

F.No. 4/8/2008/EO/PR  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

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New Delhi dated the 21<sup>st</sup> August, 2009

**CIRCULAR**

Sub:- Completion of PARs of IAS Officers within the fixed time schedule  
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The PARs of IAS officers are required to be completed at different stages strictly as per the time schedule given in the Rule 9.1 of PAR Rules of the All India (PAR) Rules, 2007. Rule 5.1 of these rules provides that **“if PAR for a financial year is not recorded by 31<sup>st</sup> 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 assessment for the year, if he has submitted his self assessment in time”**.

2. Accordingly it has been decided that for the PARs of the year 2008-09, only such remarks of the Reporting, Reviewing and Accepting authorities would be kept in the PARs dossier of the officer reported upon as are recorded by 31<sup>st</sup> December 2009 and that this practice would be followed uniformly in the coming years.

3. These instructions may please be brought into the notice of all concerned and the administration branches which are assigned this work, in order to ensure that PARs of officers are completed strictly within the time schedule given in the PAR rules 2007.



( P.K. Misra )  
Establishment Officer &  
Additional Secretary

To

All Ministries/Departments of the Government of India

Copy to:-

1. Chief Secretaries of All State Governments/UTs
2. The President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. The Cabinet Secretariat, New delhi
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat

7. The Comptroller and Auditor General of India, New Delhi
8. The Union Public Service Commission, New Delhi
9. The Election Commission of India

Copy also to:-

- (i) All attached offices under the Ministry of Personnel, Public grievances and Pension.
- (ii) All Officers and Sections in the Department of Personnel and Training
- (iii) NIC(DOP&T) for placing the circular on the web-site of DOP&T
- (iv) Hindi section for Hindi version of the Circular