

URGENT

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT. BRANCH.IV/CONFIDENTIAL CELL
B-WING : 7TH LEVEL : DELHI SECRETARIAT
I.P.ESTATE : NEW DELHI

No.F.1/2/2015/S.IV/CC/ 481-570

Dated: 26/03/2018

To

All I.A.S. Officers
Govt. of N.C.T. of Delhi,
Delhi/New Delhi.

Sub: Timely completion of Performance Appraisal Reports (PARs) of IAS officers working in GNCTD through SPARROW.

Sir/Madam,

The Undersigned is directed to state that according to All India Services (Performance Appraisal Report) Rules, 2007 (hereinafter called PAR Rules), the Performance Appraisal Reports of AIS officers are generated & completed online through SPARROW from the assessment year 2013-14. As per prescribed time schedule provided in the AIS(PAR) Rules, 2007, the SPARROW system automatically closes on 31st December of the year in which the PAR is initiated (i.e. in respect of PARs for the year 2017-2018 the system will close on 31.12.2018) and no remarks can be recorded after prescribed time.

2. As per the PAR Rules, it is important for all Officers Reported Upon as well as all authorities concerned, involved in the completion of PARs, to comply with the prescribed timelines. Further, it is mandatory for all IAS officers to submit their self appraisal and record their remarks in the capacity of reporting, reviewing and accepting authority, as the case may be, within stipulated time limit as per PAR Rules. A copy of the time-lines prescribed for various levels/authorities is enclosed. It is also informed that the PAR forms shall be generated by the Nodal Officer by 1st April, 2018 which will be available in your SPARROW account.

3. It has been observed that some IAS officers of AGMUT-Delhi had not submitted their self-appraisal for the assessment year 2016-17 to their Reporting Authority within the stipulated time period as prescribed under the PAR (Rules).

4. Further, SPARROW Module provides force forwarding of PARs to the next authority if the officer reported upon or the reporting, reviewing and accepting authority fails to finalize self-appraisal/record comments within stipulated time period. Accordingly, PARs of those IAS officers who could not submit their self-appraisal for the year 2016-17 by the stipulated time, were force forwarded to the next higher authority.


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5. Under the above mentioned circumstances, Services Department emphasizes the need for IAS officers to adhere to the time lines prescribed for completion of PARs as provided under the PAR Rules, failing which the Nodal Officer will be constrained to force forward the PARs of IAS officers working in GNCTD to the next higher authority, upon expiry of the prescribed time-line.

6. This issues with the approval of Competent Authority.

Yours faithfully,

Encl: Time Schedule


(Ashwani Kumar Mehta)
Deputy Secretary (Services)

No.F.1/2/2015/S.IV/CC/

Dated:

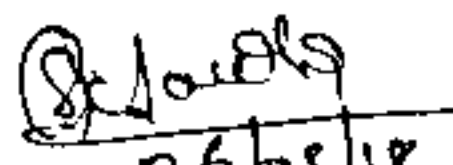
Copy for information to:

1. Principal Secretary to Lt. Governor, Govt. of NCT of Delhi, Raj Niwas, Delhi-110054.
2. Special Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
3. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.


(Ashwani Kumar Mehta)
Deputy Secretary (Services)

may be uploaded on Services Deptl. website.

So (coordination)


26/05/18
So (S-I)

Time Schedule for Completion of Performance Appraisal Reports

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

Activity	Cut-off dates	
	Below Super Time Scale	Super Time Scale
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1 st April	1 st May
Self appraisal for current year	30 th April	31 st May
Appraisal by reporting authority	31 st May	30 th June
Appraisal by reviewing authority	30 th June	31 st July
Appraisal by accepting authority	31 st July	31 st August
Disclosure to the officer reported upon	15 th August	15 th September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	31 st August	30 th September
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 th September	15 th October
Comments of reporting authority	30 th September	31 st October
Comments of reviewing authority	15 th October	15 th November
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31 st October	30 th November
Representation to the Referral Board by the officer reported upon	30 th November	31 st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	15 th December	15 th January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	15 th January	15 th February
Disclosure to the officer reported upon	31 st January	28 th February
End of entire PAR Process	31 st March	31 st March

Applicable for IAS officers of the level of Secretary or Additional Secretary or equivalent to Government of India

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1 st June
Filling in Section II by the officer reported upon	15 th June*
Appraisal by reporting authority	15 th July
Appraisal by reviewing authority	15 th August
Appraisal by accepting authority	15 th September
Disclosure to the officer reported upon	30 th September
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 th October
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	31 st October
Comments of reporting authority	15 th November
Comments of reviewing authority	30 th November
Comments of accepting authority/PAR to be finalized and disclosed to him	15 th December
Representation to the Referral Board by the officer reported upon	31 st December
Forwarding of representation to the Referral Board along with the comments of reporting authority/reviewing authority and accepting authority	31 st January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority.	28 th February
Disclosure to the officer reported upon	15 th March
End of entire PAR Process	31 st March

*They are required to fill in only Section II - Declaration

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS**(Department of Personnel and Training)****NOTIFICATION**

New Delhi, the 15th June, 2017

G.S.R. 596(E).—In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the State Governments, hereby makes the following rules further to amend the All India Services (Performance Appraisal Report) Rules, 2007, namely:-

1. (1) These rules may be called the All India Services (Performance Appraisal Report) Amendment Rules, 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the All India Services (Performance Appraisal Report) Rules, 2007 (hereinafter referred to as the said rules), in rule 2, after clause (b), the following clause shall be inserted, namely:-

“(ba) “competent authority” means the authority as mentioned in sub-rules (7A) and (7B) of rule 9 to decide the representation of the officer reported upon against performance appraisal report disclosed to the member of Service.”.

3. In the said rules, after rule 4, the following rule shall be inserted, namely:-

“4A (1) The performance appraisal report shall be generated and written by the officer reported upon electronically in the form as specified in Schedule 2.

(2) The comments of the reporting, reviewing and accepting authority shall be recorded electronically in case he is a government servant.

(3) The political executives may record their comments manually and the performance appraisal report so recorded shall be uploaded electronically as per time frame specified in Schedule 2:

Provided that in certain cases, with the approval of the Government and for reasons to be recorded in writing, performance appraisal report may be generated and written manually by the officer reported upon and any of the reporting authorities, that is, reporting or reviewing or accepting authority as per the guidelines specified by the Central Government from time to time :

Provided further that prior approval of the Central Government in consultation with Department of Personnel and Training shall be taken in cases where permanent exemption from electronic filing of performance appraisal report is sought on the grounds of national security, etc. for a particular class of posts.”.

4. In the said rules, in rule 5,-

- (i) for sub-rule (2), the following sub-rule shall be substituted, namely :-

“(2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing or accepting authority who is a government servant or the member of the Service reported upon relinquishes charge (other than retirement) of the post, and, in such a case, the report shall be written within the time frame as specified in Schedule 2 for completion of performance appraisal report in paragraph 9 of general guidelines for filling of the performance appraisal report form.” ;

- (ii) for the first and second provisos to sub rule (3), the following provisos shall be substituted, namely :-

“Provided that only one report shall be written on a member of the Service for a particular period during the course of the financial year:

Provided further that if the member of Service occupies more than one post, the Government shall identify the post (substantive or additional charge) to report or review, well in advance of the relevant assessment year.” ;

- (iii) after sub-rule (3), the following sub-rule shall be inserted, namely:-

“(3A) In general one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time :

Provided that if more than one person supervises the performance of the member of Service for a given period of time, the Government shall identify the persons to report or review well in advance of the relevant assessment year.” :

- (iv) sub-rule (7) shall be omitted.
- 5. In the said rules, in rule 6, sub-rule (4) shall be omitted.
- 6. In the said rules, in rule 7, sub-rule (2) shall be omitted.
- 7. In the said rules, after rule 7, the following rules shall be inserted, namely: -

“7A. Restriction on reporting authority, etc. in certain cases. - Notwithstanding anything contained in rules 5, 6 and 7, it shall not be competent for the reporting authority, reviewing authority or accepting authority to write a performance appraisal report where the authority reporting the performance appraisal report is a government servant, after one month of his retirement from service; and in other cases, after one month of the date on which he demits office.

Explanation.- For the purposes of this rule,-

(a) a Minister shall not be deemed to have demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in 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 Prime Minister or the Chief Minister, as the case may be, continues in office.

(b) a Minister shall be deemed to have demitted the office where pursuant to fresh elections, a new Council of Ministers has been reconstituted, even if the Minister who was in the earlier Council of Ministers finds a place in the new Council of Ministers with the same or different portfolio.

7B. Treating performance appraisal report as non-est. - The performance appraisal report, not recorded in terms of the provisions of these rules and instructions issued thereunder, shall be treated as non-est:

Provided that all the performance appraisal reports filed manually without approval of the Government to do so shall be treated as non-est.”

- 8. In the said rules, in rule 9, -

- (i) for sub-rule (1), the following sub-rule shall be substituted, namely:-

“(1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed electronically to the officer reported upon, after finalisation by the accepting authority except in the cases where it is generated manually, to enable the officer reported upon to represent his case.”;

- (ii) for sub-rule (4), the following sub-rule shall be substituted, namely: -

“(4) The accepting authority shall within fifteen days from the date of receipt of comments from the officer reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments and the comments of reporting and reviewing authority are required to be sought even if they have retired or demitted or relinquished office, and in case the comments of reporting and reviewing authority are not received within fifteen days from the date of receipt, it shall be presumed that reporting and reviewing authority have no comments to offer.”;

- (iii) for sub-rule (7), the following sub-rules shall be substituted, namely: -

“(7) If the accepting authority is of a level below the Minister in the State or in the Central Government, then the competent authority to decide the representation shall be one level higher than the accepting authority and in such cases the accepting authority shall forward the comments of the officer reported upon along with the views of the reporting authority, reviewing authority and his own views to the competent authority within fifteen days of receipt of the views of the reviewing authority, and the comments of the accepting authority are required to be sought even if he has retired or demitted or relinquished office.

(7A) The competent authority shall consider the comments of the officer reported upon, the views of the reporting authority, reviewing authority and accepting authority and after due consideration, the competent authority may accept them and modify the performance appraisal report with a speaking order and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the accepting authority.

(7B) If the accepting authority is the Minister in the State (including the Chief Minister) or the Minister in the Centre, then the competent authority to decide the representation will be the accepting authority himself and in such cases the accepting authority shall consider the comments of the officer reported upon, the views of the reporting authority and the reviewing authority and after due consideration may

accept them and modify the performance appraisal report accordingly and the decision and final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority, and the comments of the reporting and the reviewing authority are required to be sought even if he has retired or demitted or relinquished office.

(7C) If the competent authority has not seen the work for the reporting period, the representation shall be referred to the Referral Board.” :

(iv) in sub-rule (9), in clause (a), for the words “and the accepting authority”, the words “, the accepting authority and the competent authority” shall be substituted:

(v) after clause (b) of sub-rule (9), the following proviso shall inserted, namely: -

“ Provided that where the representation has been sent to the Referral Board when the competent authority has not seen the work of the officer reported upon, the Referral Board shall consider the representation of the officer reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report, including the overall grade and the decision of the Referral Board shall be in respect of both factual observations and errors of facts and the decision of the Referral Board shall be final and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the Referral Board.”.

9. In the said rules, for rule 10, the following rule shall be substituted, namely:-

“10. **Memorial against assessment.** - Nothing in these rules shall be deemed to preclude an officer from making a memorial within the period of ninety days to the President on the performance appraisal report, as provided under rule 25 of the All India Services (Discipline and Appeal) Rules, 1969:

Provided that in cases where due to unavoidable circumstances it is not possible to make a memorial under these rules within the said period of ninety days, the competent authority may relax the timeline for submission of the memorial.”.

[F. No. 11059/01/2016-AIS-III]

RAJESH KUMAR YADAV, Under Secy. (Services)

Note: The principal rules were published in the Gazette of India, vide number G.S.R. 197(E), dated the 14th March, 2007 and were subsequently amended as under:-

- (i) G.S.R. 296 (E), dated 16th April, 2007,
- (ii) G.S.R. 256 (E), dated 31st March, 2008,
- (iii) Notification No. 11059/06/2010-AIS(III), dated the 22nd December, 2010,
- (iv) Notification No. 11059/03/2012-AIS(III), dated the 19th February, 2013.

RAKESH SUKUL

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