

122

GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL (A-1/ACR)

No.F.13(51)DOP/A-I/ACR/08

Jaipur, dated: 05.06.08

The PAR is an important document. The performance of every government servant is assessed annually through his PAR. The work, conduct, character and capabilities of the officer are recorded in the PAR.

It is important for every government servant that he knows how well or otherwise, he is performing the job assigned to him. It is imperative that he knows his defects and shortcomings, which could affect his career advancement in the long run. The performance appraisal system aims to achieve this objective.

Another objective of the PAR system is to provide information about the qualities, traits, strengths and weaknesses of the employees to the superior officers so that they can be placed at posts where their services can be utilized most fruitfully.

The PAR system also provides data for judging the merits of employees when questions relating to confirmation, promotion, selection grade, crossing efficiency bar and continuance in service beyond a certain age or on completion of certain years' service arise.

The PARs, thus, provide the basic and vital inputs for various purposes. Therefore, all the employees should undertake the duty of filling out the PAR forms with a high sense of responsibility.

INSTRUCTIONS

1. Short title, commencement and application—

- (1) These instructions may be called the Rajasthan Civil Services (Performance Appraisal Report) instructions, 2008.
- (2) They shall come into force with immediate effect.

2. Applicability— These instructions shall apply to all employees in the state, subordinate and ministerial services of the government, but will not apply to—

- (a) Members of the All India Services;

- (b) Officers and servants of the Rajasthan High Court who are governed by the rules made under clause (2) of Article 229 of the Constitution;
 - (c) Employees of the Secretariat of Rajasthan Legislative Assembly;
 - (d) Employees of the Secretariat of Lokayukta, Rajasthan;
 - (e) Chairman and members of the Rajasthan Public Service Commission who are governed by the regulations made under Article 318 of the Constitution;
 - (f) Persons on deputation from the Government of India or from any other state or union territory;
 - (g) Persons employed in industrial organizations as workmen within the meaning of the Industrial Disputes Act; and
 - (h) Class IV employees and persons in casual/contractual/part time employment;
- 3. Interpretation—** Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan No.VIII of 1955) shall apply for the interpretation of these instructions. If, however, any doubt arises relating to the application, interpretation and scope of these instructions, the decision of the Department of Personnel (A-1/ACR Group), shall be final.
- 4. Documents to be maintained in the Performance Appraisal Dossier —** Besides the performance appraisal reports, copies of documents and communications specified below shall be placed in the performance appraisal dossier -
- a. Copies of awards granted by the President/State Government.
 - b. Letters of appreciation issued by the Government.
 - c. Letters of appreciation issued by the head of special bodies or commissions or paragraphs of appreciation by name included in the reports of such bodies.
 - d. Letters of appreciation from individual non-officials if they are related to the appreciation of service rendered beyond the normal duty with the prior approval of the Secretary to Government/Head of Department.
 - e. Letters of appreciation issued by the Head of Department in respect of

an employee belonging to the subordinate/ministerial service.

- f. Copies of orders imposing any of the penalties specified in the Rajasthan Civil Service (CC&A) Rules.
- g. Copies of the communication addressed to employee warning (recorded) him or conveying the displeasure or reprimand by the appointing authority or higher authorities.
- h. Record of the approved courses of study or training undertaken by the official concerned.

5. Maintenance and custody of the performance appraisal dossier –

- (1) The performance appraisal dossier of each employee shall be maintained by and kept in the safe custody of the Department of Personnel (A-1/ACR Group) in the case of the state service officers and of the appointing authority in the case of the members of the subordinate and ministerial service concerned in the manner specified under these instructions.
- (2) The maintenance of duplicate copies of PAR is not desirable. However, if it is considered necessary to retain copies of the reports, specific approval of the Department of Personnel will have to be obtained.
- (3) The performance appraisal report when received for keeping in the dossier shall be thoroughly examined to know whether it is lacking in some respect. If it is seen that the report is incomplete in some respect, it shall be returned to the administrative Secretary or the appointing authority, as the case may be, for getting it completed in all respects.
- (4) For confidentiality purposes, officers below the level of Deputy Secretary to Government should not handle performance appraisal dossiers of the state service officers.
- (5) The performance dossier relating to a deceased employee may be destroyed after a period of two years from the date of his death and that of a retired government servant five years after his date of retirement or settlement of the pensionary benefits, whichever is later.

6. Responsibility for drawal of the PARs –

- (1) The responsibility that the PARs are properly and timely drawn up in respect of all employees, including those who are on deputation to other departments, Central/State Governments or are in foreign service—
 - (i) In the case of state services, where Government is the appointing authority, shall be that of the Administrative Secretary concerned;
 - (ii) In the case of subordinate/ministerial services, shall be that of the appointing authority concerned.
- (2) These authorities should review from time to time the pendency of PARs and take necessary remedial action, wherever necessary.

7. Form of the Performance Appraisal Report–

The employees have been divided into three categories for the purpose of filling up of the PAR. For each of these categories, a separate form has been prescribed and is appended to these instructions as under:

S.No.	Category	Form
1.	Members of the state services occupying divisional/district level posts	Form-I
2.	Members of the state service occupying posts other than divisional/district level posts	Form-II
3.	Members occupying the subordinate and ministerial services posts	Form-III

8. Period of Reporting –

- (1) The performance appraisal report in respect of all the government servants except the employees of the Education Department would be drawn up for the period covered by the financial year.
- (2) The reporting period of the employees of Education Department is from 1st July to 30th June every year.
- (3) No PAR shall be drawn up unless the employee reported upon has worked under a reporting officer for a period of at least three months during the year under report.
- (4) Subject to (3) above, two or more independent reports may be written

for the same year by different reporting officers in the event of a change in reporting officer during the course of the year. In such cases each report should indicate precisely the period to which it relates and the report for the earlier part, or parts, of the year should be written at the time of transfer or immediately thereafter and not deferred till the end of the year.

- (5) There is no need to write a separate PAR if the reviewing authority or accepting authority is changed in the middle of the year, provided the reporting officer remains the same. [In case for a period under report, there were more than one reviewing authorities, the last officer will review the PAR, provided it has supervised the work of the person for a period of at least three months.] In case it has not seen the work of the person reported upon for at least three months, the officer immediately preceding it should review the PAR, provided, again that it has seen the work of the person for at least three months, and so on.
- (6) Where an official (reported /reporting/reviewing/accepting) has taken any kind of leave (Privilege leave/Half Pay leave etc.) or remains on training for a long period (more than 15 days at a stretch during the period of Report), the total period spent on leave/training should be deducted from the total period spent on any post, for purpose of computing the period of three months which is relevant for drawing PAR. However, this principle will not be applicable in the case of unauthorised absence where an adverse entry has to be made in the PARs of the government servant concerned for such an absence. Leave/training period of a short duration need not be treated as relevant for the purpose.

9. Levels of Assessment –

- (1) The assessment of the government servant will generally be made at three levels –
 - (a) Reporting officer, which is the immediately superior authority;
 - (b) Reviewing authority, which is the next higher authority of the reporting officer; and
 - (c) Accepting authority, which is the authority immediately senior to the reviewing authority.
- (2) The reporting/reviewing/accepting authority in case of each employee

shall be determined by –

- (a) the appointing authority, in the case of employees of the subordinate and ministerial services; and
 - (b) the government in the concerned administrative department in the case of state services.
- (3) The authority, mentioned in (2) above should ensure that as soon as a post is created or the line of control/hierarchy/reporting in respect of any post or officer is changed, the channel of writing the PARs should be prescribed/changed to reflect this changed situation.
 - (4) For each period of report, under no circumstances should there be more than one reporting officer and more than one reviewing authority. However, in some cases, there may be more than one officer to record his comments as accepting authority.
 - (5) The PAR of Personal Assistant/ Personal Secretary is not required to be reviewed.
 - (6) There is no provision for any authority other than the reporting, reviewing and accepting authority for writing his remarks/comments about the work and conduct of a person in the PAR. The remarks by any other officer in the PAR are not in order. However, in case of District level officers, the concerned District Collector will make his remarks in the space provided for this purpose after the reporting authority has drawn the PAR. Similarly, the Divisional Commissioner will write his remarks on the PAR of the Divisional level officers after the reporting authority has drawn the PAR. As regards who will be treated as a District level/Divisional level officer, this will be decided by the Head of Departments.

10. Responsibilities of Government employees –

- (1) The reportee should use the correct form– Form I, II or III, as the case may be.
- (2) It shall be the responsibility of each government employee to furnish the PAR form to his reporting officer after completing part I thereof, in accordance with the prescribed period as specified in these instructions, vide Annexure A/AA.
- (3) It should be ensured that exact period with the starting date and the

end date and not just the year of report is mentioned by the person reported upon at the appropriate place.

- (4) In the PAR form, sufficient space have been allotted for making necessary entries for government servants with regard to self appraisal and they should confine their self appraisal to the space allotted. Some of the employees append a number of sheets detailing self-appraisal along with statements and certificates etc. while submitting the PAR form which not only renders the forms bulky but also increases the size of records unnecessarily. This is not desirable.
- (5) Every employee is under obligation to furnish information required under various provisions of the Rajasthan Civil Services (conduct) Rules, 1971 along with property details with the performance appraisal report. If the property return is not appended to the PAR, it should not be entertained by the office of custody until the property return is received.

11. Responsibilities of the Reporting Officer -

- (1) It shall be the duty of reporting officer to carefully consider the norms prescribed and/or the duties demanded from the employee reported upon before recording his opinion. Where no norms are fixed, the reporting officer should fix targets, which are as far as possible quantifiable before the beginning of the period under report. If there are no targets assigned at the beginning of the year or the period of reporting, the PAR would be too subjective, which is avoidable. The reporting officer should not form hasty opinions or arrive at conclusions based on insufficient data or hearsay.
- (2) In the various entries under point no. 1 of part II relating to be filled up by the reporting officer, the officer, after careful consideration, should only initial in any one of the five boxes against each entry. There is no need to make any remark or comment.
- (3) Under point no. 2 (क) relating to the general assessment of the person, the reporting officer should make an assessment of the performance and abilities of the person reported upon briefly and intelligently, as required in the form. It should also comment generally on the way in which the person has carried out his/her various duties during the period. The reporting officer should also include an assessment of

certain qualities of general importance such as intelligence, keenness, industry, tact, attitude towards superiors, subordinates and the general public, relations with fellow-employees, etc., in the report. In addition, it should carry a general appreciation of the character, personality, conduct, aptitudes, shortcomings and abilities of the government servant.

- (4) The reporting officer should not only make an objective assessment of his subordinate's work and qualities but also give to his subordinates at all times the necessary advice, guidance and assistance to correct their faults. Such advice or criticism should be recorded under point no. 2(ख) of second part of the form.
- (5) Adverse entries, if any, should be recorded at point 2(ग) and nowhere else. Adverse remarks should be recorded in the performance appraisal only when the person reported upon persistently fails to show improvement. While mentioning any faults/defects, the reporting officer must also give an indication to the efforts at reforms made by him by way of guidance, admonition etc. and the result of such efforts.
- (6) While filling up the column on overall assessment, the reporting officer must record the overall grading/specific categorisation of the employee i.e. "Outstanding", "Very Good", "Good", "Satisfactory" or "Unsatisfactory". He should not assess any person outside any of these categories like 'between good and very good' or "very satisfactory" or "good +".
- (7) While filling up the column on overall assessment, the reporting officer must ensure that the overall grading recorded as indicated in (6) above conforms to the remarks made upto point no. 2 (ग), as is required under point no. 5, i.e. if any person is graded "unsatisfactory" in point no. 1, the same grading should be recorded in point no. 5. The aim is that the overall assessment should be in agreement with the remarks/entries made in point no. 1 to point no. 2.

12. Responsibilities of the Reviewing Officer -

- (1) While it might be difficult for the higher officer to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the person reported upon is



dlr/dop/par/instructions

vitally necessary, as a build in corrective. The judgement of the immediate superior, even though completely fair in its intent might some times be too narrow and subjective to do justice to the employee reported upon. The officer superior to the reporting officer should therefore, consider it his duty to personally know and form own judgement of the work and conduct of the person reported upon.

- (2) While making its remarks under point no. 1 of part III or part IV, as the case may be, of the form, the authority should accordingly exercise positive and independent judgement on the remarks of the reporting officer and express clearly his agreement or disagreement with those remarks. This is particularly necessary in respect of adverse remarks if any, where the opinion of the higher officer shall be construed as the correct assessment.
- (3) It is the responsibility of the reviewing authority to verify the correctness of the remarks of the reporting officer. If the reviewing authority is not sufficiently familiar with the work of the person reported upon so as to be able to arrive at a proper and independent judgment of his own, he may make such enquiries as he may consider necessary.
- (4) While it is expected that the forms with alternative answers prescribed would minimize cryptic, vague or non-committal remarks being made in the reports, there may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the reporting officer for amplification or explanation.
- (5) Where the reporting officer has recorded adverse entries the reviewing officer may discuss with the reporting officer such adverse entries, and
 - (a) May countersign the report including the adverse entries, or
 - (b) Modify or expunge the adverse entries.
- (6) The reviewing authority must record the overall grading/specific categorisation of the employee i.e. "Outstanding", "Very Good", "Good", "Satisfactory" or "Unsatisfactory" at point no. 2 of part III. The reviewing authority must ensure that the overall assessment made by him conforms to the descriptive remarks recorded by him in the space provided for this purpose in part III or part IV, as the case may

be. The reviewing/accepting authority has a right to down-grade/upgrade the assessment made by the lower officer where it is considered expedient in public interest. While doing so, not only should the authority express its disagreement with the assessment of the reporting and/or reviewing authority explicitly but the specific reasons for such down-gradation/up-gradation must also be recorded in the form itself at the space provided for.

13. Responsibilities of the Accepting authorities

It is the responsibility of the accepting authority to see that the PAR is filled up by the reporting and the reviewing authorities as per the instructions contained herein. There may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the reporting/reviewing authority for amplification or explanation.

14. General Instructions for writing PARs

- (1) Remarks like "Doubtful Character", "complaints received about his taking illegal gratification" are not permissible. Entries should be based on established facts and not on mere suspicion. Contradictory facts, assessment, findings, etc. should be avoided while reporting/reviewing/accepting the PAR. Moreover, premature facts, events and circumstances should not be mentioned in PAR.
- (2) The authority writing the report should ensure that it is competent to write the PAR. It should especially check the period under report and satisfy itself that it was certainly the competent reporting/reviewing/accepting authority for the concerned person for the period under report.
- (3) It should be ensured that exact period and not just the year of report has been mentioned by the person reported upon at the appropriate place.
- (4) The name of the reporting officer, the reviewing authority and the accepting authority should be clearly indicated in block letters with respective designations after their signatures. The designation mentioned should be the one pertaining to the period of the report and not the designation, while writing the PAR.
- (5) The time schedule given in the annexure should be followed for writing the performance appraisal report. If the person reported upon

does not submit the PAR form after duly completing its first part within the period prescribed for the purpose the reporting officer shall write the report in a new form without the self-assessment and submit the PAR to the reviewing authority for further necessary action. After recording the PAR, it should be immediately sent to the next higher authority or the cadre controlling authority, as the case may be, as per the prescribed channels.

- (6) A government servant is not entitled to any personal hearing at the time of drawal of PAR. However, he will have an opportunity to make a representation against adverse entries communicated to him.
- (7) The reports should be written in ink/ball pen. They may be typed, in which case the official (reported upon/reporting/reviewing/accepting) must record a certificate in his own hand to the effect that the report has been typed out by himself.

15. Officers competent/incompetent to write PAR

- (1) **Officer under Suspension**— If the reporting/ reviewing/ accepting authority is under suspension, it is not entitled to write the PARs of the employees who have worked under him while he was on duty.
- (2) **PAR of the relative**— The administrative authority should take care that, to the extent possible, a close relative of an official is not placed under the direct charge of that official where the latter has to write the PAR of the former. Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible. In such a situation, the employee is prohibited to write or review the PAR of his close relative.
- (3) **Period less than three months** – If the reporting/reviewing authority has not supervised the work of the employee reported upon for a period of at least three months, he can not write/review the PAR of the employee.
- (4) **Court Evidence** – Where an employee has tendered evidence against the reporting/reviewing authority, before a court of law, the reporting/reviewing authority cannot write/review the PAR of the employee.
- (5) **Government servant under suspension /awaiting posting order /on study leave** – The PAR of a government servant on study leave,



awaiting posting orders or placed under suspension for that period, shall not be drawn up.

- (6) **Retirement of Reporting/Reviewing/Accepting authority**— When the reporting/reviewing/accepting authority retires/otherwise demits office, he cannot draw up the PAR or offer comments on the representation submitted against the adverse entry made by him.

However, a Minister shall not be construed as having demitted (retired) the office if he continues to be a Minister in the Council of Ministers with a different portfolio or the Council of Ministers immediately reconstituted after the previous Council of Ministers, of which he was a Minister with the same or a different portfolio, provided the Chief Minister continues in office.

- (7) **Reemployed employees** -A retired officer on re-employment shall be competent to write, review or accept, as the case may be, the PAR of the staff/personnel deployed to work under him/her during the period of re-employment. Such an officer would, however, not be competent to write/review/accept the PAR, if any, that was not filled up/reviewed/ accepted at the relevant time when he/she was in the service before re-employment.
- (8) **Officer holding additional charge can write the PAR**— If a reporting/reviewing/accepting authority has held additional charge for more than three months and is senior to the person reported upon, he may write the PAR of the employees whose work he supervised in his capacity of additional charge.
- (9) Where the supervisory authority is not competent to write the PAR as a reporting officer in respect of the employee for a particular period, the report will be written by the reviewing authority as the reporting officer and the accepting authority as the reviewing authority as well as the accepting authority. If no officer is competent to review the PAR of an employee for a particular period, the accepting authority will review as well accept the PAR. Similarly, in the event of there being no officer competent to write as either a reporting officer or as a reviewing authority, the report shall be initiated, reviewed and accepted by the accepting authority. Where no officer is competent to write, review or accept a PAR, an entry to that effect will be made in the PAR. The reviewing authority while acting as reporting officer

and the accepting authority while acting as reviewing authority should specifically state the circumstances under which it has had to do so.

16. Procedure for filling up the Column Relating to Integrity

Integrity generally covers the quality of being honest and having strong moral principles. Some of the examples which justify stopping the integrity are misappropriation, misrepresentation of facts, unauthorised communication of information.

- (1) Supervisory officers should maintain a confidential diary in which, instances that create suspicions about the integrity of a subordinate should be noted from time to time and action to verify the truth about these suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Anti-Corruption Bureau. At the time of recording the performance appraisal, this diary should be consulted and the material in it utilised for filling up the column about integrity.
- (2) Specific mention should be made in the reports of officers working in or holding charges of 'Top Secret Sections' about their trustworthiness specially in matters affecting official security.
- (3) Constitution of the Committee for deciding representations received from employees in connection with stopping the integrity certificate: --

(a) For State Service Officers:

1	Principal Secretary/Secretary, Department of Personnel	Convener
2	Principal Secretary/Secretary of the concerned Department	Member
3	Head of Department concerned	Member
4	Deputy Secretary, Department of Personnel (A-I/ACR)	Member

(b) For subordinate and Ministerial Services personnel:

1	Principal Secretary/Secretary of the concerned Department	Convener
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2	Head of Department concerned	Member
3	Representative of Department of Personnel, not below the rank of Deputy Secretary to Government	Member

Note: In case any of the conveners/members is the person stopping the integrity certificate, he shall not participate in the meeting. Such a convener/member shall be replaced by an officer nominated by the Chief Secretary or the Secretary to Government of the concerned department, as the case may be.

17. Adverse entries

- (1) The appointing authority, in case of employees of the subordinate and ministerial services and the Department of Personnel in case of officers of the state services, will decide as to which remarks in the PARs will constitute adverse entries and should be communicated to the person reported upon. In case of reporting authority, only the notes recorded under 2 (7) will be treated as adverse. For reviewing authority, an entry will not be considered adverse unless the overall assessment is also 'unsatisfactory'.
- (2) All adverse entries in the PAR of the government servant, both on performance as well as on the basic qualities and potential should be communicated within the prescribed period as mentioned in these instructions. An employee should not, at any time, be kept ignorant of the opinion of his superior officers. Where his service is not considered satisfactory, criticism should be communicated promptly and should indicate, in suitable language, the nature of the defects in question. However, to convey only adverse remarks is rather discouraging and leaves the person concerned guessing as to the general purport of his report. To avoid anxiety on this account the general total impression of his report in brief should be conveyed to the person concerned.
- (3) A certain degree of discretion should be made in communicating reported defects of an irremediable nature. For instance, it might do more harm than good to inform a person year after year that his intelligence is below average or that he is unduly sensitive. Similarly, remarks about the physical defects of the persons noted in the PAR

need not be communicated.

- (4) While communicating the adverse comments, a mention of the good points should also be made. Similarly, where a report shows that a person has made successful efforts to remedy defects to which his attention has been drawn previously, it should be communicated to him so that he may know that his efforts to improve have not passed un-noticed.
- (5) Only such of the adverse entries as are recorded and accepted by the reviewing/accepting authority, if any, need be communicated. The reviewing/accepting authority should, therefore, normally indicate whether it agrees or disagrees with the remarks of the reporting officer. It should also record additional remarks, wherever necessary, if the report is too brief, cryptic or vague. Remarks in the cases in which judgement is suspended, should not be communicated. In the cases of Heads of Department and Secretaries, where there is a conflict between the remarks made in regard to an officer by the senior most officer and those made by the Minister-in-charge, in the normal course, both remarks will continue to remain on the PAR and the adverse remarks of either authority would be communicated to the officer concerned.
- (6) Any adverse entry recorded in the PAR after it is completely filled up shall be communicated to the person concerned in writing by the authority in whose custody the report is kept, in the prescribed time limit, asking the person to make representation, if so desired, within one month. This communication should be in writing and a record to that effect should be kept in the PAR dossier of the Government servant concerned.
- (7) Great attention should be paid to the manner and method of communication in order to ensure that advice given in the warning or censure administered, whether orally or in writing shall, having regard to the temperament of the person concerned, be most beneficial to him. The memo, forwarding the adverse remarks to the person reported upon, should be couched in such a language that it does not produce a sense of resentment in the person reported upon and that it makes it clear to him that the intention of communicating these defects to him is that he tries to improve himself in respect of those

defects.

- (8) It is not necessary to disclose the identity of the officer who made the adverse remarks while communicating them to the Government servant concerned.
- (9) Only one representation against adverse remarks, which are recorded in the PAR of the Government servant, should be accepted within the prescribed time. However, the competent authority may, in its discretion, entertain a representation made beyond this time if there is satisfactory explanation for the delay.
- (10) All representations against adverse remarks should be decided expeditiously by the competent authority within the prescribed time-limit. Once a final decision regarding the adverse remarks has been taken, no notice will be taken of any representation received against the adverse remarks.
- (11) The following procedure should be adopted in dealing with representations from the employees against the adverse remarks communicated to them –
 - (a) Representation against adverse remarks should be examined by the appointing authority or the Department of Personnel, as the case may be.
 - (b) The competent authority should then call for the comments of the reporting/reviewing/accepting authority as the case may be on the representation of the government servant. However, comments are not required if the reporting/reviewing/accepting officer has retired or demitted the office.
 - (c) In case of state service officers, the file containing the PAR, the representation and comments thereon of the officer making the adverse remarks, if any, will be forwarded to the Secretary to Government in the borrowing department who would record his views and also seek approval of the concerned Minister-in-charge directly, without the case being routed through the Department of Personnel. The file would then come to DOP(A-1/ACR) for further action in the matter. In the event of difference of opinion between the Secretary to Government and the Minister-in-charge regarding the expunction of the adverse

entry, the case shall be submitted to the Chief Minister through the Chief Secretary whose decision thereon shall be final. In case of other employees, the decision of the appointing authority shall be final. But in case the appointing authority itself has recorded the adverse remarks, then the final decision regarding them will be taken by the officer immediately superior to the appointing authority.

(d) The matter shall be examined with reference to the rules and regulations keeping in mind the duties and responsibilities attached to the post held by the person concerned, the targets, if any, fixed and achieved, during the period under report -

- i. If it is found that the remarks were justified and the representation was frivolous, a note will be made in the report of the representations that he did not take the correction in good spirit;
- ii. If there is no sufficient ground for interference, the representation should be rejected and the person informed accordingly;
- iii. If it is felt that the adverse remarks should be toned down, necessary entries should be made separately at the appropriate place of the report; the correction should not be made in the earlier entries themselves; and
- iv. In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or are entirely incorrect or unfounded, and therefore deserved expunction, he should score through the remark, paste it over, or obliterate it otherwise, and should make an entry, with his signature and date, stating that he had done so..

(12) Representations or explanations against adverse entries should not be added to the PARs. These may be placed in a separate file cover along with the PAR file of the Government servant.

(13) **No appeal/ Review** – No appeal/review against the rejection of the representation against the adverse entry is allowed.



18. Procedure for writing PARs of employees on deputation or who return from other services joined by them, while retaining their lien in the State government

- (1) In the case of employees on deputation to other departments/organizations, which are controlled by the State Government, the PAR will be written as per channel prescribed by the competent authority as mentioned at paragraph 9 and sent to the appointing authority or the Department of Personnel, as the case may be. If the channel does not provide for remarks by the Head of Department or the administrative Secretary, they shall not write on PARs of such employees on deputation.
- (2) In the case of employees on deputation to organisation/bodies which are not under the control of the State Government, the PARs will be perused by the administrative Secretary of the parent department in the case of state service officers and by the Head of Department concerned in the case of subordinate/ministerial services' employees after they are received from the borrowing organization and forwarded to the Department of Personnel/appointing authority, as the case may be, for deposit.
- (3) In cases where an employee who had joined some other service, while holding his lien to his parent service, reverts to his original service, the following procedure may be adopted:
 - i. In case the assessment report(s)/confidential report(s) for the years when he worked in the other service are available, they will be placed in the appraisal dossier of the employee and the same will be taken into account for purposes of promotion, etc.
 - ii. In case they are not available, the procedure prescribed in case of missing reports shall be applicable.
- (4) In case an officer remained on deputation with the foreign countries, the PAR pertaining to the period earlier than 2.5.2003 shall only be placed in the PAR dossier and the same will be taken into account for purposes of promotion etc. The PARs pertaining to the subsequent period shall be placed in the personal file of the person concerned and a **"No Report Certificate"** pertaining to this period shall be placed in the PAR dossier.

19. Procedure for writing of PARs of Government servants deputed to attend approved courses of study or training--

For the period in which a employee has undergone any training at an approved institution in India or abroad, the following procedure should be adopted –

- (1) Whenever an officer attends an approved course of study or training, the fact of his having done so should be entered in his PAR.
- (2) The report, if any, received from the head of the institution should either be placed in original in the dossier of the officer or the substance of it entered therein.

20. No Report Certificate –

- (1) It shall be the responsibility of every administrative Secretary in case of the state service officers and the appointing authority in the case of subordinate and ministerial services employees to draw up a list of the persons falling under the following categories as on 31st March every year-

- a. Employees who have been granted study leave;
- b. Employees kept under suspension;
- c. Employees awaiting posting orders;
- d. Employees in case of whom none of the reporting officer, the reviewing authority and the accepting authority is competent to write the PAR; and
- e. Employees in case of whom PAR of period more than ten years old is pending completion.

- (2) For the persons mentioned above, if the period is of three months or more, a note mentioning the reasons should be made and kept in the dossier as "No Report Certificate".

21. Training

All appointing authorities shall communicate to the Director, Harish Chandra Mathur Rajasthan State Institute of Public Administration observations made in the various performance appraisal reports regarding improvement and training needs of the officers reported upon. The Director shall frame training programmes keeping in view the

information received.

22. Register to watch receipt of Reports

- (1) A control register to watch the timely receipt of the performance appraisal shall be maintained by all reporting, reviewing and accepting authorities in the prescribed proforma (Annexure B).
- (2) Secretary to Government in the administrative Department, in the case of personnel, other than teaching staff of Education Department, shall ensure that PAR of the personnel under his administrative control, duly routed through the prescribed channels, reach the place of safe custody with out loss of time, latest by 30th of September each year keeping the record thereof in the Control Register appended to these rules. However, in the case of teaching staff of Education Department, last date for the PARs reaching the place of safe custody, shall be 31st of December each year in the same manner as specified in (a) above.
- (3) Disciplinary action, in addition to recording of adverse entry in the PAR, under the provisions of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 and/or any other relevant rules applicable at the relevant time, may be initiated by the Government against the person who has violated the time schedule.

23. Requisition of appraisal dossier/annual property return for official use and dispatch thereof

- (1) PAR dossiers are required by various authorities for convening meetings of Departmental Promotion Committees, preparing panels for deputation, making recommendations for grant of merit certificates, etc. Requisition of PAR for any official purpose shall be addressed to –
 - (i) the Deputy Secretary to Government, Department of Personnel (A-1/ACR), Rajasthan Secretariat, Jaipur-302005 in the case of the state service officers by an officer not below the rank of Deputy Secretary to Government in the administrative Department;
 - (ii) the appointing authority concerned, in the case of subordinate and ministerial service personnel by a competent officer authorized in this behalf by the appointing authority
- (2) The requisition so made shall contain details of the persons of whom

the PAR dossiers have been requisitioned so that they can be correctly identified. Many a times, there are officials in the same service having the same initials or even the same names. Therefore, it is imperative that full details, namely full name of the person and the date of birth are provided. If possible, father's/ husband's name should also be made available. In case of a number of persons having the same name and designation, I, II etc shall invariably be mentioned in the requisition. This is important in order to send the PAR of the correct official.

- (3) Reasonable time should be given to the office of custody of PAR for dispatching the report. In case the number of dossiers required is less than 50, a notice of at least 7 days should be given. In case 50 or more dossiers are required, the requisition should be sent at least 15 days in advance.
- (4) While sending the requisition, the purpose for which the dossier(s) is/are needed should be mentioned.
- (5) To avoid wastage of time, while sending the requisition, it should be ensured that the dossiers are not lying with the office requisitioning them.
- (6) Sometimes PARs are included in the dossiers by the office of the requisitioning authority. Such an action will prevent proper maintenance of the control register. In facts, this duty is of the office authorized to keep the dossiers in their custody. PARs are included in the dossier by the office of custody after making an entry in this regard in the control register meant for this purpose. Therefore, loose PARs should not be included in the Dossiers by the offices requisitioning the performance appraisal dossiers.
- (7) The dossiers should be returned to the office of custody immediately after their use.
- (8) The dossiers should be handled carefully so that they are not damaged in any way.
- (9) Copies of performance appraisal reports on government servants or even the substance of such report cannot be sent to private bodies in connection with appointment to posts advertised by them or for other purposes. If a request is received from a public or semi-government

body controlled by government only a gist of the relevant reports may normally be supplied. There may, however, be cases in which it is in government's own interest that the management of a corporate public enterprise should see the performance dossier in full. In such cases, the reports may be shown by the order of the Head of Department/administrative Department concerned.

- (10) The Central Bureau of Investigation, the Anti Corruption Bureau and the Rajasthan Police can requisition the annual property returns of employees against whom cases of assets disproportionate to their incomes are pending. In such cases, a certified copy of such returns should be retained in the dossier.

24. Power to remove difficulties— The government in the Department of Personnel, may, for the purpose of removing any difficulty (of the existence of which it shall be the sole judge) in the implementation of any provision of these instructions, make any general or special order, as it may consider expedient, in the interest of fair dealing or in the public interest.

Provided that in granting relaxation in favour of an employee, it shall be necessary to certify that it was absolutely expedient so to do for dealing with the case in a just and equitable manner.

25. Repeal and Savings –

- (1) The instructions regarding PAR, 1976, circulars and orders in relation to matters covered by these instructions and in force immediately before commencement of these instructions are hereby repealed.

Provided that any action taken under the instructions and orders so superseded shall be deemed to have been taken under the provisions of these instructions.

- (2) The adverse entries, for the year 2007–08 and earlier years shall be examined and disposed of in accordance with these instructions.

27 2-57
(Sanjay Mahtotra)
Secretary to Government

Copy forwarded to the following for information & necessary action:-

1. Principal Secretary to the His Excellency Governor, Rajasthan, Jaipur.
2. Principal Secretary to Chief Minister, Rajasthan, Jaipur.
3. All Special Assistant/Private Secretaries to Minister/State Minister/Parliamentary Secretaries, Rajasthan, Jaipur.
4. Deputy Secretary to the Chief Secretary, Rajasthan, Jaipur.
5. All Addl. Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries/ Deputy Secretaries, Rajasthan, Jaipur.
6. All Divisional Commissioners.
7. All Heads of Department (including all Collectors)
8. Administrative Reforms (Codification) Deptt, Secretariat, Jaipur.


(O. P. Gupta)

Deputy Secretary to Government

Copy also to the following:-

1. Secretary, Rajasthan Vidhan Sabha, Jaipur.
2. Secretary, RPSC, Ajmer.
3. Registrar, High Court, Jodhpur.
4. Additional Registrar, High Court, Jaipur Bench, Jaipur.
5. Registrar, Revenue Board, Rajasthan, Ajmer.
6. Secretary, Lokayukta Sachivalaya, Jaipur.
7. Registrar, RCS Appellate Tribunal, Jaipur.
8. Guard File.


Deputy Secretary to Government

Annexure 'A'

S N	Category of cases	<u>When PAR form is to be procured by the reportee</u>	Time schedule for the reportee for completing Part-I	Time schedule for the reporting officer to complete Part-II	Time schedule for the reviewing authority to complete Part III/IV
1.	Report at the end of the reporting year	In the month of March	30th April	31st May	30th June
2.	Report in the event of retirement of the reporting officer	The month preceding the month in which the reporting officer is due to retire	15 days before the retirement of the reporting officer	Before retirement of the reporting officer	Within 15 days of the receipt of the PAR.
3.	Report in the event of transfer of the person reported upon	Along with the communication regarding relinquishment of post	Within 15 days of the receipt of PAR form	Within 15 days of receipt of the self assessment report.	Within 15 days of the receipt of PAR.
4.	Report in the event of transfer of the reporting officer	Immediately before handing over charge	Within 15 days of receipt of the PAR form	Within 15 days of receipt of the self assessment report	Within 15 days of receipt of the PAR.
5.	Report in the event of retirement of the person reported upon	The month preceding the month in which the person is due to retire	Within 15 days of receipt of the PAR form	Before retirement of the person reported upon	Before retirement of the person reported upon.

2. Submission of "P" Form by the Government servant concerned. 1st August
3. Writing of Performance Appraisal Report by the reporting officer. 15th September
4. Submission of the Performance Appraisal Report by the reporting officer to the Reviewing Officer. 20th September
5. Comments on the report by the Reviewing Officer and sending the Annual Performance Appraisal to the Office of record (i) in case where no adverse entries have been made and (ii) if made, then they have been expunged by the Reviewing Officer. 20th October
6. In case where the Reviewing Officer has not suo moto expunged the adverse entries, they are to be intimated to the officer reported upon by the Reviewing Officer. 20th October
7. Representation against the adverse entries by Government servant reported upon. 31st October
8. Decision by the reviewing officer on the adverse entries, after obtaining the comments of the reporting officer. 30th November
9. Reviewing officer forwarding the Performance Appraisal to the office of record if he has expunged them, and intimation to the officer concerned. 7th December
10. In case the reviewing officer has decided not to expunge the adverse entries intimation to be given by him to the officer reported upon to make a further representation (if he desires) to Secretary Personnel/Head of Department through him. 10th December
11. Submission of the representation by the government servant reported upon against the adverse entries to the Appeal Committee through the reviewing officer. 25th December
12. Forwarding of the entire record with his comments by the reviewing officer/authority to Secretary Personnel/ Head of Department. 31st December
13. Final decision by the Appeal Committee and communication of the decision to all concerned. 31st January

D 272

Annexure "B"
Proforma of Register to watch the receipt and record of the
Performance Appraisal reports

S.No.	Name of the Government servant with father's/husband's name	Designation	Date of Birth	Due date for receiving PAR	Date of receipt
1	2	3	4	5	6
Due date for sending PAR to next higher authority		Date on which PAR was sent to next higher authority	Date on which PAR reached the place of custody		Remarks
7		8	9		10