

# Appendix 1

## Form I

[ See rule 4 ]

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

(Applicable for All IAS officers except the level of Secretary or Additional Secretary or equivalent to Government of India)

Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_

### Section I- Basic Information

(To be filled in by Administration Division / Personnel Department)

1. Name of the officer reported upon :

2. Service:

3. Cadre:

4. Year of allotment :

5. Date of Birth:

6. Present Grade:

7. Present Post:

8. Date of appointment to Present Post :

### 9. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

### 10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (Specify type)			
Others (Specify)			

### 11. Training Programs attended.

Date from	Date to	Institute	Subject

### 12. Awards/Honours


### 13. Details of PARs of AIS officers not written by the officer as reporting / reviewing authority for the previous year.


14. Date of filling the property return for year ending December.

15. Date of last prescribed medical examination (for officers over 40 years of age) (Attach copy of the summary of the medical report).

Date:

Signature on behalf of  
Admn/ Personal Deptt.

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:

Tasks to be performed	Deliverables <sup>1[1]</sup>		Actual Achievement <sup>2[2]</sup>
	Initial <sup>3[3]</sup>	Mid year <sup>4[4]</sup>	

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systemic improvement (resulting in

\_\_\_\_\_

<sup>1[1]</sup> Deliverables refer to quantitative or financial targets or verbal description of expected outputs.  
<sup>2[2]</sup> Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year), No explanations for divergences are to be given in this table.  
<sup>3[3]</sup> Initial listing of deliverables are to be finalised within 1 month of the start of the period under report.  
<sup>4[4]</sup> Mid year listing of deliverables are to be finalised within 6 months of the start of the period under report.

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:

For the current assignment :

  
  
  
  
  
  
  
  
  
  

For your future career

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

## 6. Declaration

Have you filled your immovable property return, as due. If yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
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	

Date:

Signature of officer reported upon \_\_\_\_\_

**Appraisal**

Section III

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 needs as identified by the officer?

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

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority.
i. Accomplishment of planned work			
ii. Quality of Output			
iii. Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'.			

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

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority.
i	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Moral courage and willingness to take a professional stand			
vii	Leadership qualities			
viii	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

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

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority.
i.	Knowledge of laws/rules/procedures/IT skills and awareness of the local norms in the relevant area.			
ii	Strategic planning ability.			
iii	Decision making ability			
iv	Initiative			
v	Coordination ability			
vi	Ability to motivate and develop subordinates / work in a team.			
	<b>Overall Grading on 'Functional competency'</b>			

### 8. Integrity

Please comment on the integrity of the officer:

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9. 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.

10. Recommendation relating to domain assignment (Please tick mark any four )

I	Agriculture and Rural Development	VII	Public Finance & Financial Management
II	Social Development	VIII	Industry and Trade
III	Culture and Information	IX	Internal Affairs and Defence
IV	Natural Resource Management	X	Housing & Urban Affairs
V	Energy and Environment	XI	Personnel & General Administration, Governance Reform, Regulatory Systems.
VI	Communication Systems and Connectivity Infrastructure.	XII	Science & Technology.

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

Date:

Signature of Reporting Authority\_\_\_\_\_



## Section IV -

**Review**

1. Do you agree with the assessment 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 moS/ officer reported upon?  
(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
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2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the Pen Picture written by the Reporting Authority.

4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Agriculture and Rural Development	<input type="checkbox"/>	Public Finance & Financial Management
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Industry and Trade
<input type="checkbox"/>	Culture and Information	<input type="checkbox"/>	Internal Affairs and Defence
<input type="checkbox"/>	Natural Resource Management	<input type="checkbox"/>	Housing & Urban Affairs
<input type="checkbox"/>	Energy and Environment	<input type="checkbox"/>	Personnel & General Administration, Governance Reform, Regulatory Systems
<input type="checkbox"/>	Communication Systems and Connectivity Infrastructure	<input type="checkbox"/>	Science & Technology

5. Overall grade on a scale of 1-10

Date:

Signature of Reviewing Authority\_\_\_\_\_

Section V

**Acceptance**

1. Do you agree with the remarks of the reporting / reviewing authorities ?

Yes	No
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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)

Date

Signature of Accepting Authority\_\_\_\_\_