

Form III
[See rule 4]

The All India Services (Performance Appraisal Report) Rules, 2007
[Applicable for IAS officers who are on deputation under Rule 6(2)(ii)]

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

15. Date of last prescribed medical examination (Attach copy of Part 'C' of Report)

Date:

Signature on behalf of _____
Admn/Personnel Dept

3. During the period under report, do you believe that you have made any exceptional contribution? If so, please give a verbal description (within 100 words):

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4. 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	

Date:

Signature of 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.

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

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

	Reporting officer	Review officer	Initial of Reviewing Officer
i. Accomplishment of Planned Work			
ii Quality of Output			
iii. Accomplishment of unforeseen tasks/ exceptional work 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.

