

**No. 11059/02/2008-AIS-III**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

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**New Delhi, 08<sup>th</sup> May 2008.**

To

The Chief Secretary  
Government of Orissa  
**Bhubneswar**

**Subject:- Performance Appraisal Report Rules – Clarification on provisions of AIS (PAR) Rules regarding.**

Sir,

I am directed to refer to the State Government's letter No. 5710/SE dated the 6<sup>th</sup> September, 2007 on the subject above and to furnish comments of this Department on the clarification sought by the State Government as under:

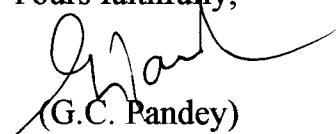
<b>S. No</b>	<b>Query raised by Government of Orissa</b>	<b>Comments of this Department</b>
1.	Rule 5(3) of AIS (PAR) Rules provides that there shall be Reporting, Reviewing & Accepting Authority at each level of assessment. Who will write/ review/ accept the PAR when an officer remains in charge of two posts for which there are two Reporting, Reviewing & Accepting Authority (s).	<p>The first proviso to rule 5(3) of AIS (PAR) Rules, 2007 provides 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 can write the PAR in the capacity of reporting, reviewing or accepting authority.</p> <p>The second proviso to rule 5(3) ibid provides 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.</p>

2.	Who will disclose the PAR to the officer reported upon?	The State Government may make arrangements to ensure that disclosure is done within the time limit.
3.	If it is accepted that the PAR shall be disclosed to the officer reported upon by the accepting authority, who will disclose the same where – no accepting authority has been prescribed and (ii) where accepting authority is not eligible to record his remarks due to retirement/demitting office. The period under him is less than three months.	-Do-
4.	Rule 9(5) of the AIS (PAR) Rules provides that the Reporting Authority shall write the PAR of officer reported upon within 15 days of its receipt, failing which it shall be presumed that he has no views thereon. However, rule 9(6) ibid, provides that the reviewing authority shall forward the comment or the views of the reporting authority. It does not make any mention if the reviewing authority fails to forward the same to the accepting authority within 15 days.	The general guidelines for filling up the PAR forms prescribed the schedule for completion of various stages of writing PAR. The guidelines further provide that the nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule. This will ensure that the time schedule is adhered to.
5.	Rule 9(5) of the AIS (PAR) Rules, provides that the Reporting Authority shall consider the comments of the officer reported upon, the views of the reporting authority and 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. As there is no separate space for modification by the accepting authority it is not clear whether he will make corrections in the original PAR.	The Accepting Authority shall make corrections in original PAR by pasting the existing entries.

6.	Who will disclose the PAR to the officer reported upon after finalization by the Accepting Authority?	It is for the State Governments to prescribe the procedure/arrangements, as per their convenience, to ensure compliance within the time schedule.
7.	Rule 9(9) provides that in case an entry or assessment is upgraded or downgraded by the Referral Board, reasons for the same shall be recorded in the PAR. But no space has been provided in the PAR for recording such reasons.	The Referral Board may use a separate sheet for recording the reasons for upgrading or downgrading any entry or assessment.
8.	Who will communicate the PAR to the officer reported upon after it is modified by the Referral Board, as the Referral Board comprises of several members?	It is for the State Government to ensure that disclosure is done within the time limit, as prescribed in the rules.
9.	Who will communicate the PAR to the officer reported upon if the accepting authority has retired from government service or demitted office just after giving his remarks or has recorded his remarks within one month of his retirement or demitting office? Whom the appraisee will give his comments in such circumstances and who will take further action on his comments?	As stated above it is for the State Government to ensure that disclosure is done within the time limit, as prescribed in the rules.
10	<p>The guidelines provide that if a PAR relating to a financial year is not recorded by the 31<sup>st</sup> 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.</p> <p>It is mentioned in letter No. 11059/02/2006-AIS-III, dated the 14<sup>th</sup> February, 2006 that it is for the Screening Committee to make such</p>	<p>The assessment of Screening Committee is not recorded in the ACR of the officer reported upon.</p> <p>If the officer reported upon does not submit self-assessment in time, the same will not be taken into consideration for making his assessment.</p>

	assessment on the basis of overall record and self-appraisal submitted by him for the concerned year. But it is not clear if such assessment will be recorded in the ACR of the officer; if so, who will record the assessment of the Screening Committee in the ACR, as the said committee consists more than one member. The rule is silent about action to be taken if the officer reported upon does not submit self-assessment in time.	
11	Rule 2 (b) defines 'Benchmark Score' but is not clear as to what is the exact number above which an officer will be regarded as fit for promotion.	The matter is under consideration in this Department.

Yours faithfully,



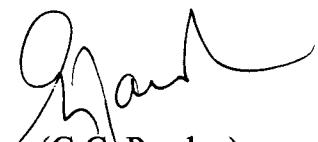
(G.C. Pandey)

Under Secretary to the Government of India  
Tel. No. 23092285

Copy to:-

- (1) The Chief Secretary of all State Governments / UTs.
- (2) Ministries / Departments of the Government of India.
- (3) E.O. Division
- (4) NIC for placing on the website of the Ministry.

Copy along with a copy of the letter No. 7085/SE dated 14/12/2007 of Government of Orissa is forward to (i) (Pay Desk) and (ii) E.O. Division with the request that reply to S. No. 11 above may please be sent directly to the State Government.



(G.C. Pandey)

Under Secretary to the Government of India  
Tel. No. 23092285