

25. THE ALL INDIA SERVICES (CONFIDENTIAL ROLLS) RULES, 1970

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 Governments of the States concerned, hereby makes the following rules, namely:—

1. Short title, commencement and application. —

- (1) These rules may be called the All India Services (Confidential Rolls) Rules, 1970.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- (3) They shall apply to the writing and the maintenance of the confidential reports on the members of the Service.

2. Definitions.—In these rules, unless the context otherwise requires:-

¹2(a) **‘accepting authority’** means such authority or authorities supervising the performance of the reviewing authority as may be specifically empowered in this behalf by the Government”;

2(aa) **‘confidential report’** means the confidential report referred to in rule 5;

2(b) **‘confidential roll’** means the compilation of the confidential reports written on a member of the Service and includes such other documents as may be specified by the Central Government, by general or special order, in this behalf;

²2(c) **‘Government’** means—

(i) in the case of a member of the Service serving in connection with the affairs of the Union or of a Union Territory, or serving under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government, or serving under a local body set up by an Act of Parliament, or serving under an international organisation, an autonomous body not controlled by the Central Government or a State Government, or a private body, the Central Government;

(ii) in the case of a member of the Service serving in connection with the affairs of a State, or serving under a company, association or body of individuals

whether incorporated or not, which is wholly or substantially owned or controlled by the Government of a State, or serving under a local body set up by an Act of the Legislature of a state, the Government of that State;

2(d) **‘member of the Service’** means a member of an All India Service as defined in section 2 of the All India Services Act, 1951 (61 of 1951);

¹ Substituted/Inserted vide Notification No. 22012/4/87-AIS(III) dated 08.12.1987

² Inserted vide Notification No.34/4/71-AIS(III)Vol. 1 A, dated 11.09.1973

- 2(e) ³**‘reporting authority’** means such authority or authorities supervising the performance of the member of the Service reported upon as may be specifically empowered in this behalf by the Government;
- 2(f) ⁴**‘reviewing authority’** means authority or authorities supervising the performance of the reporting authority as may be specifically empowered in this behalf by the Government;
- 2(g) **‘State’** means a State specified in the First Schedule to the Constitution and includes a Union Territory;
- ⁵2(h) **‘State Government’** means the Government of the State on whose cadre the member of the Service is borne and in relation to a member of on All India Service borne on a Joint Cadre, the Joint Cadre Authority.

⁶*Explanation*— “The authority or authorities supervising the performances” referred to in clauses (a), (e) and (f) shall not necessarily means an authority or authorities belonging to the same Service to which the reviewing or the reporting authority, as the cases may be, belongs”.

3. Maintenance and custody of confidential rolls—

- (1) A confidential roll shall be maintained in respect of every member of the Service by the State Government as well as by the Central Government.
- (2) The State Government as well as the Central Government may specify the manner in which the aforesaid confidential rolls shall be maintained and kept by it.

4. Form of the Confidential report—The confidential report shall be written by the reporting authority in such form as may be specified by the Central Government ⁷and the officer reported upon as well as the reporting, reviewing and accepting authorities shall ensure that the portions of the forms which are to be filled in by them are completed by them within the time limit as specified in this behalf by the Central Government.

Provided that the Government may make such additions in the form so specified as may be considered necessary or desirable by it to suit local conditions or requirements.

5. Confidential reports—(1) A confidential report assessing the performances, character, conduct and qualities of every member of the Service shall be written for each financial year, or calendar year, as may be specified by the Government ordinarily within two months of the close of the said year.

⁸Provided that where a member of the Service is on deputation to an international organisation, confidential reports in respect of such member may be written-

- (i) for the entire period of his tenure with the said organisation even in a case where the period of such tenure exceeds one year; or
- (ii) for such shorter period as may be considered convenient or necessary by the reporting authority having regard to the circumstances of each case, ordinarily within three months of the close of the said period.

³ Inserted vide Notification No. 22012/4/87-AIS(III) dated 08.12.1987

⁴ Inserted vide Notification No.22012/2/87-AIS(III) dated 08.12.1987

⁵ Substituted vide DP&AR Notification No.13/4/71-AIS(I) dated 11.01.1972

⁶ Inserted vide Notification No. 22012/4/87-AIS(III) dated 08.12.1987

⁷ Inserted vide Notification No. 1105917/92-AIS(III) dated 12.07.1993

⁸ Inserted vide DP&T Notification No.8/6/72-AIS(III) dated 02.01.1975

Provided further that a confidential report may not be written in such cases as may be specified by the Central Government, by general or special order.

- 5(2) A confidential report shall also be written when either the reporting authority or the member of the Service reported upon relinquishes charge of the post, and, in such a case, it shall be written at the time of the relinquishment of his charge of the post or ordinarily within one month thereafter:

[Provided that a confidential report may not be written in such cases as may be specified by the Central Government, by general or special order.]

- 5(3) Where more than one confidential reports are written on a member of the Service during the course of a financial year or a calendar year, as the case may be, each such report shall indicate the period to which it pertains.
- 5(4) Where the reporting authority has not seen, and the reviewing authority has seen, the performance of a member of the Service for at least three months during the period for which the confidential report is to be written, the Confidential report of any such member for any such period shall be written by the reviewing authority, and where, both the reporting authority and the reviewing authority have not seen and the accepting authority has seen, the performance as aforesaid of any such member during any such period, the confidential report shall be written by the accepting authority.
- 5 (5) Where the authority writing the confidential report under sub-rule (2) or sub-rule (4) of this rule retires from service, the confidential report shall be written not later than ⁹one month of the date of such retirement.”
- 5(6) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a member of the Service for at least three months during the period for which the report is to be written, an entry to that effect shall be made in the confidential report for any such period by the Government.
- 5(7) Notwithstanding anything contained in sub-rules (1), (2) and (4), it shall not be competent for the reporting authority, the reviewing authority or the accepting authority, as the case may be, where the authority writing the confidential report is not a government servant, to write a confidential report after he demits office.

Explanation:—For the purpose of this rule, Minister shall not be treated as having demitted 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.”

6. Review of the confidential report—

- 6(1) The reviewing authority shall, ¹⁰ within one month of the receipt of the Confidential Report, record his remarks on the said report.

Provided that this requirement may be dispensed with in such cases as may be specified by the Government, by general or special order.

- 6(2) Where the report is written by the reviewing authority under sub-rule (4) of rule 5, or where the reviewing authority has not seen, and the accepting authority has seen, the performance of a member of the Service for at least

⁹ Inserted vide Notification No. 11059/5/90-AIS(III) dated 05.03.1992

¹⁰ Inserted vide Notification No. 11059/17/92-AIS(III) dated 12.07.1993

three months during the period for which the confidential report is written, the confidential report of any such member for any such period shall be reviewed by the accepting authority, ordinarily within one month of its being written.

6(3) It shall not be competent for the reviewing authority, or the accepting authority, as the case may be, to review any such confidential report unless it has seen the performance of the member of the Service for at least three months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the confidential report.

¹¹6(4) Notwithstanding anything contained in sub-rules (1) and (2), it shall not be competent for the reviewing authority or the accepting authority, as the case may be, to review any such confidential report-

(a) where the authority reviewing the confidential report is a Government servant, after one month of his retirement from service, and

(b) in other cases, after one month of date on which he demits office.

“Explanation:—For the purpose of this rule, a Minister shall not be treated as having demitted 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 Minister with the same or a different portfolio”.

6A. Acceptance of the confidential report-

¹²(1) The accepting authority shall within one month of the review, record his remarks on the confidential report and may accept it, with such modifications as may be considered necessary, and countersign the report.

Provided that this requirement may be dispensed with in such cases as may be specified by the Government, by general or special order:

Provided further that where the accepting authority has not seen the performance of any member of the Service for at least three months during the period for which the confidential report has been written, it shall not be necessary for the accepting authority to accept any such report.

NOTE.—An entry to this effect shall be made in the confidential report.

¹³6A(2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the accepting authority to accept and countersign any such confidential report-

(a) where the accepting authority is a Government servant, after one month of his retirement from service, and

(b) in other cases, one month after the date of which he demits office.

¹⁴Explanatory Memorandum

1. Rules 6 and 6A of the All India Services (Confidential Rolls) Rules, 1970 are being amended with retrospective effect, that is on and from the 21st

¹¹ Inserted vide Notification No. 11059/17/92-AIS(III) dated 12.07.1993

¹² Amended vide Notification 11059/17/92-AIS(III) dated 12.07.1993

¹³ Amended vide Notification No. 11059/17/92-AIS(III) dated 12.07.1993

¹⁴ Amended vide Notification No. 11059/17/92-AIS(III) dated 12.07.1993

March, 1992 because the amendment enabling reporting officers to record their remarks on the confidential report of officers within one month after their retirement was brought into effect on and from 21st March, 1992. It has, therefore, been proposed that reviewing and accepting authorities should also be enabled to record their remarks from the same date.

2. It is certified that this amendment shall not affect prejudicially the interest of any person to whom such rules may be applicable.

¹⁵*Explanation*:—For the purpose of this rule a Minister shall not be treated as having demitted 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 Minister with the same or a different portfolio”.

6B. Cases in which the accepting authority writes or reviews the confidential report.—

Notwithstanding anything contained in rule 5 or rule 6, where the accepting authority writes or reviews the confidential report of any member of the Service, it shall not be further necessary to review or accept any such report.

7. Communication of the confidential report to the Central Government and the State Government.—

A certified true copy of the confidential report shall be sent to the Central Government or the State Government or both to the Central Government and the State Government, according as the member of the Service is serving in connection with the affairs of the State, on whose cadre he is borne, or the Union, or a State to which he has been deputed:

¹⁶Provided that, if the confidential report is written in a language other than Hindi or English, it shall be accompanied by an authentic certified translation in Hindi or English.

¹⁷8. Communication of Adverse remarks—

8(1) Where the Confidential report of a member of the Service contains an adverse remark, it shall be communicated to him in writing together with a substance of the entire Confidential report by the Government or such other authority as may be specified by the Government ordinarily within two months of the receipt of the confidential report and a certificate to this effect shall be recorded in the Confidential Report.

8(2) Where the reporting authority or the reviewing authority or the accepting authority records an adverse remark, he shall also record a note to the effect that the remark is an adverse remark:

Provided that the question whether a particular remark recorded in the Confidential report of a member of the Service is an adverse remark or not shall be decided by the Government.

¹⁵ Substituted vide Notification No.11059/8/86-AIS(III) dated 21.01.1987

¹⁶ Inserted vide No.8/5/72-AIS(III) dated 25.08.1973

¹⁷ Substituted vide DP&T Notification No.11059/8/86-AIS(III) dated 21.01.1987

Provided further that in the event of any difference of opinion between the Central Govt. and the Government of a State whether a particular remark is to be deemed an adverse remark or not, the opinion of the Central Government shall prevail.

Explanation:—for the purpose of these rules an adverse remark means a remark which indicates the defects or deficiencies in the quality of work or performance or conduct of an officer, but does not include any word or words in the nature of council or advice to the officer.

9. Representation against adverse remarks.—

A member of the Service may represent to the Government against the remark communicated to him under rule 8 within 45 days of the date of its receipt by him:

¹⁸Provided that the Government may entertain a representation within three months of the expiry of the said period if it is satisfied that the member of the Service had sufficient cause for not submitting the representation in time.

10. Consideration of representation against adverse remarks—(1) The Government shall, and if it considers necessary, in consultation with the reporting authority, the reviewing authority or the accepting authority, consider the representation made under rule 9 by a member of the Service and pass orders as far as possible within three months of the date of submission of the representation-

- (a) rejecting the representation, or toning down the remark, or
- (b) expunging the remark.

Provided that where an order toning down or expunging the remark is passed, a copy of such order, and if the order is passed beyond twelve months after the close of the financial year calendar year, as the case may, be to which the remark pertains, the reasons therefore, together with the certified true copies of the representation made and the remarks of the reporting authority and the reviewing authority, shall be endorsed to the Central Government or the State Government or both to the Central Government and the State Government according as the member of the Service is serving in connection with the affairs of a State on whose cadre he is borne or the Union or a State to which he has been deputed.

¹⁹[]deleted

- (2) The order so passed on the representation shall be final and the member of the Service concerned shall be informed suitably.

10-A. General.—The Central Government may issue such instructions, not inconsistent with the provisions of these rules, or as it may consider necessary, with regard to the writing of the confidential reports, the maintenance of the Confidential Rolls and the effect of the Confidential Reports on the conditions of service of a member of the Service.

11. Interpretation:—

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Central Government who shall decide the same.

¹⁸ Substituted vide DP&T Notification 11059/8/86-AIS(III) dated 21.01.1987

¹⁹ Deleted vide Notification No.34/4/71-AIS(III)Vol.I.A dated 11.9.73

²⁰FORM OF CONFIDENTIAL REPORT

(See Rule 4 of the All India Services (CR) Rules, 1970)

FORM I

CONFIDENTIAL REPORT FOR INDIAN ADMINISTRATIVE SERVICE OFFICERS

Junior Time Scale
Senior Time Scale
Selection Grade

Name of Officer _____

Report for the year/period ending _____

Confidential Report for Indian Administrative Service Officers

(Junior Time Scale, Senior Time Scale and Selection Grade)

Report for the year/period ending _____

PERSONAL DATA

PART -I

(To be filled by the Administrative Section concerned of the Ministry/Department/Office).

1. Name of Officer
2. Cadre and Year of allotment
3. Date of Birth
4. Date of continuous appointment to present grade
5. Present post and date of appointment thereto.
6. Period of absence from duty (on leave, training etc. during the year. If he has undergone training, please specify.)
7. ²¹Date of filing annual property return

PART-II

To be filled in by the Officer Reported upon

(Please read carefully the instructions given at the end of the form before filling the entries.)

1. Brief description of duties.

²⁰ Revised vide DP&T Notification NO.11059/7/86-AIS(III) dated 10.6.86

²¹ Added vide letter No. 11059/10/93-AIS(III)

2. Please specify the quantitative/physical/financial targets/objectives set for yourself for that were set for you in respect of eight to ten items of work, in order of priority and your achievement against each target.

Targets

Achievements

- 3.(a) Please state briefly the shortfalls with reference to the targets/objectives referred to in column 2. Please specify constraints, if any in achieving the targets.
- (b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

PART - III

To be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling the entries)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.
2. Quality of output—
Please comment on the officer's quality of performance having regard to standard of work and programme objectives, and constraints, if any.
3. Knowledge of sphere of work—
Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES

1. Attitude to work—
Please comment on the extent to which the officer is dedicated and motivated and on his/ her willingness and initiative to learn and systematise his/her work.
2. Decision-making ability—
Please comment on the quality of decision making and an ability to weigh pros and cons of alternatives.
3. Initiative—
Please comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.
4. Ability to inspire and motivate—
Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.
5. Communication skill (written and oral)—
Please comment on the ability of the officer to communicate and on his/her ability to present arguments.

6. Inter-personal relations and teamwork—

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.

7. Relations with the public—

Please comment on the officer's accessibility to the public and responsiveness to their needs.

8. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society—

Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribes/Weaker Sections and willingness to deal with them.

C. ADDITIONAL ATTRIBUTES

(for officers of 12 years of service and above only)

1. Planning ability—

Please comment whether the officer anticipates problems, work needs, and plans accordingly and is able to provide for contingencies.

2. Supervisory ability—

Please comment on the officer's ability relating to;

- (i) proper assignment of tasks;
- (ii) identification of proper personnel for performing the tasks;
- (iii) guidance in the performance of tasks; and
- (iv) review of performance

3. Coordination ability—

Please comment on the extent to which the office is able to achieve coordination in formulation and implementation of tasks and programmes by different functionaries involved.

4. Aptitude and Potential -

Please indicate three fields of work from amongst the following for possible specialisation and career development of the officer. Please mark 1,2,3 in three appropriate boxes.

- 1. Personnel Administration.
- 2. Law and Order and Internal Security.
- 3. Financial Administration.
- 4. Agricultural and Rural Development.
- 5. Social Services and Educational Administration.
- 6. Planning.
- 7. Economic and Commercial Administration.
- 8. Industrial Administration.

9. Any other field (Please specify).
5. Training

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer. (While specifying the areas of the training, it is not necessary to confine to the fields referred to in column 4).

PART - IV

GENERAL

1. State of health -
2. Integrity -
(Please See Note below the instructions)
3. General assessment -
Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above.
4. Grading —
(Outstanding/Very Good/Good/Average/Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

Place:

Signature

Date:

Name in block letters

Designation

(During the period of Report)

PART - V

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting authority?
*(In case of disagreement, please specify the reasons;
Is there anything you wish to modify or add?)*

4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about meritorious work of the officer including the grading.
5. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for a special assignment or/out of turn promotion? if so, specify.

Place: Signature

Date: Name in block letters

Designation
(During the period of Report)

PART - VI
REMARKS OF THE ACCEPTING AUTHORITY
(i.e. next superior authority)

Place: Signature of the Accepting Authority

Date: Name in block letters

Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provide the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realise his/her true potential. It is not mean to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and

should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding,' 'very good,' 'Good', 'Average', 'below average' while giving your comments against any of the attributes.

6. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year i.e. April, in the case of All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisees performance during the period of the report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicious are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

(Ministry of Home Affairs OM No.51/4/64-Estt(A), dated 21.6.1965.)

FORM II

**Confidential Report for Indian Administrative Service Officers
(Super Time Scale)**

Name of Officer_____

Report for the year/period ending_____

FORM II

**Confidential Report for Indian Administrative Service Officers
(Super Time Scale)**

Report for the year/period ending_____

PART-I

PERSONAL DATA

(To be filled by Administrative Section concerned of the Ministry/Department/Office).

1. Name of Officer
2. Cadre and Year of Allotment
3. Date of Birth
4. Date of continuous appointment to present grade
5. Present Post and date of appointment thereto
6. Period of absence from duty
(on leave, training etc. during the year. If he has undergone training, please specify.)

PART-II

To be filled in by the Officer Reported Upon

(Please read carefully the instructions given at the end of the form before filling the entries).

1. Brief description of duties
2. Please specify the quantitative/physical/financial/targets/objectives (8 to 10 items priority wise/in order of importance) set for yourself or that were set for you and your achievements against each target.

Targets

Achievements

3. Please state briefly your achievements with reference to targets/objectives referred to in column 2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.
4. Please state briefly the shortfalls with reference to the targets/objectives referred to in column 2. Please specify the constraints, if any, in achieving the targets.

PART III

To be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling the entries.)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and short-falls. Also specify constraints if any, in achieving the objectives.
2. Quality of output—
Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.
3. Knowledge of sphere of work—
Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES

1. Leadership qualities-
Please comment on the capacity of the officer to set targets and objectives, understand the environment, anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives.
2. Management qualities-
Please comment on the officer's willingness to assume responsibility, organising capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates.
3. Initiative and planning ability-
Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also comment on the capacity and resourcefulness of officer in handling unforeseen situations on his/her own, willingness to take additional and new areas of work.

4. Decision making ability-
Please comment on his/her ability to take decisions and to weigh pros and cons of alternatives.
5. Communication skill (written and oral)-
Please comment on the ability of the officer to communicate and on his/her ability to present arguments.
6. Appraising ability—
Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.
7. Inter-personal relations and teamwork—
Please comment on the quality of relationship with superiors, colleagues and subordinates on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.
8. Relations with the public-
Please comment on the officer's accessibility to the public and responsiveness to their needs:
9. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of society-
Please comment on the officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them
10. Attitude and Potential-
Please indicate three fields of work from amongst the following for possible specialisation and career development of the officer. Please mark 1,2,3 in three appropriate boxes.
 1. Personnel Administration. o
 2. Law and Order and Internal Security. o
 3. Financial Administration. o
 4. Agricultural and Rural development Administration. o
 5. Social Service and Educational Administration. o
 6. Planning. o
 7. Economic and Commercial Administration. o
 8. Industrial Administration. o
 9. Any other field (Please specify). o

PART-IV
GENERAL

1. State of Health-
2. Integrity-
(Please see Note below the instructions)

3. General assessment-

Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.

4. Grading-

(Outstanding/Very Good/Good/Average/Below Average).

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Place:

Signature

Date:

Name in block letters

Designation

(During the period of Report)

PART-V

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material.
3. Do you agree with the assessment of the officer given by the reporting authority?
(In case of disagreement please specify the reasons. Is there anything you wish to modify or add?)
4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about the meritorious work of the officer including the grading.
5. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her selection for special assignment or out of turn promotion? If so, specify.

Place:

Signature

Date:

Name in block letters

Designation

(During the period of Report)

PART - VI
REMARKS OF THE ACCEPTING AUTHORITY
(i.e. next superior authority)

Place: Signature of the Accepting Authority

Date: Name in block letters

Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the Officers with respect to whom he is required to report upon Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/Goals/Objectives be set at the commencement of the reporting year i.e. April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/Goals/objectives shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets for achievement; priority should be assigned item wise, taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.
8. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development the Reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:

- (i) If the officer's integrity is beyond doubt, it may be so stated,
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and there-after action taken as indicate at (b) and (c) above.

(Ministry of Home Affairs O.M.No. 51/4/64-Estt. (a) dated 21.6.1965)

Confidential Report for Indian Administrative Service Officers

Fixed Pay levels
Above Suppertime Scale

Name of Officer

Report for the year/period ending _____

Form III

Confidential Report for Indian Administrative Service Officers

(Fixed Pay levels, above Suppertime Scale)

Report for the year/period ending _____

PART-I

(To be filled by the Administrative Section concerned of the Ministry/Department/Office.)

1. Name of Officer
2. Cadre and Year of allotment
3. Date of Birth
4. Date of continuous appointment to present grade
5. Present post and date of appointment thereto
6. Period of absence from duty *(on leave, training etc. during the year. If he has undergone training, please specify.)*

PART-II

To be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling the entries.)

1. State of Health-
2. General assessment
(This should contain in a narrative form an overall assessment of the officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points viz. quality of mind, conceptual ability, communication skill (written and oral), analytical and planning ability, leadership qualities and initiative, attention to detail, industry and conscientiousness, judgment, speed of disposal,

willingness to accept responsibility and take decisions, relations with subordinates and colleagues, public relations, interest in training and development of subordinates and in the development of scheduled casts/scheduled tribes and weaker sections of society.)

3. Integrity

(Please see note below the instructions)

4. Grading-

(Outstanding/Very Good/Average/Below Average)

(An officer should not be graded outstanding unless exceptional qualities and performance have been noted; grounds for giving such a grading should be clearly brought out.)

Place:

Signature

Date:

Name in block letters

Designation

(During the period of Report)

PART-III

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there anything you wish to modify or add?
4. General remarks with specific comments about the general remarks given by the Reporting Authority and Remarks about the meritorious work of the officer.
5. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointments? If yes, please mention these characteristics briefly.

Place:

Signature

Date:

Name in block letters

Designation

(During the period of Report)

PART - VI

REMARKS OF THE ACCEPTING AUTHORITY

Place:

Signature of the Accepting Authority

Date:

Name in block letters

Designation

(During the period of Report)

* Inserted vide Notification No. 11059/2/87-AIS(III) dated 18.03.1987

INSTRUCTIONS

1. The confidential report is an important document. It provide the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the Officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/Goals/Objectives be set at the commencement of the reporting year i.e. April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/Goals/objectives shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets for achievement; priority should be assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.
8. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development the Reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:

- (i) If the officer's integrity is beyond doubt, it may be so stated,
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and there-after action taken as indicate at (b) and (c) above.

(Ministry of Home Affairs O.M.No. 51/4/64-Estt, (A) dated 21.6.1965)

FORM I

CONFIDENTIAL REPORT FOR INDIAN POLICE SERVICE OFFICERS

Junior Time Scale
Senior Time Scale
Selection Grade

Name of Officer _____

Report for the year/period ending _____

Confidential Report for Indian Police Service Officers
(Junior Time Scale, Senior Time Scale and Selection Grade)

Report for the year/period ending _____

PERSONAL DATA

PART - I

(To be filled by the Officer Reported Upon).

1. Name of Officer

Knowledge of Police Rules/Procedures
Knowledge of Area or Terrain

B. ATTRIBUTES

3. Attitude to work
(Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiative to learn and systematise his/her work)
4. Decision-making ability
(Please comment on the quality of decision-making and on ability to weigh pros and cons of alternatives)
5. Initiative
(Please comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work)
6. Ability to inspire and motivate
(Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence)
7. Communication skill (written and oral)
(Please comment on the ability of the officer to communicate and on his/her ability to present arguments)
8. Inter-personal relations and teamwork
(Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team)
9. Relation with the public
(Please comment on the officers accessibility to the public and responsiveness to their needs)
10. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society
(Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribes/Weaker Sections and willingness to deal with them)
11. Personnel Management
(Please comment on the officer's willingness to assume responsibility, organising capacity, quality of leadership, ability to provide timely and proper guidance and regard for training and development of subordinates).
12. Effectiveness in supervising Investigation
13. Effectiveness in maintaining communal harmony
14. Interest in Policemen's welfare & their families.
(Please comment on any tangible work done in this regard)
15. Aptitudes and Potential
(Please indicate three fields of work from amongst the following for possible specialisation and career development of the officer)
 - (i) General Administration
 - (ii) Personnel Administration

- (iii) Training
 - (iv) Planning Research and Development
 - (v) Staff duties
 - (vi) Secretariat work
 - (vii) Law & Order
 - (viii) Intelligence
 - (ix) Vigilance-Anti-corruption work
 - (x) Investigation of Crime
 - (xi) Metropolitan Policing
 - (xii) Traffic Management
 - (xiii) Anti-dacoity/counter insurgency operations
 - (xiv) Para Military/Armed Police
 - (xv) Security (including V.I.P., Airport and Industrial Security)
 - (xvi) Special units/Tech, Services like wireless, Scientific Aids, Computer services etc.
 - (xvii) Any other field of work (Please specify)
16. TRAITS/SPECIAL ABILITIES
- (i) General bearing and personality
 - (ii) Sociability
 - (iii) Dedication to duty
 - (iv) Appreciation of situations and quickness of response
 - (v) Attention to detail
 - (vi) Ability to withstand pressure/stress
 - (vii) Ability to take a principled stand
 - (viii) Any other traits/special abilities of the officer other than those mentioned above

PART-IV
GENERAL

1. State of Health-
2. Integrity-
(Please see Note below the instructions)
3. General assessment-
Any action/aspect needing special mention.
(Please give an overall assessment of the officer with reference to his/her strength and shortcoming and also by drawing attention to qualities, if any not covered by the entries above)

4. Grading.-
(Outstanding/Very good/Good Average/Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place: Signature
Date: Name in block letters
Designation
(During the period of Report)

PART-V

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under you
2. Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting authority?
(In case of disagreement, please specify the reasons: Is there anything you wish to modify or add?)
4. General remarks with specific comments about the general remarks given by the reporting authority & remarks about meritorious work of the officer.
5. Has the officer any special characteristics and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, please specify.
6. Grading
(Outstanding/Very-Good/Good/Average/Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; ground such a grading should be clearly brought out)

Place: Signature
Date: Name in block letters
Designation
(During the period of Report)

PART - VI

REMARKS OF THE ACCEPTING AUTHORITY

(i.e. next superior authority)

Place: Signature of the Accepting Authority
Date: Name in block letters
Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to higher authorities.
4. Performance evaluation by the reporting officer must not be done without having conducted at least one detailed inspection of the performance of the subordinate unless the subordinate is one with whom his senior is inter-acting almost daily.
5. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
6. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.
7. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the Officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/Goals/Objectives be set at the commencement of the reporting year i.e. April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/Goals/objectives shall be set at the time of assumption of the new assignment.
8. The targets/objectives/goals should be clearly known and understood by both the officers concerned. While fixing the targets for achievement; priority should be assigned item wise, taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.
9. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development the Reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
10. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

6. Present Post and date of appointment thereto
7. Period of absence from duty (on leave, training etc. during the year)

PART-II

To be filled in by the Officer Reported Upon

(Please read carefully the Instructions given at the beginning of the form before filling the entries)

1. Brief description of duties
2. Particulars of Training courses undergone during the year.
3. Medals or commendations received during the year.
4. (a) Please specify major targets/goals/objectives that were set for you and/or you set for yourself in order of priority.
(b) Wherever targets have been fixed how far have they been achieved particularly in respect of inspections, tours and supervision of crime work in general.
5. (a) Please state briefly the shortfalls with reference to the targets/goals/objectives referred to in col.4(a). Also Specify the constrains, if any.
(b) Please also indicate items in which there have been significantly better/higher achievements compared to targets and your contribution thereto

PART-III

To be filled in by the officer reported upon

(Please read carefully the instructions given at the beginning of the form before filling the entries)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and short-falls. Also specify constraints if any, in achieving the objectives.
2. Quality of output—
Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.
3. Knowledge of sphere of work—
Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES

4. Leadership qualities-
Please comment on the capacity of the officer to set targets and objectives, understand the environment, anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives.

5. Management qualities-
(Please comment on the officer's willingness to assume responsibility, organising capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates)
6. Initiative and planning ability-
(Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also comment on the capacity and resourcefulness of officer in handling unforeseen situations on his/her own, willingness to take additional and new areas of work).
7. Decision making ability-
(Please comment on his/her ability to take decisions and to weigh pros and cons of alternatives).
8. Communication skill (written and oral)-
(Please comment on the ability of the officer to communicate and on his/her ability to present arguments).
9. Appraising ability-
(Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner).
10. Inter-personal relations and team work-
(Please comment on the quality of relationship with superiors, colleagues and subordinates on his/her capacity to work as a member of team and to promote team spirit and optimise the output of the team).
11. Relations with the public-
(Please comment on the officer's accessibility to the public and responsiveness to their needs)
12. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker sections of society-
(Please comment on the officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them)
13. Supervision of investigation
(Please comment on the officer's ability to guide and to monitor the investigation work)
14. Effectiveness in maintaining communal harmony.
15. Interest in policemen's welfare and their families
(Please comment on the attitude of the officer towards Policemen's welfare and their families)
16. Aptitude and Potential
(Please indicate three fields of work from amongst the following for possible specialisation and career development of the officer)
 - (i) General Administration
 - (ii) Personnel Administration
 - (iii) Training
 - (iv) Planning and Research and Development
 - (v) Staff duties
 - (vi) Secretariat work

- (vii) Law & Order
- (viii) Intelligence
- (ix) Vigilance/Anti-corruption work
- (x) investigation of Crime
- (xi) Metropolitan Policing
- (xii) Traffic Management
- (xiii) Anti-dacoity/counter insurgency operations
- (xiv) Para-Military/Armed Police
- (xv) Security (including V.I.P., Airport and Industrial Security)
- (xvi) Special Units/Tech. Services like wireless, Scientific Aids, computer service etc.
- (xvii) Any other field of work (Please specify)

17. TRAITS/SPECIAL ABILITIES

- (i) General bearing and personality:
- (ii) Sociability:
- (iii) Dedication to duty:
- (iv) Appreciation of situations and quickness of response:
- (v) Attention to details:
- (vi) Ability to withstand stress/pressures:
- (vii) Any other traits/special abilities of the officer other than those mentioned above.

**PART - IV
GENERAL**

18. State of Health

(Please mention whether the officer is over weight or under weight and whether he is fit for field duties)

19. Integrity

(Please see the note below the instructions)

20. General Assessment:

Any action/aspect needing special mention (Please give an overall assessment of the officer with reference to his/her strength and short-comings and also by drawing attention to qualities if any not covered by the entries above)

21. Grading

(Out Standing/Very good/Good/Average/Below Average)

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place:

Signature

Date:

Name in block letters

Designation

(During the period of Report)

PART - V

REMARKS OF THE REVIEWING AUTHORITY

- 22. Length of service under you.
- 23. Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
- 24. Do you agree with the assessment of the officer given by the reporting authority?
(In case of disagreement, please specify the reasons; Is there anything you wish to modify or add?)
- 25. General remarks with specific comments about the general remarks given by the reporting authority and remarks about meritorious work of the officer.
- 26. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignments or/out of turn promotion? If so, please specify.
- 27. Grading
(Outstanding/ Very Good/Good/Average/Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place: _____ Signature _____
Date: _____ Name in block letters _____
Designation _____
(During the period of Report)

PART - VI

REMARKS OF THE ACCEPTING AUTHORITY

Place: _____ Signature of the Accepting Authority _____
Date: _____ Name in block letters _____
Designation _____
(During the period of Report)

INSTRUCTIONS

- 1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority,

the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that e/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a usual or superficial manner will be easily discernible to higher authorities.
4. Performance evaluation by the reporting officer must not be one without having conducted at least one detailed inspection of the subordinate unless the subordinate is one with whom his senior is interacting almost daily.
5. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
6. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.
7. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the Officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/Goals/Objectives be set at the commencement of the reporting year i.e. April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/Goals/objectives shall be set at the time of assumption of the new assignment.
8. The targets/objectives/goals should be clearly known and understood by both the officers concerned. While fixing the targets for achievement; priority should be assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.
9. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development the Reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
10. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

6. Present post and date of appointment thereto
7. Period of absence from duty (on leave, training etc. during the year)

PART-II

To be filled in by the reporting authority

(Please read carefully the instructions given at the beginning of the form before filling the entries)

1. State of Health -
2. General assessment -
(This should contain in a narrative form an overall assessment of the officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points viz. quality of mind, conceptual ability, communication skill (written and oral) analytical and planning ability, leadership qualities and initiative, attention to detail, industry and conscientiousness, judgment, speed of disposal willingness to accept responsibility and take decisions relations with subordinates and colleagues, public relations, interest in training and development of subordinates and in the development of scheduled castes/scheduled tribes and weaker sections of society).
3. Integrity -
(Please see note below the Instructions)
4. Grading -
(Outstanding/Very good/Good/Average/Below Average)
Care and attention he shall record a remark to that effect in Part V column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
6. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'below average' while giving your comments against any of the attributes.
7. The Reporting Officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the Officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting officer. The targets/Goals/objectives be set at the commencement of the reporting year i.e. April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/Goals/objective shall be set at the time of assumption of the new assignment.
8. The targets/objectives/goals should be clearly known and understood by both the officers concerned. While fixing the targets for achievement, priority should be assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.
9. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development the Reporting officer and the officer reported upon

should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

10. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE

The following procedure should be followed in filling up the column relating to INTEGRITY

- (i) If the officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

(Ministry of Home Affairs O.M.No. 51/4/64-Estt. (A) dated 21-6-1965)

(An Officer should not be graded outstanding unless exceptional qualities and performance have been noted; grounds for giving such a grading should be clearly brought out)

Place: Signature of the Reporting Authority

Date: Name in block letters

Designation
(During the period of Report)

PART - III REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there anything you wish to modify or add?
4. General remarks with specific comments about the general remarks given by the Reporting Authority and Remarks about the meritorious work of the officer.
5. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointments? If yes, please mention these characteristics briefly.
6. Grading
 (Outstanding/Very good/Good/Average/Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noted; grounds for giving such a grading should be clearly brought out)

Place: _____ Signature of the Reviewing Authority
 Date: _____ Name in block letters

 Designation
(During the period of Report)

PART-IV
REMARKS OF THE ACCEPTING AUTHORITY

Place: _____ Signature of the Accepting Authority
 Date: _____ Name in block letters

 Designation
(During the period of Report)

CONFIDENTIAL REPORT

INDIAN FOREST SERVICE OFFICERS

(Junior time scale, senior time scale and selection grade)

Name of the Officer.....

Report for the year/perjod Ending.....

FORM 1

CONFIDENTIAL REPORT FOR INDIAN FOREST SERVICE OFFICERS

(Junior Time Scale, Senior Time Scale and Selection Grade)

Report for the year/Period ending.....

PART-I
PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of the Officer:
2. Cadre and Year of Allotment:
3. Date of Birth:
4. Date of continuous appointment to the present grade:
Date.....
Grade.....
5. Present post and date of appointment thereto:
Present.....
Post.....
Date.....
6. Period of absence from duty (on leave, training, etc., during the year. If the had undergone training, please specify duration, institution and the filed.
7. Date of filing of the annual property return

PART II

To be filled in by the Officer Reported Upon
(Please read carefully the instructions given at the end of the form before filling up the entries).

1. Brief description of duties.
2. Please specify the quantitative/physical/financial/target/objectives (1 to 10 items priority wise/in order of importance) set for yourself or that were set for you and your achievements against each target.

Targets

Achievements

- 3 (a) Please state briefly the shortfalls with reference to the targets/objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.
- 3(b) Please also indicate items in which there have been significantly higher achievements in relation to the targets and your contribution thereto

PART III

to be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling up the entries).

A NATURE AND QUALITY OF WORK

1. Please comment on part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints if any, in achieving the objectives.
2. Quality of output—
Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.
3. Knowledge of sphere of work
Please comment specifically on each of these; level of knowledge of functions, related instructions and their application.

B ATTRIBUTES

1. Leadership qualities
Please comment on the capacity of the officer to set targets and objectives, understanding of the environment, anticipate change and contribute new methods of work towards achieving the targets and objectives.
2. Management qualities
Please comment on the officer's willingness to assume responsibility, organising capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates.
3. Initiative and planning ability-
Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also comment on the capacity and resourcefulness of officer in handling unforeseen situations on his/her own; willingness to take additional and new areas of work.
4. Decision making ability:
Please comment on his/her ability to take decision and to weigh pros and cons of alternatives.
5. Communication skills (written and oral)-
Please comment on the ability of the officer to communicate and on his/her ability to present arguments.
6. Appraising ability-
Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.
7. Inter-personal relations and team work-
Please comment on the quality of relationship with superior colleagues and subordinates on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.
8. Relations with the public—
9. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of the Society—

Please comment on the officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them.

10. Aptitude and potential—

Please indicate three fields of work from amongst the following for possible specialisation and career development of the officer. Please mark 1.2.3 in three appropriate boxes.

1. Personal Administration
2. Financial Administration
3. Rural Development Administration
4. Social Forestry and Extension
5. Planning including project formulation and evaluation
6. Economic and Commercial Administration
7. Wildlife Management
8. Forest Research
9. Tribal Welfare
10. Forest Welfare
11. Forest Management including marketing of forest products especially in rural areas—

**PART IV
GENERAL**

1. State of Health-

2. Integrity-

(Please see Note below the Instructions)

3. General assessment:

Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any not covered by the entries above.

4. Grading:

(Outstanding/Very Good/Good/Average/Below Average).

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place:

Signature of the Reporting Authority

Date:

Name in block letters

Designation

(During the period of Report)

PART V

REMARKS OF THE REVIEWING AUTHORITY:

1. Length of service under the Reviewing authority:
2. Is the Reviewing Authority satisfied that the Reporting authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority?
(In case of disagreement please specify the reasons. Is there anything you wish to modify or add.)
4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about the meritorious work of the officer.
5. Has the officer any special characteristic, and/or any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointment? If yes, please mention these characteristics briefly.

Place: Signature of the Reviewing Authority

Date: Name in block letters

Designation
(During the period of Report)

PART-VI

REMARKS OF THE ACCEPTING AUTHORITY

(i.e., next superior authority)

Place: Signature of the Accepting Authority

Date: Name in block letters

Designation
(During the period of Report)

INSTRUCTIONS

1. The confidential report is an important document. It provides the basic and vital input for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through CR should be used as a tool for human resource development. Reporting officer should realise that the objective is to develop an officer so that he/she realises his/her potential.

It is not meant to be a faultfinding process but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a causal or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority has made the report without due care and attention he shall record a remark to that effect in Part II, Col(2). The Government shall enter the remarks in the CR of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Pl. do not use omnibus expressions like Outstanding, Very good, Good, Average, below average, etc., while giving your comments against any of the attributes.
6. The Reporting Officer, shall, in the beginning of the year set quantities/physical/ financial targets in consultation with each of the officer with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year i.e., April in the case of All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such target/goals shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE

The following procedure should be followed in filling up the column relating the integrity:—

- (i) If the Officer's integrity is beyond doubt, it may be so stated.

- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:—
- (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the CR to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to time a definite judgement or that he had heard nothing against the officer, as the case may be.
 - (b) If, the result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the CR.
 - © If the doubts or suspicions are confirmed, this fact should also be recorded and duly communication to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) or (c) above.

(Ministry of Home Affairs OM No. 51/4/64-Estt(a) dt. 21.6.1965)

FORM II

**CONFIDENTIAL REPORT
INDIAN FOREST SERVICE OFFICERS
CONSERVATOR OF FORESTS**

Name of the Officer

Report for the year/period ending

FORM-II

**CONFIDENTIAL REPORT FOR INDIAN FOREST SERVICE OFFICERS
CONSERVATOR OF FORESTS
REPORT FOR THE YEAR/PERIOD ENDNIG**

PART-I

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry/Department/Officer)

1. Name of the Officer:
2. Cadre and Year of Allotment:
3. Date of Birth:
4. Date of continuous appointment to the present grade:

Grade.....

Date.....

5. Present post and date of appointment thereto:

Present.....

Post.....

Date.....

6. Period of absence from duty (on leave, training, etc., during the year. If the had undergone training, please specify duration, institution and the field.

7. Date of filing of the annual property return

PART II

To be filled in by the Officer Reported Upon

(Please read carefully the instructions given at the end of the form before fulling up the entries).

1. Brief description of duties:

2. Please specify the quantitative/physical/financial-targets/objectives (1 to 10 times priority wise/in order of importance) set for yourself or that were set for you and your achievement against target.

Targets

Achievements

3. Please state briefly your achievements with reference to targets/objectives referred to in column 2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

4. Please state briefly the shortfalls with reference to the targets objectives referred to in column 2. Please specify the constraints, if any, in achieving; the targets.

PART III

To be filled in by the reporting authority

(Please read carefully the instructions given at the end of the form before filling up the entries).

A. NATURE AND QUALITY OF WORK

1. Please comment on part II as filled out by the officer and specifically state whether you agreed with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints if any, in achieving the objectives.

2. Quality of output

Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.

3. Knowledge of sphere of work

Please comment specifically one such of these; level of knowledge of functions, related instructions and their application.

B ATTRIBUTES

1. Leadership qualities

Please comment on the capacity of the officer to set targets and objectives, understanding of the environment, anticipate change and contribute new methods of work towards achieving the targets and objectives.

2. Management qualities.
Please comment on officer's willingness to assume responsibility, organising capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates.
3. Initiative and planning ability-
Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also comment on the capacity and resourcefulness of officer in handling unforeseen situations on his/her own; willingness to take additional and new areas of work.
4. Decision making ability:
Please comment on his/her ability to take decision and to weigh pros and cons of alternatives.
5. Communication skills (written and oral)-
Please comment on the ability of the officer to communicate and on his/her ability to present arguments.
6. Appraising ability-
Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.
7. Inter-personal relations and team work-
Please comment on the quality of relationship with superior colleagues and subordinates on his/her capacity to work as a member of a team and to promote spirit and optimise the output of the team.
9. Relations with the public-
Please comment on the officer's accessibility to the public and responsiveness to their needs:
9. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of the Society-
Please comment on the officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them.
10. Aptitude and potential-
Please indicate three fields of work from amongst the following for possible specialisation and career development of the officer. Please mark 1,2,3 in three appropriate boxes,
 1. Personal Administration
 2. Financial Administration
 3. Rural Development Administration
 4. Social Forestry and Extension
 5. Planning including project formulation and evaluation.
 6. Economic and Commercial Administration
 7. Wildlife Management
 8. Forest Research
 9. Tribal Welfare
 10. Forest Protection
 11. Forest Management including marketing of forest products especially in rural areas-

PART IV

1. State of Health-
2. Integrity-
(Please see Note below the instructions)
3. General assessment:
Please give on overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any not covered by the entries above.
4. Grading:
*(Outstanding/Very Good/Good Average/Below Average).
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)*

Place: Signature of the Reporting Authority
Date: Name in block letters
Designation
(During the period of Report)

PART V

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority:
2. Is the Reviewing Authority satisfied that the Reporting authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you disagree with the assessment of the officer given by the Reporting Authority?
(In case of disagreement please specify the reasons. Is there anything you wish to modify or add)
4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about the meritorious work of the officer.
5. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointments? If yes, please mention these characteristics briefly.

Place: Signature of the Reviewing Authority
Date: Name in block letters
Designation
(During the period of Report)

PART VI

REMARKS OF THE ACCEPTING AUTHORITY
(i.e.... next superior authority)

Place:	Signature of the Accepting Authority
Date:	Name in block letters
	Designation
	<i>(During the period of Report)</i>

INSTRUCTIONS

1. The confidential report is an important document. It provides the basic and vital input for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the reporting Authority, the Reviewing Authority and the Accepting Authority, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through CR should be used as a tool for human resource development. Reporting officer should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority has made the report without due care and attention he shall record a remark to that effect in Part III, Col(2). The Government shall enter the remarks in the CR of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like Outstanding, Very good, Good, Average, below average, etc., while giving your comments against any of the attributes.
6. The Reporting Officer, shall, in the beginning of the year set quantitative/physical/ financial targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officers. The targets/goals shall be set at the commencement of the reporting year i.e., April in the case of All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.

8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:—

- (i) If the Officer's integrity is beyond, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:—
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the CR to the next superior officer who will ensure that he follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he had heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the CR.
 - (c) If the doubts or suspicions are confirmed, this fact should be recorded and fully communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) or (c) above.

(MINISTRY OF HOME AFFAIRS OM No. 51/4/64-Estt(a), dt. 21.6.1965)

FORM-III

CONFIDENTIAL REPORT

FOR

INDIAN FOREST SERVICE OFFICERS

ADDITIONAL CHIEF CONSERVATOR OF FORESTS,

CHIEF CONSERVATOR OF FORESTS AND

PRINCIPAL CHIEF CONSERVATOR OF FORESTS

NAME OF THE OFFICER
REPORT FOR THE YEAR/PERIOD ENDING
CONFIDENTIAL REPROT FOR INDIAN FOREST SERVICE OFFICERS
ADDITIONAL CHIEF CONSERVATOR OF FORESTS/
CHIEF CONSERVATOR OF FORESTS/
PRINCIPAL CHIEF CONSERVATOR OF FORESTS
REPORT FOR THE YEAR/PERIOD ENDING.....

**CONFIDENTIAL REPORT FOR INDIAN FOREST SERVICE OFFICERS
ADDITIONAL CHIEF CONSERVATOR OF FORESTS/CHIEF CONSERVATOR
OF FORESTS/PRINCIPAL CHIEF CONSERVATOR OF FORESTS
REPORT FOR THE YEAR/PERIOD ENDNIG.....**

**PART-I
PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Ministry/Department/Officer)

1. Name of the Officer:
2. Cadre and Year of Allotment:
3. Date of Birth:
4. Date of continuous appointment to the present grade:
Date :.....
Grade :.....
5. Present post and date of appointment thereto:
Present.....
Post.....
Date.....
6. Period of absence from duty (on leave, training, etc., during the year. If the had undergone training, please specify duration, institution and the field.
7. Date of filing of the annual property return

PART II

(To be filled by the Reporting Authority)

(Please read carefully the instructions given at the end of the form filling the entries)

1. State of Health—
2. General assessment:

(This should contain in a narrative form, an overall assessment of the officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points, viz., quality of mind, conceptual ability, communication skill (written and oral), analytical and planning ability, leadership qualities and initiative, attention to detail, industry and conscientiousness, judgement, speed of disposal, willingness to accept responsibility and take decisions, relations with subordinates and colleagues, public relations, interest in training and development of subordinates and in the development of scheduled castes and tribes and weaker sections of society).

3. Integrity—

(Please see Note below the instructions)

4. Grading:

(Outstanding/Very Good/Good Average/Below Average).

(An officer should not be graded "outstanding" unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place:

Signature of the Reporting Authority

Date:

Name in block letters

Designation

(During the period of Report)

PART III

REMARKS OF THE REVIEWING AUTHORITY

(Wherever applicable)

1. Length of service under the Reviewing Authority:
2. Is the Reviewing Authority satisfied that the Reporting authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there anything you wish to modify or add.
4. General remarks with specific comments about the general remarks given by the Reporting Authority and remarks about the meritorious work of the officer.
5. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointments? If yes, please mention these characteristics briefly.

Place:

Signature of the Reviewing Authority

Date:

Name in block letters

Designation

(During the period of Report)

INSTRUCTIONS

1. The confidential report is an important document. It provides the basic and vital input for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through CR should be used as a tool for human resource development. Reporting officer should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority has made the report without due care and attention he shall record a remark to that effect in Part III, Col(2). The Government shall enter the remarks in the CR of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like Outstanding, Very good, Good, Average, below average, etc., while giving your comments against any of the attributes.
6. The Reporting Officer, shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officers. The targets/goals shall be set at the commencement of the reporting year i.e., April in the case of All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.

8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appriasee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:—

- (i) If the Officer's integrity is beyond, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:—
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the CR to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he had heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the CR.
 - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) or (c) above.

(MINISTRY OF HOME AFFAIRS OM No. 51/4/64-Estt(a), dt. 21.6.1965)

Sd/-

N. Sanyal

Under Secretary to the Govt. of India.

GOVERNMENT OF INDIA'S DECISIONS

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 2

(I) DOCUMENTS TO BE KEPT IN THE ACR DOSSIERS

1. *Placing letters of appreciation/commendation granted in ACR Dossiers*

I am directed to invite attention to item (i) of this Department's Order No. 11059/8/76-AIS(III), dated the 26th April, 1976 and to say that some State Governments have sought clarifications as to the nature of letters of appreciation which could be included in the Confidential reports of the members of All India Services.

The matter has been considered and it is clarified that the general policy in this regard should be to discourage the practice of placing letters of appreciation or notes of commendation granted to members of the All India Services in their Confidential Roll dossiers. However, exceptions may be made in the following types of cases: -

5. Letters of appreciation issued by Government or Secretary or Head of Department in respect of any outstanding work done by a member of the Service.

(ii) Letters of appreciation issued by special bodies or Commissions or Committees, or excerpts of reports of such bodies expressing appreciation for a member of the Service by name.

(iii) Letters of appreciation from individual non-officials or from individual officials (other than a Secretary or Head of Department) if confined to expressing appreciation of service rendered by the member of the Service far beyond the normal call of duty, and provided the Secretary or the Head of the Department so directs.

Appreciation of an officer's work should more appropriately be recorded in the annual confidential report rather than in a letter of appreciation which does not give a complete perspective of his good and bad points. The mere fact that a stray letter of appreciation goes into his Confidential Roll dossier does not give the officer undue advantage in the matter of promotion which is governed more by consideration of general and consistently high performance than by occasional flashes of good work.

These instructions are being issued in exercise of the powers of Central Govt. Under Rule 10(A) of the AISI Rules 1970.

[Letter No. 11059/7/77-AIS(III), dated 31/5/1977]

2. *Placing Evaluation sheets in respect of training programmes sponsored by Government of India of duration of 4 weeks or more.-*

I am directed to refer to this Department's order of even number dated 5.1.89 regarding placing evaluation sheets in respect of training programmes of duration of four

weeks or more sponsored by Govt. of India in the CR dossiers of AIS Officers as provided in Government of India's decision (vii) below rule 2 of AIS(CR) Rules, 1970. A doubt has arisen as how to deal with any adverse remarks that may be recorded in such evaluation sheets

(1) Adverse remarks, if any recorded in the evaluation sheets for such training programmes shall be communicated to the officer concerned by the respective State Govts. In the case of officers on Central deputation, adverse remarks shall be communicated to the concerned officers by the Establishment Officers' Division of this Department.

(2) Representation from officers on Central deputation against adverse remarks, if any, may be forwarded to the Establishment Officer's Division of this Department for consideration. The cases of officers serving in State Govt. may be dealt with by the respective State Govts.

(3) It is further clarified that adverse remarks recorded in such evaluation sheets carry all the attributes of adverse remarks recorded in ACR and hence the statutory provisions relating to communications of adverse remarks recorded in ACR, considerations of representation against these etc. shall be followed as provided in the AIS (CR) Rules, 1970.

It is requested that the above provisions may be brought to the notice of all concerned for compliance.

[Letter No. 11059/18/88-AIS(III) dt. 18.12.89]

3. Documents to be kept in the ACR Dossiers.-

In pursuance of clause (b) of rule 2 of the All India Service (Confidential Rolls) Rules, 1970, the Central Government hereby specifies the following documents to be included in the confidential roll, as defined in that clause namely:-

(i) Letters of appreciation/Resolution issued by the Government to a member of the All India Service; record about any medals, award etc. awarded to him in recognition of his services.

(ii) Copy of order imposing on the member of the Service any of the penalties specified in the All India Services (Discipline and Appeal) Rules, 1969.

a) Copy of the communication addressed to a member of the Service warning him or conveying the displeasure or reprimand by the Reporting Authority/Reviewing Authority/Accepting Authority to which a reference is made in the Confidential Report for the relevant period.

(b) Copy of the Communication addressed to a member of the Service conveying warning, or displeasure, or reprimand, of the Government."

(iii) Record of final result of the inquiry into the charges or allegations against a member of the Service; mentioned in his confidential report.

- (iv) Copies of certificates regarding languages learnt by the member of the Service.
- (v) Copies of certificates regarding educational qualifications acquired by the member of the service after entering the Service.
- (vi) Copies of :-
- (a) Certificates and mark sheets regarding training (excluding certificates for one-week training programmes) received by a member of the Service; and
 - (b) Evaluation Sheets in respect of training programmes sponsored by Government of India or duration of four weeks or more
- (vii) Record about any books, articles and other publications brought out by a member of the Service or for the publication of which he may be responsible.

NOTE 1. - Mention of items (iv) and (v) may also be made on the first page of the C. R. Dossier in the Columns "Languages Known" and "Educational Qualifications" respectively.

NOTE 2.-Details of the training under item (vi) may also be mentioned on the first page of the C.R. Dossier below the column "Educational Qualifications"

NOTE 3.-Information relating to item (vii) may be entered in a separate list to be kept in the C.R. Dossier. Copies of the articles, books and other publications need not be kept in the C.R. Dossier. No distinction is to be made between articles, books and other publications of a professional and those of a non-professional nature.

{No.11059/8/93-AIS (III), dated the 3rd Dec., 1993}

(II) EFFECT OF WARNING, DISPLEASURE, REPRIMAND ETC. KEPT IN ACRS.

1. *Effect of warning, displeasure, reprimand etc.-*

Ref:

- 1) DP & AR Order No. 11059/16/79-AIS (III), dated 23.5.80
- 2) DP & AR letter No. 11018/5/79-AIS (III) dated 3.4.81
- 3) DP & T letter No. 11059/5/91-AIS (III) dated 25.2.91
- 4) DP & AR Order No. 11018/5/79-AIS (III) dated 31.3.81
- 5) DP & T Order No. 11059/18/85-AIS (III) dated 10.12.87

I am directed to refer to this Departments order mentioned above regarding the procedure for placing of warnings, reprimand etc. given to the members of All India Services, in the Confidential Rolls. According to Rule 2 (b) of All India Services (CR)

Rules, 1970, the confidential rolls of an officer includes the confidential report and other documents to be specified by the Central Government. Under the Government of India orders dated 23/5/80, as amended by the orders dated 31/3/81, mentioned above, the following documents can be included in the confidential rolls:

"Copy of the communication addressed to the member of the Service warning him or conveying the displeasure or reprimand of Government, to which a reference is made in the in the confidential report for the relevant period'.

2. The instructions issued vide this Departments letter no. 11018/5/79-AIS (III), dated 3rd April, 1981 provides that -

a) No reprimand or warning should be awarded to an officer at the conclusion of disciplinary proceedings; in case it is felt that some blame attaches to the officer which necessitates cognizance of such fact, the disciplinary authority should award one of the recognised penalties.

b) In the case of superior officer watching the work of a subordinate member of the Service, there may be occasion to criticise adversely the work of the officer reported upon, though the matter may not be serious enough to justify the imposition of a formal punishment. In such cases, the procedure for recording such warnings etc. in the ACR of the officer has been laid down in detail.

It is necessary in this context to distinguish between a warning issued at the conclusion of a departmental proceeding and a warning issued by way of caution to enable the officer to note his deficiencies and improve himself. As already clarified in this Department's letter dated 3/4/81 the former category has all the characteristics of a Censure and should not be resorted to; however, communications like warnings, displeasure, reprimand issued with a view to enable the officer to note his deficiency and improve himself has the characteristics of an adverse remark in the ACR of the officer.

Even in the cases where a warning etc. is issued to an officer with a view to bringing the deficiency in his performance to his notice for making improvements, a distinction has to be made between

c) Warning etc. issued by the Government; and warning etc. issued by the authorities other than the Government. Reprimands, warning and communications of displeasure etc. issued by the Government should straight away be placed in the confidential rolls of the officer. In so far as any warning issued by the reporting/reviewing/accepting authority is concerned, it would be obligatory for the authority concerned to follow the procedure laid down by this departments letter dated 3/4/81 refer to in para 2 above. In regards to warning etc. issued by any other authority including a constitutional authority other than the government it would be for the government to decide, after a careful consideration of the circumstances, whether the same should be placed in the CR of the officer.

In every situation where a copy of a communication of warning, reprimand etc. is placed in CR of the officer, such communication should be treated as an adverse remark in the ACR for the relevant period and the procedure prescribed for the communication

of adverse remark and consideration of the representation by the officer against the same should be followed.

{No.11059/8/93-AIS (III), dated the 3rd Dec., 1993}

(III) PRESCRIBING THE REPORTING, REVIEWING AND ACCEPTING AUTHORITIES

1. *Prescribing the reporting, reviewing and accepting authorities.-*

I am directed to refer to para 2 of this Department's letter No. 10(2) EO (PRd/75 dated the 24th January, 1975, wherein the State Governments were requested to adhere strictly to the definition of this terms "reporting", "reviewing" and "accepting". authorities as given in the All India Services (Confidential Rolls) Rules, 1970. In order to ensure uniformity in writing the confidential reports, it is requested that the State Governments may issue detailed instructions prescribing the reporting, reviewing and accepting authorities for various posts under the State Government to which normally members of the All India Service are appointed. A copy of such order may be endorsed to this Department for record.

[Letter No. 11059/3/75-AIS III, dated 16th Sept., 1975]

2. *Reporting Authority should be immediately superior to the member of the Service or any other authority empowered by the Government. -*

I am directed to say that there is an impression in some quarters that according to clause (e) of Rule 2 of the All India Services (Confidential Rolls) Rules, 1970, the Reporting Authority can be either the authority immediately superior to the member of the Service reported upon or such other authority as may be specifically empowered in that behalf by the Government. It is hereby clarified that subject to the provision of sub-rule (6) of Rule 5 of the said Rules, the authority who was, during, the period for which the confidential reports is written, immediately superior to the member of the Service, has necessarily to record his report on the performance of the member of the Service. In addition, any other authority may be specially empowered by the Government to act as the Reporting Authority. The use of the conjunction "and" to join two sub-clauses in clause (e), ibid makes the above position abundantly clear.

It is requested that the above clarification may be brought to the notice of all concerned so that the procedure followed in the matter of writing confidential reports on the members of the All India Services is in consonance with the rules.

[Letter No. 11059/5/77-AIS III, dated 8/7/1977]

3. *Reporting Authority should be in a higher grade of pay than the officers reported upon and the Reviewing Authority should be in a higher grade than the Reporting Authority*

I am directed to refer to Rule 2(e) of the AIS (CR) Rules, 1970, wherein the reporting authority has been defined as the authority or authorities supervising the

performance of the member of the Service reported upon as may be specifically empowered in this behalf by the Government.

2. It appears that some States have kept in view the seniority and pay scale of the reporting officer vis-à-vis the Member of the Service reported upon while assigning reporting authorities whereas others have not. Instances have come to the notice of this Department wherein ACRs of the members of All India Service have been initiated by officers belonging to the same batch or drawing pay in the same scale as that of the officer reported upon. In order to ensure that simmering bitterness is not caused and to preserve a esprit/de/corps it is considered desirable to have some uniformity in prescribing reporting and reviewing authorities.

3. It is suggested to the State Govts. that while assigning reporting/reviewing authorities efforts may be made to ensure that a member of the Service or any other officer does not initiate the C.R. of another member of the Service in the same grade of pay. It is also desirable that the reviewing authority is in a higher grade than the reporting authority within the limits of administrative convenience.

{No. 11059/4/89-AIS.III, dated the 28th December, 1990.}

(IV) CHANNEL OF WRITING ACRS

1. *Laying down channels for recording of remarks by the Ministries/Departments of the Government of India.-*

The undersigned is directed to say that in case of members of the All India Services serving in connection with the affairs of the Union or any public sector undertaking, autonomous or other body within the administrative purview of the Government of India, the concerned ministries are authorised to lay down the channel of recording of remarks in the ACRs of the members of the service as provided for in the All India Services (Confidential Rolls) Rules 1970.

2. It may be pointed out that especially in cases of public sector undertakings, cooperatives and other autonomous bodies, the actual channel of supervision and the linkage thereof may not be clear and, therefore, it is all the more necessary that the linkage and consequently the channel for recording the remarks in the ACRs of the officer needs to be laid down clearly by the ministries concerned with the approval of the competent authority.

3. It has been noticed that some ministries are yet to lay down the channel of recording of the ACRs in case of members of this service serving within their administrative purview especially in the case of cooperatives, autonomous bodies, etc. It is requested that the situation may please be got rectified immediately and orders issued in this regard may be endorsed to this Department for information.

[No. 11059/9/93-AIS, dated the 30 August, 1993]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 3

Retention of ACRs

I am directed to say that enquiries in the recent past have been received from certain State Government as to the period for which the Confidential Rolls of the members of the All India Service who retired and/or who die while in service should be retained. It is hereby clarified that the Confidential Rolls relating to a deceased officer may be destroyed after a period of two years after his death or retirement.

[Letter No. 11059/16/76-AIS (III) dated 26/2/77]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 5

(I) TIME SCHEDULE FOR WRITING ACRs.

1. Adhering to time schedule for writing ACRs.-

A question has been raised as to what exactly is meant by the term 'immediately thereafter' in sub-rule (2) of rule 5. It is clarified that the confidential report in such cases may ordinarily be written within a period of two months from the date of relinquishment of charge of the reporting authority or the officer reported upon as the case may be.

{F.No.11059/1/81-AIS-III dated 18.3.1981}

2. Adhering to time schedule for writing ACRs.-

According to the previous contained in sub-rule (1) of Rule 5 of the Indian Administrative Service (Confidential Rolls) Rules, 1970, a confidential report assessing the performances, character, conduct and qualities of every member of the service shall be written for each financial year, or calendar year, as may be specified by the Government, ordinarily within two months of the close of the said year. Further sub-rule (2) of Rule 5 *ibid* provides that a confidential report shall also be written when either the reporting authority or the member of the service reported upon relinquishes charge of the post and, in such a case, it shall be written at the time of relinquishment of his charge of the post or immediately thereafter. Instances have come to notice wherein the provisions contained in the above said sub-rule (1) & (2) of Rule 5 *ibid* are not being strictly followed. The delay in writing of the Confidential Reports defeats the very object of writing Confidential Reports in as much as it deprives the affected officers concerned to improve their performance and rectify the defects, if any pointed out by the reporting officers.

It is, therefore, requested that special efforts should be made to ensure that the provisions contained in sub-rule (1) & (2) of rule 5 of the All India Services (Confidential Report) Rules, 1970 are strictly complied with.

[F. No. 11059/13/82-AIS (III), dated 11.1.84.]

3. Time schedule and procedure of recording adverse remarks/advisory remarks

Copy of letter No. 11059/8/86-AIS(III) dated the 16th Feb., 1987 from Shri N. Sanyal, Under Secretary, Department of Personnel & Training, North Block, New Delhi to the Chief Secretaries of all the State Governments and Secretaries to Govt. India.

I am directed to say that the format for writing of Confidential Report on a member of IAS has been revised under this Department Notification No. 11059/7/86-AIS(III) dated 10.6.86. It has been emphasized that performance appraisal through Confidential Reports should be used as a tool for human resource development and it should be a joint exercise between the officer reported upon and the reporting officer so as to bring out the truest possible picture of the appraisee in regard to his strengths and deficiencies and the potential for growth. With a view to achieving these objectives, the All India Services (Confidential Rolls) Rules, 1970 have been amended vide Notification No. 11059/8/86-AIS(III) dated 21.1.87. The amendments are self-explanatory.

In the context of the amendments made in the All India Services (Confidential Rolls) Rules referred to above, the following instructions in regard to filling of the format of the CR are laid down:-

(i) Under Rule 5(1) as amended, a Confidential Report assessing the performance, character and conduct and qualities of a member of the service shall be written within two months of the close of the financial year or calendar year, as the case may be. In view of this stipulation, the member of the service reported upon to whom Form I or Form II of the CR is applicable should fill in Part II of the CR form and submit it to the Reporting Officer within one month from the date of receipt by him, of the form.

(ii) It is envisaged that the reporting/reviewing/accepting authorities may also make remarks in the nature of counsel or advice to the officer. Rule 8, as amended in the aforesaid notification, lays down that where the reporting/reviewing/accepting authority records an adverse remark, he shall record a note to the effect that the remark is adverse remark. Such authority shall also prepare a contemporaneous note containing the facts and circumstances and the reasons for recording the adverse remark and keep the note as an aide memories which he may use while furnishing his remarks on any representation made by the officer concerned against the adverse remark.

iii) Instruction/advice/counsel given by the reporting/reviewing/accepting authority in the CR shall not be taken as matters adverse to the officer reported upon. These remarks are instructive remarks designed to help the officer to improve his performance and should be treated by the Departmental Promotion Committees and Selection Committees as such.

(iv) The instructions/advice/counsel given to the officer during the period of report and his response to such instructive remarks/advice/counsel and the improvement or lack of improvement shown by him in his work, performance and conduct shall be recorded by the Reporting authority in the column 'General Assessment'.

The aforesaid instructions may kindly be brought to the notice of all the Reporting/Reviewing Accepting authorities and to the Departmental Promotion Committees and Selection Committees, connected with the members of the IAS.

[Letter No. 11059/8/86-AIS(III) dt. 16.02.1987]

4. Time schedule for completion and proper writing of ACRs. -

I am directed to invite a reference to this Ministry's circular of even number dated 26th May, 1988 regarding writing not to award the penalty of Rules. In that circular the time schedule for writing CRs has been elaborately described. In spite of these elaborate guidelines, it is noticed In spite of these clear guidelines, it is noticed that CRs forms are not being received by us in time. The CRs are not being written properly in many cases. In place of narrative details, only words in singular are used. It is, therefore, requested that the Reporting and Reviewing officers should be instructed to pay sufficient attention to writing of CRs and devote sufficient time to writing CRs and submitting the same timely.

In respect of the CRs for the year 1988-89, the following time schedule is suggested: -

- (a) The officers reported upon should complete their self-appraisal and submit their CR forms to their respective Reporting Officers latest by 30th April, 1989.
- (b) The Reporting Officers should record their observation by 15.5.89.
- (c) The Reviewing Officers should complete their observations by 31.5.89,
- (d) The Accepting authority should record his remarks by 15th June, 1989.
- (e) Copies of the CRs with complete entries should be sent to GOI so as to reach New Delhi before 30th June, 1989. In respect of IAS, the CRs should be sent to the Establishment Officer.

[DP&AR letter No.11059/3/88-AIS (III) dated 06.04.1989]

5. Time Schedule for completion of ACRs.-

I am directed to refer to this Department letter No. 11059/8/86-AIS(III) dated 16.2.1987 where instructions were issued, inter-alia, to the effect that the member of the service reported upon to whom Form or II of the CR is applicable should fill in Part II of the CR from and submit it to the Reporting Officer within one month from the date of receipt of the form by him.

2. The matter has been further considered and it has been decided to prescribe a time limit for the writing of the Self-assessment/report by the Reporting Authority in addition to the statutory provision. Accordingly, the details of time-frames prescribed regarding furnishing of CR forms to the officers reported upon, completion of his self-assessment and writing of report by the Reporting Authority should be regulated as per the table enclosed.

3. This may be brought to the notice of all concerned officers.

Category of cases	When CR is to be given to the officer reported upon	Time Schedule for Officer reported upon for completing Part-II	Time Schedule of Reporting Officer to complete CR
(a) Report at the end of Reporting Year	March/December depending on reporting year.	30 th April/31 st January	31 st May/28 th February
(b) Report in the event of relinquishment of charge by officer reported upon	Along with the communication regarding relinquishment of post	Within 15 days of receipt of CR Format.	Within 15 days of receipt of self-assessment
(c) Report in the event of relinquishment of charge by Reporting Officer	Along with the communication regarding relinquishment of post	Within 15 days of receipt of CR Format	Within 15 days of receipt of self-assessment but not later than 1 month after relinquishment.
(d) Report in the event of retirement of officer reported upon	The month preceding the month in which the Officer reported upon is due to retire	Within 15 days of receipt of CR Format	Before the retirement of the officer reported upon.
(e) Report in the event of retirement of Reporting Officer	The month preceding the month in which the Reporting Officer is due to retire	15 days before the retirement of Reporting Officer	*Within one month of retirement of Reporting Officer

Note:- If the officer reported upon does not submit the CR after duly completing Part-II within the time schedule prescribed in column 3 above the reporting authority shall write the report without the self-assessment and submit to the reviewing authority.

[DP&AR Notification No. 11059/3/88-AIS(III) dt. 26.05.1988]
DP&T Notification No. 11059/5/91-AIS (III) dt. 05.03.1992

(II) CHANNEL OF WRITING ACRs OF CVOs.

1. Channel of writing ACRs of Chief Vigilance Officers in the Ministries/Departments of Government of India, Central Public Sector Undertakings, etc.-

I am directed to say that the authority to record remarks in the Annual Confidential Reports of All India Service Officers has been provided for in Rules, 5,6 and 6A of the All India Services (Confidential Rolls) Rules, 1970. The particular Channels for writing the ACRs are prescribed by the concerned Ministries/Departments in the Government of India and by the State Governments in the case of All India Services officers working in connection with the affairs of the States.

2. As per the provisions contained in the para 7 of the Ministry of Home Affairs' Resolution No. 24/7/64-AVD dated the 11th February 1964, the Central Vigilance Commissioner (CVC) has been empowered to assess the work of Chief Vigilance Officers and Vigilance Officers and to record such assessments in their character rolls. In accordance with the existing practice, the CVC records his assessment of the work done by the CVOs on a separate sheet which is later added to the confidential character rolls of the officer concerned. In order to further streamline the procedure in this regard, it is felt that a measure of uniformity needs to be brought about in the channel for recording remarks in the confidential reports of officers working as Chief Vigilance Officers etc.

3. It is, therefore, considered that the Annual Confidential Report of Chief Vigilance Officers of Public Sector Undertakings/Organisations, whether working on a full-time or part-time basis should be initiated by the Chief Executive (Chairman/Chairman-cum-managing Director/Managing Director, as the case may be) of the concerned organisation/undertaking, reviewed by the Secretary of the Administrative Ministry/Department (Wherever such review is presently being done, depending on the level of the CVO) and will be sent to the Central Vigilance Commissioner for adding his remarks as the accepting authority.

4. In respect of Chief Vigilance Officers in the Ministries and Departments of the Government of India and their attached/subordinate Offices who look after the vigilance functions in their respective organisations in addition to their normal duties, the assessment made by the Central Vigilance Commissioner will continue to be recorded on a separate sheet to be subsequently added to the confidential rolls of the officer concerned.

5. It is requested that instructions in regard to the channel for writing the ACRs of Central Vigilance Officers as mentioned above may please be circulated to all concerned offices/ organisations/undertakings in their administrative purview and the same may please be intimated to this department for information.

[No. 11059/2/93-AIS (III), dated the 13 March, 1993 & 14th April, 1993]

(III) WRITING OF REPORTS – ON DEPUTATION

1. *Writing of reports on officers on deputation to International Organisations, Autonomous Bodies not controlled by the Govt. or Private Bodies.-*

The first proviso to rule 5 of the AIS (CR) Rules, 1970 regulates the manner of writing Confidential Reports in respect of officers of the All India services deputed to serve in an International Organisation. This provision is attracted in respect of officers deputed by the Government of India to serve in International Organisations as nominees therein of the Government of India.

2. Members of these services have also been accorded sanction to serve in International Organisations, Autonomous Bodies not controlled by the Government or in Private Bodies under Rule 6(2)(ii) of the Cadre Rules. The first proviso to Rule 5(1) of the AIS(CR) Rules, 1970 is not attracted in respect of officers who serve in International Organisations other than as nominees of the Government of India. Presently, there are no guidelines in the matter of writing of ACR in respect of the members of the Services who serve in International Organisations other than in the manner referred to above, in Autonomous Bodies not controlled by the Government and in Private Bodies.

3. The matter relating to the writing of Confidential Reports in respect of members of the All India Services who are accorded permission to serve in International Organisation, Autonomous Bodies not controlled by the Government and Private Bodies has been carefully considered and it has been decided that:

(1) No Annual Confidential Report under the AIS(CR) Rules, 1970 shall be written in respect of a member of the All India Services for the period of service in an International Organisation (other than on deputation by the Government of India), and in Private Bodies. Any assessment Report for the period of service in such organisations shall not form part of the ACR dossier of the officer but shall be kept along with the other personal record maintained by the Central Government/State Government.

(2) In respect of autonomous bodies not controlled by the Government:-

(i) Where the members of the service are appointed by or in the name of the Government of a State or the President of India:

(a) The Reporting/Reviewing authority may be the autonomous body itself or another member of an All India Service or a Government servant on deputation to the Autonomous Body either from the Central Government or State Government supervising the performance of the member of the service or the performance of the reporting authority, as the case may be.

(b) The Accepting Authority shall be the Autonomous body.

(ii) Where the members of the body are not appointed by or in the name of the Governor of a State or the President of India, no Annual Confidential Report under the AIS(CR) Rules, 1970 shall be written in respect of a member of the All India Services for the period of service in the autonomous body. Any Assessment Report for the period of service in such autonomous body shall not form part of the ACR dossier of the officer but shall be kept along with the other personal records maintained by the Central Government/State Government.

[No. 11059/9/97-AIS (III), dated 12.9.97]

(IV) WRITING OF REPORTS OF JOINT SECRETARIES, DIRECTORS IN CHARGE OF THE PUBLIC SECTOR UNDERTAKINGS

1. *Writing of reports of Joint Secretaries, Directors in charge of the Public Sector Undertakings.-*

The undersigned is directed to forward herewith a copy of the O.M No. 21011/2/2000-Estt.(A) Dated 9.3.2000 laying down the procedure for writing ACRs of Joint Secretaries and Directors of PSU prescribed therein shall apply mutatis mutandis to member of All India Services also.

2 The creation of the Department of Disinvestment, which is fully dedicated to and responsible for disinvestments, it has become necessary to equip this Department with appropriate control, only for the purpose of disinvestments, over the officers of administrative Ministries dealing with the Public Sector Undertakings.

3. It has, therefore, been decided that for implementation of Government's Decisions relating to disinvestments of Government equity from a PSU, the JS or the Director in charge concerned with the PSU in the administrative Ministry would continue to be responsible. He/She would, therefore, put up the files to Secretary/Minister DOD instead of the Secretary/Minister of the administrative Ministry concerned, using the existing intermediate channels. It has also been decided that the ACRs of such a Joint Secretary or Director in charge would be written at the level of Secretary to Government by both, Secretary of DOD as well as the Secretary of the administrative Ministry in the following manner: -

- (i) ACR of officer concerned would be first written by the Secretary of the administrative Ministry/Department under whose administrative control the PSU falls.
- (ii) The Secretary, DOD would also written a report on JS or Director in charge of the PSU in the administrative Ministry/Department. If the Director/Joint Secretary of the administrative Ministry/Department is looking after more than one component of work in addition to the disinvestments work, then the report/review/acceptance of the ACR by the DOD will be limited only to the disinvestments component of work.
- (iii) The report referred to at (i & ii) above would then be submitted to the Minister-in-Charge of the administrative Ministry for a review.
- (iv) After the review by the Minister-in-Charge, the report would be submitted to the Minister-in-Charge of DOD for his countersignature.
- (v) Where the Minister-in-Charge in administrative Ministry is the Prime Minister himself, the report at (i & ii) above would in the first instance be submitted to the Minister-in-Charge, DOD for a review and thereafter submitted to PM.
- (vi) The ACR will be recorded in Form II of the format prescribed for IAS officers (Super Time Scale).

[O.M. No. 11059/3/2000-AIS-III, dated the 24th March, 2000]

2. Writing of ACRs of Joint Secretaries/Directors/Deputy Secretaries handling the work relating to PSUs in the administrative Ministry under the control of which the PSUs fall.-

The undersigned is directed to refer to this Department's Officer Memorandum of even number dated 9th March, 2000, laying down the procedure for writing of ACRs of Joint Secretaries/Directors/Deputy Secretaries handling matters on PSUs in the administrative Ministry under the control of which the PSUs fall. Those instructions have been reviewed and the following decisions have been taken:-

- (i) One ACR on the officer concerned would be written by the Secretary of the administrative Ministry/Department under the administrative control of which the PSU falls. This report will be reviewed by the Minister in charge of and administrative Ministry concerned.
 - (ii) Another ACR on the officer would be written by the Secretary, Department of Disinvestment and reviewed by the Minister in charge of the Department of Disinvestment. If the concerned officer (Director/Joint Secretary/Deputy Secretary) of the administrative Ministry/Department is looking after more than one component of work in addition to the disinvestment work, then the report/review of ACR by the Secretary/Minister in charge of the Department of Disinvestment will be limited to only the disinvestment component of work.
 - (iii) The ACR will be recorded in the relevant prescribed format. The present system of recording of remarks by 'Accepting Authority' would continue as per the dispensation prevailing in the concerned Departments depending upon the prescribed channel of ACR writing in that Ministry/Department. The ACRs so recorded shall be collated in the administrative Ministry for onward transmission to the cadre controlling authority.
 - (iv) These orders will come into effect immediately.
2. The Ministry of Commerce & Industry etc. may kindly note the above instructions for their guidance and compliance.

[O.M.No.21011/02/2000-Estt. (A), dated the 6th December, 2000]

3. Writing of ACRs of Joint Secretaries/Directors in charge of the Public Sector Undertakings in the Administrative Ministry under whose control the PSU falls.-

The undersigned is directed to state that vide this Department's Officer Memorandum of even number dated the 24th March, 2000, forwarded a copy of O.M. dated 9th March, 2000, laying down the procedure for writing of ACRs of Joint Secretaries/Directors/Deputy Secretaries handling matters on PSUs in the administrative Ministry under the control of which the PSUs fall. Those instructions have been modified vide this Department's O.M. No. 21011/2/2000-Estt.(A) dated 06/12/2000 (copy enclosed). The revised instructions will apply mutatis mutandis to members of the All India Service also.

2. It is requested that the above said instructions may be brought to the notice of members of All India Services dealing with the Public Sector Undertakings.

[O.M. No.11059/03/2000-AIS (III), dated the 7th February, 2001]

(V) WRITING OF CONFIDENTIAL REPORTS ON THE INTEGRATED FINANCIAL ADVISERS (IFA)

1. Writing of Confidential Reports on the Integrated Financial Advisers (IFA). -

The undersigned is directed to say that the Cabinet had in August, 1975, while approving the scheme of Integrated Financial Advisers, noted that the IFA attached to a Ministry would be selected jointly by the administrative Ministry and the Finance Ministry even though he would be under the administrative control of the Ministry appointing him. It was considered that this arrangement would help in rendering objective and dispassionate advice by the IFA, on all financial matters. It is in this light that the question of devising suitable arrangements for the assessment of the performance of IFA both by the administrative Ministry and the Finance Ministry was considered and the following decisions taken:-

- (1) The confidential report on the Integrated Financial Advisers would be initiated by the Secretary of the administrative Ministry/Department to which the IFA is attached.
- (2) Where the IFA is attached to more than one Ministry/Department, the Secretaries in the Ministries/Departments concerned would write separate reports.
- (3) The Secretary in the Ministry of Finance, dealing with the officer reported upon, would write a report on each of the Integrated Financial Adviser.
- (4) The report referred to at (1,2 & 3) above, would then be submitted to the Minister-in-Charge of the administrative Ministry for a review.
- (5) After review by the Minister(s) in the administrative Ministry/Ministries report or reports would be submitted to the Finance Minister for his counter signature.

Where the Minister in the administrative Ministry is the Prime Minister himself, the report referred to at (1,2, &3) above would be, in the first instance, be submitted to the Finance Minister for a review and thereafter submitted to the Prime Minister who would act as the counter signing authority.

[O. M. No. 21011/2/77-Estt. (A) DP&AR, dated the 22nd June, 1977]

(VI) WRITING OF CRS ON MOS WHO ARE ON DEPUTATION UNDER A FOREIGN GOVERNMENT

1. *Writing of CRs on moS who are on deputation under a foreign Government. -*

In pursuance of the proviso to sub-rule (1) of rule 5 of All India Services (Confidential Rolls) Rules, 1970, the Central Government hereby specifies that in the case of the member of an All India Services who is deputed for service under a foreign Government, except the Government of Bhutan, writing of confidential report as required under sub-rule (1) aforesaid, is dispensed with.

{DP&AR order 11059/1/75-AIS-III, dated 28.7.1975}

VII) WRITING OF ACRS OF MEMBERS OF THE INDIAN FOREST SERVICE

1. *Writing of ACRs of members of the Indian Forest Service.-*

Attention of the State Government is invited to this Ministry's letter No. 14/20/2000-SU dated 28th September, 2000 vide which a copy of order dated 22/09/2000 passed by the Hon'ble Supreme Court in I.A. No. 424 (Civil Writ Petition No. 202 of 1995) : T.N. Godavarman Thirumulkpad had been forwarded for implementation of various directions given by the Apex Court.

2. One of the directions of the Apex Court was in regard to writing of Annual Confidential report of the members of the Indian Forest Service. The Hon'ble Supreme Court had directed that upto the officers of the rank of Addl. Principal Chief Conservator of Forests the reporting authority has to be the immediately superior officer within the Forest Department. It is only in the case of Principal Chief Conservator of Forest that the reporting authority would be a person other than the one belonging to the Service because there is no one superior to him within the EFS. Therefore, in his case the reporting authority would be a person to whom he reports and who is superior to him in hierarchy.

3. Keeping in view the directions given by the Hon'ble Supreme Court, all the State Governments are advised to ensure that for writing the Annual Confidential Reports of the IFS officers upto the rank of Additional Principal Chief Conservator of Forests, the reporting authority should be their immediate superior authorities in the Forest Department. As regards reviewing/reporting authority in relation to officers of the rank of Addl. Principal Chief Conservator of Forests and Principal Chief Conservator of Forests, the concerned authority would person who is familiar with their work and that will be the person to whom addl. PCCF/PCCF reports and who is superior to them in rank and hierarchy.

4. The State Government may, if necessary direct the Collectors and Commissioners to record their comments on a separate sheet about the performance of the IFS officers in relation to implementation of developmental work (including 20-point programme) funded by the District Administration for being considered by the superior departmental officers at the time of writing of ACRs.

5. The State Governments are requested to ensure that the directions given by the Hon'ble Supreme Court in the matter of writing of ACRs, as explained above, are strictly followed.

[Copy of the Ministry of Environment & Forest's letter No. 2019/01/2001-IFS-I, dated the 8th November, 2001]

(VIII) WRITING OF ACRS OF ALL INDIA SERVICES OFFICERS – INSTRUCTIONS REGARDING

1. Writing of ACRs of All India Services Officers – instructions regarding.

The Hon'ble Supreme Court in I.A. No.424 in Writ Petition (Civil) No. 202 of 1995 (T.N. Godavarman Thirumulkpad Vs. Union of India & Others) had considered the issue of the competent authority to write the confidential report of Forest Department Officers (implementation of the judgement of the Hon'ble Supreme Court). The Ministry of Environment & Forests issued instructions vide letter No. 22019/1/2001-IFS-I dated 8th November, 2001 (Copy enclosed) .

2.1 This Department filed I.A.No. 477/2003 for modification or clarification of the above order of the Hon'ble Supreme Court. The Hon'ble Supreme Court directed that the matter be heard by the Central Empowered Committee (CEC), constituted by the Hon'ble Supreme Court of India. The CEC has agreed with the views of Department of Personnel & Training (DOP&T) that the Hon'ble Court's order dated 22.09.2000 was issued in a particular context and should not be generalized to cover other Services. It

has also agreed with the view of the DOP&T that if the Forest Officer is working in the Secretariat or other Departments where his immediate supervising officer is a non-forest officer, his C.R should be written by such an officer (para 8(x)).

2.2 The relevant recommendation of the CEC is reproduced below:-

“In the light of the above, the Committee is of the considered view that this Hon’ble Court’s order dated 22.09.2000 requires no modification. The Hon’ble Court’s order has set right the anomaly that existed in the State of Madhya Pradesh regarding CRs of the Forest Officers. The Hon’ble Court’s order is not inconsistent with the amended CR Rules. It may be clarified that the order of 22.09.2000 of this Hon’ble Court is applicable only for reporting, reviewing or accepting the confidential reports of the Forest Officers working within the Forest Department and is not applicable for Forest Officers working outside the Department or for other Services”.(para 10) .

2.3 In pursuance of the recommendations of CEC, the Hon’ble Supreme Court has in its order of 26th April, 2004 in I.A.No. 1035, (Report of the Central Empowered Committee in I.A. No. 776) in WP (Civil) No. 202 of 1995 , agreed with the same and has dismissed I.A.No. 424 and disposed of I.A.No. 1035. A copy of the Recommendation of the CEC can be made available on request.

2.4 It is therefore, clarified that the order passed by Hon’ble Supreme Court on 22.9.2000 is applicable to Forest Officers working within the Forest Department and is not applicable to Forest Officers working outside the Department. It is also clarified that if the Forest Officer is working in the Secretariat or other Department where his immediate superior officer is a non-Forest officer, his CR should be written by that superior officer. This order of the Hon’ble Apex Court is also not applicable to other Services viz., the Indian Administrative Service and the Indian Police Service.

[DOPT O.M. No.22012/4/2001-AIS(III) dated 2nd September, 2004]

2. Writing of reports by the Reporting/Reviewing/Accepting Authorities after demitting office.-

Clarifications have been sought in the matter of writing, reviewing, accepting of an Annual Confidential Report of a member of the Service by a person who is not a Government servant. The same is clarified as under:-

(i) The Reporting Authority, Reviewing Authority or the Accepting Authority, as the case may be shall not be competent to write a Confidential Report in respect of a member of the Service after he demits office.

{Rule 5 of All India Services (Confidential Rolls) Rules, 1970}

(ii) The Reviewing Authority or the Accepting Authority, as the case may be, shall not be competent to review a Confidential Report in respect of a member of the Service after one month of the date on which he demits office.

{Rule 6 of All India Services (Confidential Rolls) Rules, 1970}.

(iii) The Accepting Authority shall not be competent to accept and counter-sign a Confidential Report in respect of a member of the Service after one month of the date on which he demits office.

{Rule 6 A of All India Services (Confidential Rolls) Rules, 1970 }.

[Letter No. 11059/6/96-AIS(III), dated 14th May,1996]

3. Writing of Annual Confidential Reports in the mid year.-

I am directed to state that as per Rule 5 of AIS (CR) Rules, a confidential report shall be written at the time if the reporting authority, or the officer reported upon relinquishes the charge of the post. However, it is felt that the ACRs in respect of an officer are supposed to be completed at three levels. It is the report of the reviewing authority/accepting authority which is supposed to assess the qualitative character of the reporting authority's report. In that way they have the role of a moderator in this respect.

Keeping in view of the above aspect, it has been decided that whenever a reporting/reviewing/accepting authority retires/demits office before the completion of the financial year, the self-appraisals/remarks in the ACR, as the case may be, on the concerned officers should be written for the part period and they should be submitted well in time before such authority so that they are written by them before the last date up to which he is competent/authorized to report/review/accept the report, as the case may be.

[Letter No. 11059/20/99-AIS-III, DP&T, dated 28.12.1999]

4. Writing of reports by two reporting authorities. -

The undersigned is directed to refer to Department of Culture's O.M dated 10.2.2000 on the subject mentioned above and to say that the Rule 5(3) of the IAS (CR) Rules, 1970 allows for more than two reports for the same year subject to the condition that both the officers have watched the performance of the officer reported upon for a period of three months or more.

As regards divergence of views in regard to grading by the reporting officers, it is clarified that the matter relating to assessment of grading may be left to the discretion of the reviewing/accepting authority. In case of the two reviewing authorities, the same will be decided by the accepting authority.

[O. M. No. 11059/7/2000-AIS-III, Dated the 25th May, 2000.]

(VIII) TREATMENT OF THE PERIOD OF TRAINING/LEAVE ETC. FOR THE PURPOSE OF COMPUTING 3 MONTHS

1. Treatment of the period of training for the purpose of computing 3 months under Rule 5(4) & 5(5) of AIS (CR) Rules, 1970.-

I am directed to say that as per rule 5(5) of the AIS (CR) Rules where the reporting authority, reviewing authority and the accepting authority have not seen the performance

of a member of the Service for at least three months during the period for which the report is to be written, an entry to that effect shall be made in the confidential report for any such period by Government.

2. Doubts have been raised whether a period of training should be excluded from the period of the report for computing the 3 months period under Rule 5(4). The matter has been considered and it has been decided that as the member of the Service would not be physically present during the period of training and his performance cannot be observed by the reporting/reviewing/accepting authorities that period of training should be excluded from the period of the report.

3. For computing the 3 months period under Rule 5(4) also the above decision may be applied.

{Department of Personnel & Training letter No. 11059/3/91-AIS.III,dDated the 30
January, 1991}

2. Treating the period of Earned Leave for the purpose of computing 3 months for writing reports.-

I am directed to state that as per rule 5(4) of AIS (CR) Rules, 1970 where the Reporting / Reviewing / Accepting authorities have not seen the performance of a member of the Service for at least three months during the period for which the report is to be written, an entry to that effect shall be made in the confidential report for any such period by Government.

2. In case of training, it has been clarified vide letter No.11059/3/91-AIS-III, dated 30.1.1991 that since a member of Service would not be physically present during the period of training and his performance cannot be observed by the Reporting / Reviewing / Accepting authorities, that period of training should be excluded from the period of Report.

3. On the analogy of aforementioned instructions, it has been decided that where an officer has taken Earned Leave for a long period, which is being defined as more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for purposes of computing the period of three months which is relevant for writing of entries under Rule 5 (4) of AIS (CR) Rules, 1970. Leave taken for a shorter duration need not be treated as relevant for the purpose.

[Letter No. 11059/7/2003-AIS-III, dated the 11th November, 2003]

(IX) INTEGRITY COLUMN

1. Filling up 'Integrity Column'.-

Attention is invited to the instructions issued vide MHA O.M. No.51/4/64-Estt.(A) dated the 21st June, 1965, which are incorporated in the Note- below ACR Format under AIS(CR) Rules,1970 regarding filling up Integrity Column of a member of the All India Service. Instances have come to the notice of this Department where the prescribed

procedure regarding filling up the 'Integrity Column' has not been followed by the concerned authorities.

2. It is again emphasized that while filling up the '**Integrity Column**', the concerned authority should either write '**beyond doubt**' or the column should be **left blank** and the procedure prescribed therein should be followed. No other words such as 'certified' or 'not certified' should be used by the concerned authorities.

3. It is requested that these instructions may be brought to the notice of all concerned authorities.

[Letter No.11059/26 /2005-AIS (III), dated the 2nd January, 2006]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 6

1. Effects of warning on promotion

I am directed to invite a reference to Ministry of Home Affairs letter No. 7/4/59-AIS(II), dated the 20th March, 1959 and letter No. 7/5/60-AIS(III), dated the 4th May, 1960, the contents of which have been reproduced as Government of India decisions 3 and 4 under Rule 6 of the All India Services (Discipline and Appeal) Rules, 1969, at pages 122-23 of the All India Services Manual 4th Edition, Part I, and to say that the matter has been further considered and the following clarifications are given:-

(i) It has been stated in the Ministry of Home Affairs' letter No. 7/5/60-AIS(II), dated 4th May, 1960 that if it is decided, on the conclusion of disciplinary proceedings not to impose any of the prescribed punishments but to administer a warning or reprimand, mention of it should be made in the Confidential Roll. The Delhi High Court in the case of Shri Nadhan Singh vs the Union of India expressed the view that warning kept in the C.R. dossier has all the attributes of 'Censure' which is a formal punishment and which can only be awarded by the competent authority after following the procedure prescribed in the relevant disciplinary Rules. It has, therefore, been decided that where it is considered, after the conclusion of the disciplinary proceedings, that some blame attached to the officer concerned which necessitates cognizance of such fact, the disciplinary authority should award one of the recognized statutory penalties. If the intention of the disciplinary authority is not to award 'Censure', then no recordable warning or reprimand should be awarded.

(ii) In the Ministry of Home Affairs letter No. 7/4/59-AIS(II) of 20th March, 1959, it is stated that there may be occasions when a superior officer may find it necessary to criticize adversely the work of an officer working under him, and he may feel that while the matter is not serious enough to justify the imposition of a formal punishment, it calls for some informal action such as communication of a written warning, admonition or reprimand. It has now been decided that where such a warning/displeasure/ reprimand is issued, it should be placed in the personal file of the officer concerned. At the end of the year (or period of report), the reporting authority while writing the confidential report of the officer, may decide not to make a reference in the confidential report to the warning/displeasure/reprimand, if in the opinion of that authority, the performance of the officer reported upon after the issue of the warning or displeasure or reprimand, as the case may be, has improved and

has been found satisfactory. If, however, the reporting authority comes to the conclusion that despite the warning/displeasure/reprimand, the officer has not improved, it may make appropriate mention of such warning/displeasure/reprimand, as the case may be, in the relevant column in Part-II of the ACR from prescribed under the All India Services (Confidential Roll) Rules, and in that case a copy of the warning/displeasure reprimand referred to in the confidential report should be placed in the ACR dossier as an annexure to the confidential report for the relevant period. The adverse remarks should also be conveyed to the officer and his representation, if any, against the same disposed off in accordance with the procedure laid down in the rules.

2. It is requested that these instructions may be brought to the notice of the members of All India Services functioning under the State Government.

[No.11018/5/79-AIS (III), dated the 3rd April, 1981]

2. Procedure to issue a warning/displeasure/reprimand

I am directed to invite a reference to this Department's letter No. 11018/5/79-AIS.III, dated 3.4.81 followed when the Reporting authority decides to issue a warning/displeasure/reprimand to the officer reported upon. The question of placing in the CR the warning issued by the Government has been 3rd April, 1981 which indicates the procedure to be considered and it has been decided that as soon as the communication conveying the warning/displeasure/reprimand of the Government is issued to the member of the Service concerned, a copy there of shall be kept in his Confidential dossier.

Clause (iii) of Govt. of India under rule 2 of the AIS (CR) Rules, 1970 has been amended accordingly.

It is requested that these instructions may be brought to the notice of the members of the AIS functioning under the State Governments.

[Letter No.11059/18/85-AIS-III dt. 8.12.1987]

There is ambiguity in the above instruction. Hence, this may be revised as under:

"I am directed to invite a reference to this Department's letter No. 11018/5/79-AIS.III, dated 3.4.81, which prescribes the procedure to be followed when the Reporting authority decides to issue a warning/displeasure/reprimand to the officer reported upon. The question of placing in the CR the warning issued by the Government has been reconsidered. It has been decided that as soon as the communication conveying the warning/displeasure/reprimand of the Government is issued to the member of the Service concerned, a copy there of shall be kept in his Confidential dossier.

2. *Clause (iii) of Govt. of India's decision under rule 2 of the AIS (CR) Rules, 1970, specifying the documents to be kept in the CR Dossier, has been amended accordingly.*
3. *It is requested that these instructions may be brought to the notice of the members of the AIS functioning under the State Governments."*

[Letter No.11059/18/85-AIS-III dt. 8.12.1987]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 8

ADVERSE REMARKS

1. Communication of adverse remarks and consideration of representations thereagainst.-

Clarifications have been sought for by some of the State Government about the operation of rules 8 to 10 of the All India Services (Confidential Rolls) Rules, 1970. The following clarifications are given for the guidance in the state formal.

I. Rule 8-

(i) An adverse entry in the confidential report of a member of an All India Service, whether it relates to a remediable defect or an irreparable defect, should be communicated to him in full, but, while doing so, the gist of the good points should also be communicated. An adverse remark about integrity should also be communicated.

(ii) Where a confidential report on a member of an All India Service shows that he has made efforts to remedy or overcome defects mentioned in a preceding report, the fact should also be communicated to him in a suitable form and a copy of such communication should be added to the confidential roll.

(iii) The object is to let a member of the Service know that his good qualities as well as his defects had been recognised, and that notice had been taken of the improvement made by him.

(iv) It is not necessary to disclose the identity of the authority, which has recorded the adverse remark since what the member of the Service should be interested in are the defects/shortcomings which his superior authorities have found in his work and conduct and not the particulars of the superior authority which recorded them in the confidential report. Apart from this, the disclosure of the identity of the superior authority is also likely to lead to unpleasantness and personal animosity. It is, therefore, desirable that while communicating the adverse remarks to the member of the Service concerned, the identity of the superior authority making such remarks should not normally be disclosed.

(v) If, however, in a particular case, it is considered necessary to disclose the identity of the superior authority, it may be communicated.

(vi) The adverse remarks should be communicated under the orders of, and, wherever possible by an officer superior in status to the one to whom the remarks are being communicated.

II. Rules 9 and 10-

(i) Representations against adverse remarks should be objective, pertaining to the shortcomings noticed. It is found that the remarks were justified and the representation was frivolous, a note should be made in the confidential report of the member of the Service to the effect that he did not take correction in good spirit.

(ii) If, after consideration of the representation of the member of the Service against the adverse remarks it is felt that the remarks should be toned down, the necessary entry should be made separately within proper attestation at the appropriate place of the report. Correction should not be made in the earlier entries themselves. In the rare event of a conclusion being reached that the adverse remark was inspired by malice or was entirely incorrect or unfounded, and, therefore, deserved expunction, the remark should be scored through, pasted over, or obliterated otherwise, and an entry made with proper attestation and date to the effect that the remark has been expunged.

(iii) Representation against or explanation of adverse entries should not be added to the confidential roll. If the representation was well-founded, it would have resulted in the toning down or the expunction of the adverse remarks. If the representation was without substance, it has to be rejected. In either case, no useful purpose is served by adding the representation itself to the confidential roll.

[Letter No. 34/5/71-AIS III dated 9.8.1972]

2. Submission of Memorial to the President against adverse remarks.-

I am directed to say that a question has been raised whether in view of the provisions of rule 10(2) of the All India Services (Confidential Rolls) Rules, 1970, a member of an All India Service is entitled to submit a memorial to the President against the order passed by the competent authority, on representation made by the officer against the adverse remarks in his CR, communicated to him. In this connection attention of this Department has also been invited to Government of India's decision below rule 20 of the All India Services (Discipline and Appeal) Rules, 1955.

The Government of India's decision referred to above was taken before the commencement of the All India Services (Confidential Rolls) Rules, 1970. Under rule 8 of these Rules, adverse remarks recorded in the confidential report of a member of the Service have to be communicated to him and under rule 9 there of he is entitled to submit a representation against the adverse remarks communicated to him. The words "the order so passed on the representation shall be final" occurring in sub-rule (2) of rule 10 *ibid* refer the order passed under provisions of the All India Services (Confidential Rolls) Rules, 1970 by the appropriate authorities. A memorial to the President stands on a different footing and will not be barred by the provisions of this rule. Under rule 25 of the All India Services (Discipline and Appeal) Rules, 1969, a member of the Service is entitled to submit a memorial to the President against any order of the Central Government or the State Government by which he is aggrieved, including an order passed by them under sub-rule (1) or rule 10 of the All India Service (Confidential Rolls) Rules, 1970. This being the position, the Government of India's decision under rule 20 of the All India Service (Discipline and Appeal) Rules, 1955 referred to above, is no longer valid and may, therefore, be treated as cancelled.

[Letter No. 8/6/73 AIS III, dated 15th Dec. 73]

3. Representation against adverse remarks - Comments from retired officers.-

Rule 10(1) of the AIS (CR) Rules, 1970 does not bar the State Government from calling for the comments of the reporting officer, if the circumstances of the case so warrant. While doing so, however, the State Government would no doubt consider the convenience of the retired officer, the expediency of such a course and other relevant circumstances.

[Letter No. 11059/2/77-AIS III dated 24th Feb., 1977]

4. Communication/expunction of adverse remarks-

I am directed to invite attention to this Department's letter No. 34/5/71-AIS(III), dated 9/8/72, containing instructions regarding communication of adverse remarks and procedure for expunction of such remarks in the Confidential reports of the members of All India Services.

It has been decided that whenever a member of an All India Service is exonerated by any Commission of enquiry, which resulted in the change in his Confidential Report, relevant extracts from the report of the Commission of enquiry may be added to C.R. dossiers of the officer concerned.

[Letter No. 11059/14/75-AIS III, dated 7/4/77]

5. State Government not competent to review its order passed on representation against adverse remarks.-

I am directed to say that instances have come to the notice of the Central Government of adverse remarks in the confidential reports of members of the All India Services being expunged by the State Governments long after these were recorded in the confidential rolls and finalised under sub-rule (2) of rule 10 of the All India Services (Confidential Rolls) Rules, 1970. Sometimes the offending remarks are expunged suo motu by the State Government under reviewing their orders under sub-rule (1) of rule 10 of the said rules.

Apart from the fact that any impression that may be created that adverse remarks which have been recorded and confirmed could be expunged at any time may give rise to many undesirable practices, the procedure followed has not legal sanction. Sub-rule (2) of rule 10 of the said Rules makes it clear that the order passed by the State Government on the representation made by a member of the Service against adverse remarks is final, in so far as the State Governments of an order under sub-rule (1) of rule 10 *ibid*, there is no provision whereby a State Government can review such an order.

The only remedy available to a member of the Service aggrieved by an order of the State Government under sub-rule (1) of rule 10 *ibid*, is that of a memorial to the President under rule 25 of the All India Services (Discipline and Appeal), Rules, 1969. Where fresh facts are brought to the notice of the State Government, in the light of which their order on the representation of a member of the Service appears to be

unjustified, the State Government, instead of reviewing their order, should make an appropriate recommendation to the Central Government while forwarding the memorial of the concerned member of the Service.

[DP&AR letter No. 11059/6/77-AIS-III, dt. 9.11.1977]

2. Adverse remarks which finally survive for communication

I am directed to say that a question has arisen as to whether the adverse remarks recorded by reporting/reviewing authority but not accepted by the reviewing/accepting authority should be treated as adverse remarks and be communicated to the officer concerned. Attention in this connection is invited to Rule 6 of the AIS (CR) Rules, 1970 which authorize the reviewing authority to consider and if necessary revise the remarks recorded by the reporting authority. Similarly, Rule 6 A of the rules *ibid* authorizes the accepting authority to accept the report after modifying, if necessary, the remarks of the reporting and reviewing authority. Hence, the entire confidential report is the entire report that ultimately "survives" when the remarks of the reporting/reviewing and the accepting authorities are read together. In other words, the remarks recorded by the reporting authority/reviewing authority are not final unless they are accepted by the accepting authority. Therefore, only such adverse remarks which survive after final acceptance by the accepting authority should be communicated to the officer concerned.

[Letter No. 11059/16/78-AIS (III) dt. 08.09.1978]

3. Communication of advisory remarks recorded in ACR

I am directed to invite your kind attention to the circular letter of even number dated the 16th February, 1987 (copy enclosed for ready reference) in para 2 (III and IV) of which mention has been made about advisory remarks in the shape of instructions, advice or counsel. The presumption is that an advisory remark is recorded by the Reporting/Reviewing/Accepting authority in the CR of an officer, after conveying the contents either orally or in writing to him. The response of the officer reported upon on such remarks should also be taken into account before writing the CR.

In those cases where advisory remarks have been recorded without those having been previously conveyed to the officer reported upon, the same should be done now either by the concerned Reporting/Reviewing/Accepting authority of the concerned Government.

[Department of Personnel & Training Letter No. 11059/8/86-AIS-III, dt. 26.4.1989]

4. Communication of adverse remarks/re-determining the overall grading after expunction of adverse remarks/ upgrading and downgrading the overall grading.-

Attention is invited to Rules 8, 9 & 10 of the All India Services (Confidential Roll) Rules, 1970 which provide for communication of adverse remarks and procedure for representation against adverse remarks.

1.2 Rule 8(2) provides that where the Reporting Authority, the Reviewing Authority or the Accepting Authority records an adverse remark, he shall also record a note to the effect

that the remark is an adverse remark. It further provides that the question whether a particular remark recorded in the Confidential Report of a member of the service is adverse or not shall be decided by the Government.

1.3 The explanation below Rule 8 (2) of AIS (CR) Rules, 1970 further provides that for the purpose of these rules "an adverse remark means a remark which indicates the defects or deficiencies in the quality of work or performance or conduct of an officer, but does not include any word or words in the nature of counsel or advice to the officer".

1.4 Rule 9 provides for representation against adverse remarks. Rule 10 of the said rule provides for consideration of a representation submitted by a member of Service against an adverse remark and passing orders (a) rejecting the representation, or toning down the remark or (b) expunging the remark.

2. Keeping in view the suggestions and representations received by this Department from members of the Service, it has been decided to lay down the following criteria in regard to writing of the Confidential Reports and communication of adverse remarks under proviso below Rule 8(2):

(i) Where an entry is adverse it should be communicated to the member of the Service. The overall grading should however, not be communicated.

(ii) Even if the entire adverse remarks of Reporting/ Reviewing/Accepting Authorities are expunged by the Government, the overall grading shall remain unchanged. However, the Empanelment Committee or the Departmental Promotion Committee, as the case may be, shall take due note of such expunction and may redetermine the overall grading for the period in question if it considers that the expunction of the adverse remarks has so altered the quality of the ACR as to merit regrading.

(iii) In any case where an entry is downgraded or upgraded, the authority downgrading or upgrading the remark and overall grading should state, as part of the entry, the reasons for downgrading or upgrading with adequate justification in accordance with the instructions on the writing of the ACR.

(iv) Where the authority has upgraded/downgraded the overall grading without giving sufficient reasons, the Government shall treat such an exercise as non-est/invalid. General terms, such as "I agree or disagree with the Reporting Officer/Reviewing Officer" used by the Reviewing/Accepting Authority shall not be construed as sufficient reason for upgrading/downgrading the overall grading given by the Reporting Authority/Reviewing Authority.

3. The above instructions may please be brought to the notice of all concerned.

[Letter No.11059/18/2002-AIS-III, dated the 19th April, 2005]

9. AIS (CR) Rules,1970- instructions under Rule 8(2) of AIS (CR) Rules,1970 – clarificatory instructions regarding.-

Attention is invited to the instructions issued by this Department vide letter of even number dated the 19th April, 2005 which provide certain criteria in regard to writing of the

Confidential Reports and communication of adverse remarks. References are being received in this Department whether these instructions will have retrospective effect.

2. It is clarified that the above instructions will have prospective effect which implies that, in future, as and when reports are received with upgrading/downgrading without justification, the Government/cadre controlling authorities concerned would treat it as non-est/invalid through an order. As far as past cases are concerned although the same principle would apply, such cases may be large in numbers. It may, therefore, be left to DPC to take a view and ignore arbitrary changes in grading at the time of assessing the suitability of the officer for promotion.

[Letter No.11059/18/2002-AIS (III), dated the 30th November, 2005]

MISCELLANEOUS EXECUTIVE INSTRUCTIONS

1. Retention of ACRs

I am directed to refer to this Department's letter No. 11059/16/76-AIS (III), dated the 26th February, 1977, a copy of which is enclosed, and to say that the confidential dossiers of members of All India Services, who are retired from service in public interest under rule 16(3) of All India Services (DCRB) Rules, 1958 should not be destroyed five years after the date of their retirement from service if the officer concerned has submitted representation/memorial against the order of his retirement from service or if he has challenged the order of his retirement in a court of law. In such cases, the confidential dossiers should be retained till the representation/memorial is finally disposed of or, if the officer has gone to the court, the judicial proceedings, including possible appeal against the ruling of the lower court, are over.

[Letter No. 11059/11/78-AIS III, dated 16th May, 1978]

2. *Dispensing with the need of writing ACR of - Direct Recruit IAS officers during the period of probation.-*

I am directed to state that under the AIS (Probation) Rules, 1954, an Assessment Report has been prescribed to maintain a record of the performance of Direct Recruit Probationers undergoing training under the charge of the Director, LBSNAA, This Assessment Report is designed to assess whether the probationer has the requisite qualities of mind, character and aptitude to be confirmed in the service. If the Competent Authority on considering the Assessment Report is of view that the probationer lacks qualities of mind, character and aptitude to be confirmed in the service, then he can be discharged under the probation rules.

[No.11059/10/95-AIS (III) dt.09.10.1996]

3. *Writing of ACRs by a relative of a member of the Services.*

I am directed to forward a copy of the O.M. No. 21011/3/78-Estt. (A), dated 31.5.1978, the instructions stipulated therein shall also apply to the member of All India Services.

2 An instance had come to the notice of the Government in which a reporting officer wrote confidential report on his subordinate who happened to be his close relative. In this connection, a question had arisen whether a reporting officer could write report on his close relative who may happen to be his subordinate officially. The matter had been examined carefully and the following decisions taken:-

- (i) The administrative authority may 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 C.R of the former.
- (ii) Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible.
- (iii) In such a situation, the employee should abstain from writing the ACR of the employee who is his close relative and instead, the reviewing officer should take on the role of the reporting officer.
- (iv) If a similar relationship exist between the reviewing officer on one hand and the officer reported upon then the other, the same would apply in respect of the reviewing officer and the role of the reviewing officer would be transferred to the authority next higher up.
- (v) In case of this nature, where there is any doubt, it would be incumbent upon the reporting officer to consult the next higher authority before he writes the confidential reports.

[Letter No. 11059/13/2000-AIS (III), dated the 18th August, 2000]

[Instructions contained in this Department's O.M.No.11059/3/2001, Dated the 19th February, 2001]
