MOST IMMEDIATE

No. 11059/09/2006-AIS III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training

New Delhi, the 7th April, 2008

To

The Chief Secretaries of all the States/UTs

Subject: The All India Service (Performance Appraisal Report) Rules, 2007 – forms for annual health check-up regarding.

Sir,

I am directed to invite attention to this Ministry's notification of even number dated the 31st March 2008 (a copy of which was sent with Secretary (P)'s D. O. letter No. 1059/18/2002-AIS-III, dated the 3rd April, 2008) which, inter alia, provides that the health check-up is mandatory for all Indian Administrative Service Officers above the age of 40 and may be totally dispensed with for officers below the age of 40, except in case of medical incidents. As regards the Indian Police Service and Indian Forest Service, the annual health check-up is mandatory for all officers. The rules further provide that the format of the health check-up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with Ministry of Health & Family Welfare.

2. As regards the Indian Administrative Service Officers, a copy of the annual health check up format, which also includes the format of summary of medical report, is enclosed.

3. As regards the Indian Police Service and the Indian Forest Service officers, Ministry of Home Affairs and the Ministry of Environment & Forests are being requested to finalise the same in consultation with the Ministry of Health & Family Welfare and circulate to all the State Government/UTs as well as to the Central Ministries/ Departments.

Yours faithfully,

7/4/2008

(Chaitanya Prasad)
Director (Services)

Copy to:

1. The Ministry of Home Affairs, North Block, New Delhi, with the request that the format for annual health check-up of IPS officers and the summary report may please be finalised and circulated in consultation with the Ministry of Health and Family Welfare.

2. The Ministry of Environment & Forest, Paryavaran Bhavan, CGO Complex, New Delhi with the request that the format for annual health check-up of IFS officers and the summary report may please be finalised and circulated in consultation with the Ministry of Health and Family Welfare.

3. All Ministries/Departments of Government of India.

Form IV
[See rule 3]

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

PROFORMA FOR HEALTH CHECK UP FOR IAS OFFICERS

Date:

Name Age Sex: M/F

Brief clinical history, if any:

A: Examination

Physical Systemic

Investigations:

Haemogram

Hb%
TLC
DLC
Peripheral Smear

Blood Sugar

F

P.P

Lipid Profile

Total Cholesterol

HDL Cholesterol

LDL Cholesterol

VLDL Cholesterol

Triglyceride

Liver Function Test

Total Bilirubin

Direct Bilirubin

Indirect Bilirubin

SGOT
SGPT
ALK Phosphatase

Kidney Function Test

Urea
Creatinine
Uric Acid
Electrolytes

Na+
K
Calcium
Inorganic Phosphates

Cardiac Profile

CPK
CK-MB
LDH
SGOT

Urine

Routine
Sugar
Albumin

Microscopic

E.C.G

X-ray Chest

Ultra Sound Abdomen

Any other Investigation

Advise

B: Medical Report of the Officer

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally
6.	Cardiac Status	Normal/enlarged/blocked/not normal

C: SUMMARY OF MEDICAL REPORT (ONLY COPY OF THIS PART IS TO BE ATTACHED TO PAR)

1.	Overall Health of the officer	
2.	Any other remarks based on the health medical check up of the officer	
3.	Health profile grading	

Date

Signature of Medical Authority
Designation