

Form II  
[ See rule 4 ]

The All India Services (Performance Appraisal Report) Rules, 2007  
(Applicable for IAS officers of 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 the 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 filing the property return for year ending December

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

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Date:

Signature on behalf of \_\_\_\_\_  
Admn/ Personnel Deptt.

## Section II

## 1. Declaration

Have you filed 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	
Have you prepared the work plan for yourself?	Yes/No	
Have you enclosed a note on important achievements during the period?	Yes/No	

Date:

Signature \_\_\_\_\_  
Officer reported upon

**Section III****Appraisal**

1. **Assessment of Attributes** (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. 70% weightage will be assigned to this item).

	<b>Reporting Officer</b>	<b>Reviewing Officer</b>	<b>Initial of Reviewing Officer</b>
i) Attitude to work			
ii) Decision making ability			
iii) Initiative			
iv) Ability to inspire and motivate.			
v) Strategic Planning ability/ Innovativeness			
vi) Coordination ability			
<b>Overall grading on attributes</b>			

2. **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 the best grade. 30% weightage will be assigned to this item.)

	<b>Reporting Officer</b>	<b>Reviewing Officer</b>	<b>Initial of Reviewing Officer</b>
i) Accomplishment of Planned work			
ii) Quality of Output			
iii) Accomplishment of exceptional work/ unforeseen tasks during the period			
Overall Grading on 'Work Output'			

**3. Integrity**

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

4. Pen picture by the Reporting Authority.

**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*.**

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5. 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"/>	Personal & General Administration, Governance Reform, Regulatory Systems.
<input type="checkbox"/>	Communication Systems and Connectivity Infrastructure	<input type="checkbox"/>	Science & Technology

6. Overall Grade on a scale of 1-10

**Date:**

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



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

	Agriculture and Rural Development		Public Finance & Financial Management
	Social Development		Industry and Trade
	Culture and information		Internal Affairs and Defence
	Natural Resource Management		Housing & Urban Affairs
	Energy and Environment		Personnel & General Administration, Governance Reform, Regulatory Systems
	Communication Systems and Connectivity Infrastructure		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 scale of 1-10

Date:

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