/her self-appraisal to the Reporting Authority before the due date as per the time schedule given in the "General Guidelines for filling up the PAR forms....", the concerned Administration Division of the Ministry/Department should send two copies of the blank PAR forms, as were provided to the officer reported upon, to the Reporting Authority. The Reporting Authority should write his report in the appropriate Section and send one copy to the Reviewing Authority and the other to the concerned Administration Division of the Ministry/Department.

- (iv) If the Reporting Authority does not send the report of the officer concerned to the Reviewing Authority on the due date, the concerned Administration Division should send two copies of the PAR with the Self Appraisal received from the officer reported upon (or two blank copies of the PAR if self-appraisal has not been received from the officer concerned) to the Reviewing Authority who would write his report in the appropriate Section and send one copy to the Accepting Authority and the other to the concerned Administration Division of the Ministry/Department on or before the due date.
- (v) If the Reviewing Authority does not send the report of the officer concerned to the Accepting Authority on the due date, the concerned Administration Division should send a copy of the PAR available with is in respect of the concerned officer (either the copy received from the Reporting Authority, or the copy with self-appraisal received from the officer concerned or in the absence of these, the blank PAR) to the Accepting Authority who would write his report in the appropriate Section and send the same to the concerned Administration Division of the Ministry/Department for disclosure on or before the due date.

3. The concerned Administration Divisions should keep track of the movement for completion of various stages of PAR in respect of the members of All India Services under its administrative control. The Administration Divisions should follow up with the Reporting/ Reviewing/Accepting Authority of each officer to get the PARs completed before the due date.

4. As soon as the PAR is received from the Accepting Authority, the following procedures should be adopted by the concerned Administration Divisions of the Ministries/Departments:

- (i) The Administration Divisions should disclose the PAR to the officer reported upon under rule 9 of the AIS(PAR) Rules, 2007. The officer concerned should submit comments on his/her PAR, if any, within fifteen days of its receipt without waiting for the cut-off date specified in the in the time-schedule. If the concerned Administration Division does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, it may be treated that he/she has no comments to offer and the entire PAR process of the concerned officer will end for the assessment year. The concerned Ministry/Department may, thereafter send copies of the PAR to all concerned for record as per rule 8 of the AIS(PAR) Rules, 2007.
- (ii) If the officer reported upon opts for giving his/her comments under rule 9(2), he/she should give the same to the Accepting Authority in writing, endorsing a copy thereof to the concerned Administration Division as well as a copy to the Nodal Officer in the Central Government i.e., the Establishment Officer in the Department of Personnel and Training in the case of IAS, the Joint Secretary(Police) in the Ministry of Home Affairs in the case of IPS and the


Joint Secretary (CCI) in the Ministry of Environment and Forests in the case of IFS for information.

- (iii) The Administration Division should follow up with the concerned Reporting/Reviewing and Accepting Authorities to obtain their comments on the representation received from the officer reported upon within the periods specified in the rule 9 and in the time schedule. For this purpose, the procedure given in para 2 above may be followed.
- (iv) The PAR, with modifications made, if any, after considering the comments of the officer reported upon by the Reporting, Reviewing and Accepting Authorities, should be again disclosed as soon as it is completed without waiting for the cut-off date by the concerned Administration Division of the Ministry/Department.
- (v) The officer reported upon should submit his/her representation, if any, on his/her PAR for consideration of the Referral Board under rule 9(8)(a), to the Accepting Authority within thirty days of its disclosure under intimation to the concerned Administration Division of his/her Ministry/Department as well as to the Nodal Officer(s) in the Central Government. If the concerned Administration Division does not receive any representation from the officer on or before thirty days from the date of disclosure, it may be treated that he/she has no representation to make and the entire PAR process of the concerned officer will end. The PAR should be sent to the Nodal Officer(s) in the Central Government and the State Government concerned for record under rule 8.
- (vi) If a representation for consideration of the Referral Board is received, the concerned Administrative Division should obtain the views of the Reporting, Reviewing and Accepting Authorities as per the procedure mentioned in paragraph-2 and send the same to the Nodal Officer(s) in the Central Government for the All India Services for consideration within the time-limit.

5. The concerned Divisions under the Nodal Officer(s) in the Central Government for the All India Services should place the PARs of all such officers along with the representation of the officer and the comments/views of the Reporting, Reviewing and Accepting Authorities for consideration before the Referral Board within the due date.

6. As envisaged in rule 9(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 confirm or modify the PAR, including the overall grade. The decision of the Board shall be confined only to errors of facts and the decision of the Board will be final. The final PAR, including the overall grade after consideration of the Board, should be communicated to the officer by the Nodal Officer(s) of the Central Government through the concerned Ministry/Department before the cut-off date so that the PAR process for the year may be completed in time. No further representation of any kind shall be entertained thereafter.

7. Rule 9 of the All India Services (Performance Appraisal Report) Rules, 2007 prescribes the time periods for completion of various stages of PAR by various authorities whereas the time-schedule given in the "General Guidelines for filling up the PAR forms...." under these rules indicates the cut-off dates for completion of each stage of PAR. However, the Ministries/Departments and the Reporting/Reviewing and Accepting Authorities should keep in mind that they should not wait for the cut-off dates and should initiate action as soon as the PARs in respect of the concerned officers are received from various Authorities. The time periods specified in the rules should be counted from the date of receipt of the PAR by the concerned officer/Authority at various stages. If necessary information is not received from the concerned authority within the time period specified in the rules, the concerned Administration Divisions of the Ministries/Departments should take appropriate action on the next stage following the procedure given above.

  
26/6/2008  
(Chaitanya Prasad)  
Director(Services)

To

1. All Ministries/Departments of the Government of India
2. The Ministry of Home Affairs [Joint Secretary(Police)], North Block, New Delhi.
3. The Ministry of Environment and Forests, [Joint Secretary(CCI)], Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
4. All Officers of the Department of Personnel and Training.
5. Admn Division, Department of Personnel and Training
6. EO(PR) Section, Department of Personnel and Training
7. NIC, Department of Personnel and Training for publication on the Ministry's website.