

No.21011/01/2017-Estt.A-II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

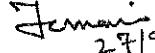
North Block, New Delhi
Dated 27th September 2019

OFFICE MEMORANDUM

Subject: Circulation of draft Central Civil Services (Performance Appraisal Report) Rules, 2019 – seeking comments of Ministries/Department.

The undersigned is directed to say that Annual Performance Assessment Report (APAR) of Government servants holding Group 'A', Group 'B' and Group 'C' posts of Central Civil Services are at present being governed by instructions/guidelines issued by this Department from time to time.

2. With a view to consolidate the instructions, draft Central Civil Services (Performance Appraisal Report) Rules, 2019 have been prepared and enclosed. Comments/suggestions/modifications on the draft Rules, if any, may be furnished to the undersigned within two weeks from the date of issue of the O.M. at the e-mail address jayashree.c@nic.in.


27/9/19
(Jayashree Chellamani)

Under Secretary to the Govt. of India

Tel: 23040468

Email : jayashree.c@nic.in

To
All Ministries / Departments of the Government of India
(As per standard list)

Copy to:-

1. President's Secretariat, New Delhi
2. Vice-President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat /Lok Sabha Secretariat, New Delhi
6. The Registrar General, Supreme Court of India, New Delhi
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi

9. The Secretary, Staff Selection Commission, New Delhi
10. All the attached offices under the Ministry of Personnel, Public Grievances & Pension
11. National Commission for Scheduled Castes, New Delhi
12. National Commission for Scheduled Tribes, New Delhi
13. National Commission for OBCs, New Delhi
14. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
15. ADG(M&C), Press Information Bureau, DoP&T, North Block, New Delhi.
16. NIC (DoP&T) with the request to place the above O.M. along with its enclosures on the website of this Department on the homepage under 'What's New' for two weeks from the date of the O.M.

D R A F T

CENTRAL CIVIL SERVICES (PERFORMANCE APPRAISAL REPORT) RULES, 2019

In exercise of the powers conferred under Article 309 and clause (5) of Article 148 of the Constitution of India and after consultation with the Comptroller and Auditor-General in relation to persons serving in the Indian Audit and Accounts Department, the President of India hereby makes the following rules, namely: -

1. Short title and commencement - (1) These rules may be called the Central Civil Services (Performance Appraisal Report) Rules, 2019, in short CCS (PAR) Rules, 2019.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application:-

(1) These rules shall be applicable to all Government servants holding Group 'A', Group 'B' and Group 'C' posts of Central Civil Services in Ministries/Departments (including attached and subordinate offices), civilian Government servants in the Defence Services and to officers appointed against a civil post on contract basis, but shall not apply to:

(a) any railway servant,

(b) any officer of the All India Services,

(c) any person in casual employment,

(d) any person for whom special provision is made, in respect of all or any matters covered by these rules, by or under any law for the time being in force or by or under any agreement entered into.

(2) Notwithstanding anything contained in sub-rule (1), the President may by an order exclude any group of Government servants from the operation of all or any of these rules.

(3) In the case of a Government servant temporarily transferred to a service or post to which these rules do not apply, these rules shall continue to apply.

(4) If any doubt arises as to whether these rules or any of them apply to any person it shall be referred to the President or such other authority as may be specified by the President by general or special order and the President or such other authority shall decide the same.

3. 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) "Annual Confidential Report (ACR)" means Performance Appraisal Report recorded prior to the reporting year 2008-09.

(c) "Cadre Controlling Authority (CCA)", in relation to a service has the same meaning as in the rules regulating that Service;

(d) "Central Civil Services" means all Central Civil Services including General Central Services but excluding All India Services;

(e) "Competent Authority" means authority referred to in Rule 14(7)(a) and Rule 14(8)(a) of these Rules to decide the representation of officers reported upon against PAR disclosed to him/her;

(f) "Custodian" means the Unit/Section responsible for generation, disclosure and overall maintenance of PAR/Dossier.

(g) "Dossier" means the compilation of the PARs and ACRs written on an officer of the Service, referred to in rule 4, and includes such other documents as may be specified by the Central Government, by general or special order, in this behalf;

(h) "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;

(i) "Government" means, -

(i) in case of a Government servant on deputation to a State Government 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.

(j) "Government servant" means any person appointed by Government to any civil service or post in connection with the affairs of the Union and includes a civilian in a Defence Service;

Explanation- A Government servant whose services are placed at the disposal of a company, corporation, organisation or a local authority by the Government shall, for the purpose of these rules, be deemed to be a Government servant serving under the Government notwithstanding that his salary is drawn from sources other than the Consolidated Fund of India;

(k) "Officer Reported Upon" means officer of Central Civil Services whose performance is assessed through PAR;

(l) "Performance Appraisal Report" means the PAR for the financial year (April to March or a part thereof) and referred to in the rules;

(m) "Report" means PAR;

(n) "Reporting Authority" means such authority supervising the performance of the Officer Reported Upon, as may be specifically empowered in this behalf by the Government;

Provided that where the Officer Reported Upon is a Group 'C' officer, the Reporting Officer shall be an officer holding a post not below Level-6 in Pay Matrix in 7th Central Pay Commission.

(o) "Reviewing Authority" means such authority supervising the performance of the reporting authority, as may be specifically empowered in this behalf by the Government;

(p) "Schedule" means the Schedules annexed to these rules;

(q) "State" means a State specified in the First Schedule to the Constitution and includes a Union Territory;

(r) "State Government" means the Government of the State where the officer reported upon is working in connection with affairs of the State.

4. Maintenance and custody of PAR.—(1) A comprehensive dossier shall be maintained for each Government servant by the Central Government in the manner specified under these rules and the dossier shall consist of the documents specified in Schedule- 1.

(2) Time schedule for recording and maintaining of PAR shall be as provided in Schedule-2 Appendix-II and as may be specified by the Government from time to time.

Provided that if a report for a financial year is not recorded by 31st 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-appraisal for the year, if he has submitted his self-appraisal within the scheduled time.

(3) (a) The Dossier of a Government servant shall be retained for a period of two years from the date of superannuation, retirement, resignation or death. After a period of retention of the dossier for two years but before weeding out, if a specific written request is received from the concerned retired officer, a copy of the dossier may be provided to him. Such Dossier before being weeded out shall be retained in electronic form such as PDF format etc.

(b) Pending finalisation of disciplinary proceedings at the time of superannuation or retirement or resignation, the period of two years shall count from the date of issue of final orders in the disciplinary proceedings;

(c) Where at the time of superannuation or retirement or resignation, a case is pending in Central Administrative Tribunal or any Court of Law, the period of two years shall count from the date of final decision in the case or two years from the lapse of time for filing of appeal or two years from the date of final decision on the appeal filed, if any;

5. Form of the PAR –

(1) Every CCA shall, if not already done, migrate to electronic generation and recording of PAR in electronic form immediately after notification of these Rules.

Provided that in exceptional case, prior approval of the Department of Personnel & Training may be obtained for manual generation and recording/reviewing/acceptance of PAR.

(2) The PAR shall be generated and recorded by the officer reported upon electronically in such form as specified in Appendix-I-A, I-B and I-C of Schedule 2.

Provided that the Central Government may make such additions in the form or modify the cut-off dates so specified, as may be considered necessary.

(3) In case of Government servants on deputation, the format of the parent cadre shall prevail for recording of PAR.

(4) The comments of the reporting, reviewing and accepting authority, in case he is a Government servant, shall be recorded electronically, as per guidelines issued from time to time for filling the report.

(5) The political executives may record their comments manually and the PAR so recorded shall be uploaded electronically as per time frame specified in Appendix-II of Schedule 2.

(6) Accepting Authority is to be an additional level in the channel of recording of PAR in respect of Group 'A' posts (DS/ Director or equivalent level and above).

(7) The PAR shall be written for such Government servants who may be on study leave or training in such form as is specified in the Appendix-III / Appendix-IV of Schedule 2.

6. Reporting of PAR.-

(1) The PAR shall be generated by Custodian and written by the officer reported upon electronically.

(2) The reporting authority shall record his remarks on the report, within the timeframe specified in the Appendix-II of Schedule 2.

Provided that a report may not be written in such cases as may be specified by the Central Government, by general or special order;

(3) Where more than one report is written for an officer reported upon 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 Government servant 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 appraisal which shall be specified, in the channel for writing PAR, by the Government.

Provided further that if more than one person of the same superior level supervises the performance of the Government servant, the administrative Ministry/Department shall identify the reporting officer / reviewing officer / accepting authority, as the case may be, who has/have supervised substantial work of the officer reported upon, during the period of report , well in advance of the relevant appraisal year.

Provided, further, that if the officer reported upon occupies more than one post, the Government shall identify the post (substantive or additional charge) to report, review and accept, well in advance of the relevant assessment year.

(4) Where the reporting authority has not supervised the performance of a Government servant for a minimum period of three months, but the reviewing authority has supervised the performance of Government servant for a minimum period of three months during the period for which report is to be written, the reviewing authority shall write the report of any such officer for any such period.

(5) Where, both the reporting authority and the reviewing authority have not supervised the performance of the Government servant for a minimum period of three months and the accepting authority, if any, has supervised the performance for a minimum period of three months, the accepting authority shall write the report of such officer for such period.

(6) Where the officer reported upon has not worked under a Reporting Officer, a Reviewing Officer and an Accepting Authority, for a minimum period of three months, he shall mandatorily submit a self-appraisal and thereafter the Custodian shall place 'No Report Certificate (NRC)' in the dossier for such period;

(7) Where the officer reported upon has been sanctioned leave (all kinds of leave as are admissible under rules governing leave) for a period of more than 15 days at a stretch, the period of leave so sanctioned shall be deducted from the total period spent on the post, for the purpose of computing the minimum period of three months required for recording, reviewing and acceptance of Report.

(8) A PAR shall also be written when either the officer reported upon or the reporting authority, who is a government servant, relinquishes charge of the post on transfer/deputation etc., and, in such a case, the report shall be written within the time frame as specified in Appendix-II of Schedule 2 of the Rules for completion of PAR.

7. Review of the PAR –

(1) The reviewing authority shall record his remarks on the report, within the timeframe specified in the Appendix-II of Schedule 2.

(2) Where the report is written by the reviewing authority under sub-rule (4) of rule 6, or where the reviewing authority has not supervised the work for a minimum period of three months, and the Accepting authority, if any, has supervised the performance of the Government servant for a minimum period of three months during the period for which the report is written, the accepting authority shall review the report of any such officer for such period within the time frame specified in the Appendix-II of Schedule-2.

(3) It shall not be competent for the reviewing authority, or the accepting authority, to review any such report unless the performance of the Government servant has been supervised by such authority for a minimum period of three months during the period for which the report has been written.

Provided further that where for a reporting period more than one officer has supervised the work as reviewing authority, the Reviewing Authority, who has last supervised the work of the officer reported upon for a minimum period of three months during the relevant period of the report may review the entire report but the assessment may be limited to the work for the period he has supervised.

(4) Where the officer reported upon has not worked under a Reviewing Authority, if any, for a minimum period of three months and there is no provision of accepting the report by an accepting authority, a 'No Review Certificate' (NRC) stating that the work of the officer reported upon has not been supervised by any officer in the capacity of a Reviewing Officer during the period, may be placed in the Dossier;

8. Acceptance of the PAR –

(1) The accepting authority, if any, shall within the timeframe specified in Appendix-II of Schedule 2, record his remarks on the PAR 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 the Government servant for a minimum period of three months during the period for which the report has been written, it shall not be necessary for the accepting authority to accept any such report and an entry to this effect in the form of a 'No Acceptance Certificate' shall be made in the PAR.

Provided further that where for a reporting period more than one officer has supervised the work as accepting authority, the Accepting Authority, who has last supervised the work of the officer reported upon for a minimum period of three months during the relevant period of the report may accept the entire report but the assessment may be limited to the work for the period he has supervised.

(2) Notwithstanding anything contained in rule 6 or rule 7, where the accepting authority writes or reviews the PAR of a Government servant, it shall not be necessary to review or accept any such report.

9. Restriction on reporting, reviewing and accepting authorities in certain cases:

Notwithstanding anything contained in rules 6, 7 and 8, it shall not be competent for the reporting authority, the reviewing authority or the accepting authority to write a report –

(a) Where the reporting authority is a Government servant, who has retired, superannuated or resigned the post, after one month of such retirement, superannuation or resignation;

(b) In other cases, after one month of the date on which he demits office.

Explanation. - For the purpose of this rule-

(a) "a Minister" shall not be deemed 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 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.

10. Recording of entries within prescribed time limits:-Where the officer reported upon fails to submit his self-appraisal within the prescribed time, the reporting authority shall record remarks without self-appraisal. A certificate to the effect that self-appraisal was not submitted by the officer reported upon within the prescribed time, shall be placed along with the report by the Custodian.

In case the remarks are not recorded by the Reporting Authority within the stipulated time, he shall forfeit his right to enter any remark in the Report. Similarly, the Reviewing Authority and the Accepting Authority shall also forfeit their right to record any remark in the Report beyond the prescribed time-limit.

Provided if the officer reported upon has submitted the self-appraisal within prescribed time, the report containing the self-appraisal, together with a certificate to the effect that the Reporting/Reviewing/Accepting authority, as the case may be, has/have not recorded the remarks within the prescribed time limit shall be placed in the dossier and the officer may be assessed on the basis of the overall record and self-appraisal for the year, if he has submitted self-appraisal on time.

11. Recording of entries relating to integrity of the officer reported upon: - The reporting, reviewing and accepting authority while recording the entries regarding integrity of officer reported upon shall keep in view the guidelines for filling up integrity column, issued from time to time.

12. Treating the PAR as non-est.-The PAR not recorded in terms of the provisions of these Rules and instructions issued there under shall be treated as non-est.

13. Communication of the PAR to the Central Government. - The report shall be obtained by the CCA if the Government servant is serving in connection with the affairs of the State or local body or autonomous body or public sector enterprise on deputation, short-term contract or any other kind of attachment:

Provided that if the PAR is written in a language other than Hindi or English, it shall be accompanied by an authentic certified translation in Hindi or English.

14. Disclosure of PAR to the officer reported upon and procedure for representation –

(1) After finalization, the full report including the overall grading and appraisal of integrity shall be disclosed electronically to the officer reported upon by the Custodian within the time limit prescribed in Appendix-II of Schedule 2, to enable him to submit his representation, if any.

Provided that where a Government servant has only one supervisory level above him, as in the case of personal staff attached to officers, such disclosure shall be made after the reporting authority has recorded his remarks, within the time limit prescribed in Appendix-II of Schedule 2.

(2) The officer reported upon, on disclosure of the report, shall have the opportunity to give representation, if any, to the competent authority through the Custodian, within fifteen days of the receipt of the Report.

Provided further that no representation shall be accepted from the officer reported upon if such representation is not within the stipulated time of fifteen days, except where the officer reported upon is rendered immobilized on medical grounds.

(3) The representation, if any, shall be restricted to the specific factual observations contained in the Report leading to the appraisal of the officer in terms of attributes, work output and competency and grading.

(4) The competent authority to decide the representation received in terms of sub-rule (1) & (2) above, relating to overall grading or entry/entries in the PAR, shall within fifteen days of the receipt of the representation, forward or cause to be forwarded the same, to the Accepting, Reviewing and Reporting authorities and call for their comments on the representation.

(5) The reporting authority shall, within fifteen days of receipt of the representation, forward the representation, along with his comments to the reviewing authority. The Reviewing authority shall forward the representation along with views of the reporting authority and his comments to the accepting authority within fifteen days of receipt of the views of the reporting authority. The accepting authority shall forward the representation along with the comments of the reporting and reviewing authority and his comments to the competent authority, within 15 days of the receipt of the comments of the reviewing authority.

(6) The competent authority shall, after obtaining the comments of the Reporting/Reviewing/Accepting authority within the time limit mentioned in Appendix-II of Schedule 2, including from those who have retired or demitted/ relinquished office as the case may be, finalise his decision within a period of 30 days as under:-

(i) In the case of representation against overall grading, the said authority may upgrade or downgrade or make no change in the grading already given and while doing so, shall record sufficient reasons for doing the same.

(ii) In the case of representation against entries/remarks, the said authority shall after examination, expunge, modify or retain the entries/remarks, without altering the overall grading. The authority, while expunging or modifying or retaining the adverse remarks, shall give reasoned order for doing so, failing which the order shall be treated as invalid and the report shall be treated as non-est.

(iii) In cases involving representation against both overall grading and entries, the said authority shall clearly bring out the reasons for any upgradation, downgradation or retention of overall grading and also expunction or modification or retention of entries/ remarks and

shall give a reasoned order for doing so, failing which the order shall be treated as invalid and the report shall be treated as non-est;

(iv) The decision of the said authority shall be communicated to the officer reported upon by the Custodian in the form of reasoned order, within a period of 15 days of the decision.

(7) Authority competent to decide representations –where competent authority is below Minister:

(a) The competent authority to decide the representation will be one level higher than the Accepting Authority. Where there is no Accepting Authority, it shall be one level higher than the Reviewing Authority. Provided that where there are no Reviewing/Accepting authorities, the authority to decide the representation shall be one level higher than the Reporting Authority. The competent authority shall forward the representation to the Reporting Authority, Reviewing Authority and the Accepting Authority, as the case may be, and call for their comments.

The comments of the reporting/reviewing/accepting authority (as the case may be) are required to be sought even if they have superannuated/retired/resigned or demitted office. In case the comments of reporting / reviewing /accepting authority are not received within the time limit mentioned in Appendix-II of Schedule 2, it shall be presumed that reporting/reviewing/accepting authority has no comments to offer.

(b) The competent authority shall consider the representation of the officer reported upon, the comments of the reporting authority, reviewing authority and the accepting authority and shall finalise the decision within a period of 30 days.

(c) The decision shall be communicated in the form of reasoned order to the officer reported upon by the Custodian within a period of 15 days of the decision.

(8) Authority competent to decide representations –where competent authority is 'Minister'

(a) where the reporting or reviewing or accepting authority, is a Minister, the competent authority to decide the representation against any entry/remark as well as the overall grading in the report will be the current Minister. Before deciding the representation, comments of the Reporting/Reviewing/Accepting Authority shall be obtained, by the Custodian.

The comments of the reporting/reviewing/accepting authority (as the case may be) are required to be sought even if they have superannuated/retired/resigned or demitted office. In case the comments of reporting / reviewing /accepting authority are not received within the time limit mentioned in Appendix-II of Schedule 2, it shall be presumed that reporting/reviewing/accepting authority has no comments to offer.

b) The competent authority shall consider the representation of the officer reported upon, the comments of the reporting authority, reviewing authority and the accepting authority, if any, and may decide to expunge, modify or retain the remarks and upgrade, downgrade or

retain the overall grading. The competent authority shall finalise the decision within a period of 30 days from the date of receipt of the representation.

(c) The decision shall be communicated to the officer reported upon through a reasoned order, by Custodian, within a period of 15 days of the decision.

15. Memorial

If the officer reported upon is not satisfied with the decision on his representation, he may submit a Memorial to the President within a period of ninety days of the receipt of the decision:

- (i) Where the representation has been decided by an authority below Minister-in-charge of the Ministry/Department where the officer reported upon worked during the period of report – Memorial shall be decided by Minister-in-Charge;
- (ii) Where the representation has been decided by Minister-in-Charge, the memorial shall be decided by the Minister-in-Charge on the recommendation of a Committee. The Committee shall be constituted by the Secretary of the Cadre Controlling Authority to which the officer belongs, and any two other Secretaries who may be nominated by the Minister in charge. The Secretary of the Cadre Controlling Authority to which the officer belongs shall be the Convenor Member of the Committee.

16. Recording of report in case of suspension

Report shall not be recorded for the period an officer is under suspension.

17. Applicability of rules and orders—Matters in respect of which no express provision has been made in these rules shall be determined by rules and orders issued by the Government from time to time.

18. Savings clause: Save as otherwise provided, the provisions of these rules shall not affect prejudicially anything done or omitted to be done in terms of various instructions issued from time to time prior to the notification of these rules.

Provided that in respect of matters not covered by these rules, the instructions and orders issued by the Department of Personnel & Training prior to notification of the rules, shall stand.

19. 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 PARs, the maintenance of dossier and the effect of the PARs on the conditions of service of a Government servant.

SCHEDULE 1 [See Rule 4]

Documents to be maintained in the Performance Appraisal Dossier

- (i) Updated Curriculum Vitae submitted by the officer reported upon.
- (ii) ACRs/ PARs earned throughout the career.
- (iii) Summary of the Medical Report, prepared by the Medical Authority on Annual Medical Check-up, wherever applicable. (Format may be as prescribed in the relevant Office Memoranda on Annual Medical Check-up).
- (iv) Performance Report on study leave or leave for study.
- (v) Performance Report on training.
- (vi) Certificates of training, Certificates of academic courses attended after joining service and during study leave.
- (vii) Details of books, articles and other publications.
- (viii) Appreciation letters from Government or Secretary or Head of Department or special bodies or Commissions.
- (ix) Copy of order(s) imposing any of the penalties specified in the CCA(CCS) Rules 1965.
- (x) Such other documents as may be specified by a general or specific order.

SCHEDULE 2

List of Appendices containing Forms for PAR

Appendix I-A – PAR Form for Group A

Appendix I-B – PAR Form for Group B

Appendix I-C – PAR Form for Group C

Appendix II – Time schedule for preparation/completion of the Report

Appendix III - Performance Report Form on study leave or leave for study

Appendix IV- Performance Report form on training

PAR format for Group 'A'
Schedule - 2

Appendix I-A
[See rule 5]

(Form to be printed in Bi-lingual)

The Central Civil Services Performance Appraisal Report (PAR) Rules, 2019
[For Group A officers]

PAR for the period from _____ to _____

SECTION – I

Personal Data (To be filled by the Custodian in the Ministry/Department/Office)

1. Name of the officer reported upon:
2. Service:
3. Year of allotment, if applicable :
4. Date of Birth:
5. Present Grade:
6. Present post:
7. Date of appointment to present post:
8. Reporting, Reviewing and Accepting Authorities-

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

9. Period and nature of Leave during the period of report:
- 10.

(a)	Number of subordinates whose PARs for the previous years were required to be recorded by the officer reported in his capacity as Reporting officer	
(b)	Number of subordinates whose PARs for the previous years have been reported by the officer reported upon, within the time schedule.	

11.

(a)	Number of subordinates whose PARs for the previous years were required to be recorded by the officer reported in his capacity as Reviewing officer.	
(b)	Number of subordinates whose PARs for the previous years have been reviewed by the officer reported upon, within the time schedule	

12. Training Programs attended, if any :

--

13. Date of filing the Annual Property Return for the year ending December:

--

14. Awards/Honours, if any:

Date:

Signature on behalf of _____
Admn/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:

[Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference]

Tasks to be performed	Deliverables, if any	Actual Achievements
1.	1.	1.
2.	2.	2.
↓	↓	↓
↓	↓	↓
↓	↓	↓
Procurements made through GeM portal (wherever applicable)		
(i) Total budget allocated for procurement by the Ministry/Department/Division/ Section in Rupees (as may be applicable in the case of the Officer Reported Upon).	(i) Total procurement through GeM portal made by him/her during the period of report (in Rs.).	
	(ii) % of procurement through GeM portal as against the budget indicated in the Target.	
	(iii) Procurements made outside GeM portal and the reasons therefor.	
	(iv) Steps taken for promotion of GeM in the Ministry/Department/ Division/Section.	

- [i] Deliverables refer to quantitative or financial targets or verbal description of expected outputs.
- [ii] Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.
- [iii] Initial listing of deliverables are to be finalized within 1 month 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 (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:

(A) For the current assignment:

- | | |
|-------|------|
| (i) | (iv) |
| (ii) | (v) |
| (iii) | (vi) |

(B) For your future career:

- | | |
|-------|------|
| (i) | (iv) |
| (ii) | (v) |
| (iii) | (vi) |

(List of domain related trainings to be specified by Cadre Controlling Authority in the form, for the officer to choose from]

Please Note: You should send an updated CV, including additional qualifications acquired/ training programs attended/ publications/ special assignments undertaken, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration:

Sl.No.	Activity	Detail	Date
1	Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	
2	Have you undergone the medical check up? (Enclose summary of Medical Report)	Yes/No	
3	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	
4.	(i) PARs of how many subordinates for previous year were required to be assessed by you as Reporting / Reviewing Officer?	Reporting	Reviewing
	(ii) PARs of how many subordinates for previous year have been assessed and submitted by you within the stipulated date?	Reporting	Reviewing
	(iii) Reasons for delay, if any, in reporting/reviewing within stipulated date?		

Signature of officer reported upon

Date

PAR format for Group 'A'
Section III

Appraisal-Reporting Authority

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 and training needs as identified by the officer? Recommendations, if any.

PAR format for Group 'A'
NUMERICAL GRADINGS (Sl.No.5, Sl.No.6 and Sl.No.7)

[Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Assessment of Functional Competency.]

5. Assessment of work output (This appraisal should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%):

S.No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Accomplishment of planned work/work allotted as per subjects allotted			
ii	Quality of output			
iii	Analytical ability			
iv	Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on 'Work Output'			

6. Appraisal of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%):

S.No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Communication skills			
v	Leadership qualities			
vi	Emotional stability			
vi	Capacity to work in time limit			
viii	Inter-personal relations			
	Overall Grading on Personal Attributes			

7. Appraisal of Functional Competency (on a scale of 1-10. Weightage to this Section will be 30%):

S.No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Knowledge of laws/rules/procedures/ IT skills and awareness of the local norms in the relevant area and ability to apply them correctly			
ii	Strategic planning ability			
iii	Decision making ability			
iv	Coordination ability			
v	Initiative			
vi	Ability to motivate and develop subordinates / work in a team.			
vii	*			
viii	*			
ix	*			
	Overall Grading on 'Functional competency'			

*(Other functional competencies, if any required, specific to the service, to be decided by the Cadre Controlling Authority)

8. Integrity - Please comment on the integrity of the officer:

9. Effectiveness in the development and protection of Scheduled Castes and / or Schedules Tribes:

- (a) Attitude towards Scheduled Castes and/or Schedules Tribes:
- (b) Sensitivity to social justice.
- (c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Schedules Castes and / or Scheduled Tribes.
- (d) Effectiveness in bringing about the development of Scheduled Castes and/ or Scheduled Tribes.

(To be filled in only in the case of officers dealing with development and protection of SCs and /or STs. Where the column is not applicable in the case of any officer, it may be so stated against the column.)

10. 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. Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded.

11. Recommendation relating to domain assignment for Group 'A' officers.

- | | | |
|-------|------|--------|
| (i) | (iv) | (vii) |
| (ii) | (v) | (viii) |
| (iii) | (vi) | (ix) |

[Domain assignments to be specified by Cadre Controlling Authority depending upon the roles and responsibilities of the service]

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

[Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty. While awarding overall grade, please take into consideration entries made at Sl.No.10 and 11 of Section I and Sl.No.6 (4) of Section-II (Self-appraisal)].

Signature
Name and designation of the Reporting Authority
Place and Date

Section IV

Review

1. Do you agree with the appraisal 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 officer reported upon?

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 SC, ST and weaker sections. Comments, if any, on the pen picture written by the Reporting Authority.

5. Recommendation relating to domain assignment for Group 'A' officers.

- | | | |
|-------|------|--------|
| (i) | (iv) | (vii) |
| (ii) | (v) | (viii) |
| (iii) | (vi) | (ix) |

[Domain assignments to be specified by Cadre Controlling Authority depending upon the roles and responsibilities of the service]

6. Overall grade on a scale of 1-10

[Timely recording the assessment as reporting and reviewing authority is an essential part of a Government servant's duty. While awarding overall grade, please take into consideration entries made at SI.No.10 and 11 of Section I and SI.No.6 (4) of Part-II (Self-appraisal)].

Signature
Name and designation of the Reviewing Authority
Place and Date

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 score of 1-10)

Signature
Name and designation of the Accepting Authority
Place and Date

Format for Group 'B'
Appendix I-B
[See rule 5]

(Form to be printed in Bi-lingual)
The Central Civil Services Performance Appraisal Report (PAR) Rules, 2019
[For Group 'B' officers (both Gazetted and Non-Gazetted)]

PAR for the period from _____ to _____

PERSONAL DATA

SECTION-I

(To be filled by the Custodian in the Ministry/Department/Office)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY...../...../....) in words
3. Service and date of appointment Date.....
Grade.....
4. Present post and date of appointment thereto Post.....
Date.....
5. Period and nature of Leave, Training during the period.
If he has undergone training, specify.
6. Whether the officer belongs to Schedules Caste or Scheduled Tribe:
7. Details of Reporting and Reviewing Authorities-

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		

8. (a) Number of subordinates whose PARs for the previous years were required to be recorded by the officer reported in his capacity as Reporting officer. (wherever applicable)
- (b) Number of subordinates whose PARs for the previous years have been reported by the officer reported upon, within the time schedule. (wherever applicable)
9. Date of filing the Annual Property Return for the year ending December:

SECTION-II SELF-APPRAISAL

[to be filled in by the officer reported upon]

(Please read carefully the instructions before filing the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference.

Targets/Objectives/Goals	Achievements
1.	1.
2.	2.
↓	↓
↓	↓
↓	↓
Procurements made through GeM portal (<u>wherever applicable</u>)	
(i) Total budget allocated for procurement by the Ministry/Department/ Division/ Section in Rupees (as may be applicable in the case of the Officer Reported Upon).	(i) Total procurement through GeM portal made by him/her during the period of report (in Rs.).
	(ii) % of procurement through GeM portal as against the budget indicated in the Target.
	(iii) Procurements made outside GeM portal and the reasons therefor.
	(iv) Steps taken for promotion of GeM in the Ministry/Department/ Division/Section.

3 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

5. Declaration (wherever applicable):

Sl.No.	Activity	Detail
(i)	Number of subordinates whose PAR(s) for previous year which were required to be assessed by you as Reporting Officer? (wherever applicable)	Reporting
(ii)	Number of subordinates whose PARs for previous year have been assessed and submitted by you within the stipulated date?	Reporting
(iii)	Reasons for delay, if any, in reporting within stipulated date?	

Date:.....

Signature of officer reported upon

Appraisal- By Reporting Authority

NUMERICAL GRADINGS (Part A, Part B and Part C below)

[Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Assessment of Functional Competency.]

(A) Appraisal of work output (Numerical Gradings should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%):

S.No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Accomplishment of planned work/ work allotted			
ii	Quality of output			
iii	Analytical ability			
iv	Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on 'Work Output'			

(B) Appraisal of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%):

S.No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Maintenance of Discipline			
iv	Communication skills			
v	Leadership qualities			
vi	Capacity to work in team spirit			
vi	Capacity to work within time limit			
viii	Inter-personal relations			
	Overall Grading on Personal Attributes			

(C) Appraisal of Functional Competency (on a scale of 1-10. Weightage to this Section will be 30%):

S.No		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Knowledge of laws/rules/regulation/procedures/ IT skills and ability to apply them correctly			
ii	Strategic planning ability			
iii	Decision making ability			
iv	Coordination ability			
v	Ability to motivate and develop subordinates / work in a team.			
	Overall Grading on 'Functional competency'			

SECTION IV GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs.)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health

4. Integrity

5. Effectiveness in the development and protection of Scheduled Castes and / or Scheduled Tribes:

- (a) Attitude towards Scheduled Castes and/or Scheduled Tribes:
- (b) Sensitivity to social justice:
- (c) ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and / or Scheduled Tribes.
- (d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes.

(To be filled in only in the case of officers dealing with development and protection of SCs and /or STs. Where the column is not applicable in the case of any officer, it may be so stated against the column.)

6. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Section-II) and attitude towards weaker sections. Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded.

7. Overall numerical grading on the basis of weightage given in Part A, B and C in Section-III of the Report.

[Timely recording the assessment as reporting authority is an essential part of a Government servant's duty. Wherever applicable, while awarding overall grade, please take into consideration entries made at Sl.No.8 of Section I and Sl.No.5 of Section II]

Signature of the Reporting Officer

Place:.....

Name in block letters:...

Designation during the period of Report:

Date:.....

SECTION-V - REVIEW

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Section-III and Section-IV? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref: Section-III(A)(iv) and Section-IV(6)]

(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
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the reporting officer in assessing the performance of the Scheduled Caste/Scheduled Tribe officer has been fair and just.

(This column may be included in the PAR forms of officers holding posts in Level 8 and below in Pay Matrix)

--

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Part-A, Part-B and Part-C in Section-III of the Report.

[Timely recording the assessment as reporting authority is an essential part of a Government servant's duty. Wherever applicable, while awarding overall grade, please take into consideration entries made at Sl.No.8 of Section I and Sl.No.5 of Section II]

Signature of the Reviewing Officer

Place:.....

Name in Block Letters:...

Designation during the period of Report

Date

.....

Appendix I-C
[See rule 5]

(Form to be printed in Bi-lingual)

The Central Civil Services Performance Appraisal Report (PAR) Rules, 2019

[For Group 'C' Government servants]

PAR for the period from _____ to _____

PERSONAL DATA

SECTION-I

((To be filled by the Custodian in the Ministry/Department/Office)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY...../...../....) in words
3. Service and date of appointment Date.....
Grade.....
4. Present post and date of appointment thereto Post.....
Date.....
5. Period and nature of Leave, Training during the period.
If he has undergone training, specify.
6. Whether the officer belongs to Schedules Caste or Scheduled Tribe:
7. Details of Reporting and Reviewing Authorities-

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		

8. (a) Number of subordinates whose PARs for the previous years were required to be recorded by the officer reported in his capacity as Reporting officer. **(wherever applicable)**

(b) Number of subordinates whose PARs for the previous years have been reported by the officer reported upon, within the time schedule. **(wherever applicable)**

9. Date of filing the Annual Property Return for the year ending December:

SECTION-II SELF-APPRAISAL
[to be filled in by the officer reported upon]

(Please read carefully the instructions before filing the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target (Example: Annual Action Plan for your Division), particularly having regard to procurement planned and actually made through GeM portal for those Government servants who handled procurement during the period under reference.

Targets/Objectives/Goals	Achievements
1.	1.
2.	2.
↓	↓
↓	↓
↓	↓
Procurements made through GeM portal (wherever applicable)	
(i) Total budget allocated for procurement by the Ministry/Department/ Division/ Section in Rupees (as may be applicable in the case of the Officer Reported Upon).	(i) Total procurement through GeM portal made by him/her during the period of report (in Rs.).
	(ii) % of procurement through GeM portal as against the budget indicated in the Target.
	(iii) Procurements made outside GeM portal and the reasons therefor.
	(iv) Steps taken for promotion of GeM in the Ministry/Department/ Division/Section.

- 3 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

5. Declaration (wherever applicable):

Sl.No.	Activity	Detail
(i)	Number of subordinates whose PAR(s) for previous year which were required to be assessed by you as Reporting Officer? (wherever applicable)	Reporting
(ii)	Number of subordinates whose PARs for previous year have been assessed and submitted by you within the stipulated date?	Reporting
(iii)	Reasons for delay, if any, in reporting within stipulated date?	

Date:.....

Signature of officer reported upon

SECTION-III**Appraisal- By Reporting Authority****NUMERICAL GRADINGS (Part A, Part B and Part C below)**

[Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. Numerical gradings, wherever applicable, may be awarded having special regard to the remarks recorded by the officer in the Self-appraisal regarding utilization of GeM portal for procurement and specifically for items 'Accomplishment of planned work/work allotted as per subjects allotted' under Assessment of Work Output and 'Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly' under Assessment of Functional Competency.]

- (A) Appraisal of work output (Numerical Grading should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%):

S.No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Accomplishment of work allotted			
ii	Quality of output			
iii	Analytical ability			
iv	Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on 'Work Output'			

- (B) Appraisal of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%):

S.No		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Maintenance of Discipline			
iv	Communication skills			
v	Leadership qualities (wherever applicable)			
vi	Capacity to work in team spirit			
vi	Capacity to work within time limit			
viii	Inter-personal relations			
	Overall Grading on Personal Attributes			

(C) Appraisal of Functional Competency (on a scale of 1-10. Weightage to this Section will be 30%):

S.No		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Knowledge in the area of work			
ii	Ability to understand instructions and follow them			
iii	Efficiency and effectiveness in the area of work			
iv	Initiative			
v	Attitude to learn new work.			
	Overall Grading on 'Functional competency'			

SECTION-IV GENERAL

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs.)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health

4. Integrity

5. Effectiveness in the development and protection of Scheduled Castes and / or Scheduled Tribes:

- (a) Attitude towards Scheduled Castes and/or Scheduled Tribes:
- (b) Sensitivity to social justice:
- (c) ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and / or Scheduled Tribes.
- (d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes.

(To be filled in only in the case of officers dealing with development and protection of SCs and /or STs. Where the column is not applicable in the case of any officer, it may be so stated against the column.)

6. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Section-II) and attitude towards weaker sections. Wherever applicable, comments on steps taken by the officer for promotion of procurement on GeM during the period under report, percentage of procurement on GeM and his/her attitude towards full implementation of GeM in the office may also be recorded.

7. Overall numerical grading on the basis of weightage given in Part A, B and C in Section-III of the Report.

[Timely recording the assessment as reporting authority is an essential part of a Government servant's duty. Wherever applicable, while awarding overall grade, please take into consideration entries made at Sl.No.8 of Section I and Sl.No.5 of Section II]

Signature of the Reporting Officer

Place:.....

Name in block letters:...

Designation during the period of Report:

Date:.....

SECTION-V - REVIEW

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Section III & Section-IV? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? [Ref: Section-III (A)(iv) and Section-IV (6)]

(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
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the reporting officer in assessing the performance of the scheduled Caste/Scheduled Tribe officer has been fair and just.

--

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Part A, B and C in Section-III of the Report.

[Timely recording the assessment as reporting authority is an essential part of a Government servant's duty. Wherever applicable, while awarding overall grade, please take into consideration entries made at Sl.No.8 of Section I and Sl.No.5 of Section II]

Signature of the Reviewing Officer

Place:.....

Name in block letters:...

Designation during the period of Report

Date.....

Schedule 2

Appendix-II

The Central Civil Services Performance Appraisal Report (PAR) Rules, 2019

Time schedule for preparation/completion of the PAR (Reporting Year- Financial Year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank PAR forms to all concerned, specifying the Reporting Authority and Reviewing authority.	15 th April
2.	Submission of self-appraisal to reporting officer by officer to be reported upon.	10 th June
3.	Submission of report by reporting officer to reviewing officer	10 th July
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or to accepting authority, wherever provided.	10 th August
5.	Appraisal by accepting authority, wherever provided and disclosure.	10 th September
6.	Disclosure of PAR to the officer reported by the Custodian: (i) In case of personal staff having only one supervisory level above him. (ii) In case of where report to be recorded by reporting and reviewing authority. (iii) In case of where report to be recorded by reporting, reviewing and accepting authority	 25 th July 25 th August 25 th September
Timelines for representation		
7.	Comments/representation of officer reported upon (if none, transmission to the administration/CR Cell).	15 days from the date of disclosure
8.	Forwarding comments/representation of the officer reported upon to the Reporting, Reviewing and Accepting Authority by the competent authority.	15 days from the date of receipt of representation
9.	Comments of Reporting Authority	15 days
10.	Comments of Reviewing Authority on the representation and comments of Reporting Authority	15 days
11.	Comments of Accepting Authority on the representation and comments of Reporting and Reviewing authority	15 days

12.	Time-line for disposal of representation (a) <u>Where competent authority is below Minister:</u> (i) Finalise decision (ii) Communication of decision (b) <u>Where competent authority is Minister level:</u> (i) Finalise decision (ii) Communication of decision	 30 days from receipt of comments 15 days of finalisation of decision 30 days from receipt of comments 15 days of finalisation of decision
13.	Submission of Memorial	90 days from receipt of decision

Schedule 2

**Appendix -III
[See rule 5]**

The Central Civil Services Performance Appraisal Report (PAR) Rules, 2019

PAR on Study Leave or Leave for Study
(For the period from _____ to _____)

A. PERSONAL DATA

1. Name of the Officer
2. Service/Cadre/year of allotment/Select List year
3. Date of joining Government service
4. Date of Birth
5. Present Grade ----- Date -----
6. Study Leave / Leave details -
 - a) Course
 - b) Institution
 - c) Duration
7. Period of sanctioned leave
8. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)
9. Date of filing Annual Property Returns

B. SELF APPRAISAL: -

Signature _____
Place and Date: _____

(To be submitted to the administrative Ministry/Department and Cadre Controlling Authorities within one month of completion of the course)

Schedule 2

**Appendix –IV
[See rule 5]**

The Central Civil Services Performance Appraisal Report (PAR) Rules, 2019

PERFORMANCE REPORT ON TRAINING

(For the period from _____ to _____)

A. PERSONAL DATA

1. Name of the Officer _____
2. Service/Cadre/Year of allotment/Select List year _____
3. Date of joining Government service _____
4. Date of Birth _____
5. Present Grade _____ Date _____
6. Details of the training attended
 - a) Name of the Course _____
 - b) Institution _____
 - c) Duration _____
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 APPRAISAL: -

Signature _____
Place and Date: _____

(To be submitted to the administrative Ministry/Department and Cadre Controlling Authorities within one month of completion of the course)