

**Performance Appraisal report  
for  
Indian Administrative Service Officers**

**Fixed Pay  
Above Supertime Scale**

Name of Officer \_\_\_\_\_

Report for the year \_\_\_\_\_

Period \_\_\_\_\_

**Form-II**  
[See rule 4]

**The all India Service (Performance appraisal Report) Rule, 2007**

**(Applicable for all IAS officers of the level of Secretary or Additional Secretary or equivalent to Government of India)**

**Performance Appraisal Report for the period from \_\_\_\_\_ to \_\_\_\_\_**

**Section I-Basic Information**

(To be filled in by the Administrative Division/Personal Department)

1. Name of the officer reported upon :

2. Service :

3. Cadre :

4. Year of allotment

5. Date of Birth :

6. Present Grade :

7. Present Post :

8. Date of appointment to present post :

9. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

**11. Training Programs attended**

Date from	Date to	Institute	Subject

**12. Award/Honours:**


**13. Details of PARs of AIS officers not written by the officer as reporting / reviewing authority for the previous year**


**14. Date of filing the property return for the year ending December**

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

**Date :**

**Signature on behalf of \_\_\_\_\_  
Admn/Personnel Dept.**

**Section II- Self Appraisal:****1. Declaration**

Have you filed your immovable property return, as due, if yes, please mention date.	Yes/No	Date
Have you undergone the prescribed medical check up?	Yes/No	
Have you set annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes/No	
Have you prepared the work plan for yourself?	Yes/No	
Have you enclosed a note on important achievements during the period?	Yes/No	

**Date :****Signature** \_\_\_\_\_  
**of officer reported upon**

### Section III- Appraisal

**1. Assessment of Attributes (This assessment should rate the officer vis-avis his peers and not the general population. Graded should be assigned on a Scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the biggest grade. 70% weightage will be assigned to this item).**

		<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initials of Reviewing Authority</b>
i	Attitude to work			
ii	Decision making ability			
iii	Initiative			
iv	Ability to inspire and motivate			
v	Strategic planning ability/innovativeness			
vi	Coordination ability			
	<b>Overall Grading on attributes</b>			

**2. Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population. Grade should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item).**

		<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initials of Reviewing Authority</b>
i	Accomplishment of planned work			
ii	Quality of output			
iii	Accomplishment of exceptional work/ unforeseen tasks during the period.			
	<b>Overall Grading on attributes</b>			

**3. Integrity**

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

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**4. Pen picture by Reporting Authority.**

Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

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

<input type="checkbox"/>	Agriculture and Rural Development	<input type="checkbox"/>	Public Finance & Financial management
<input type="checkbox"/>	Social Development	<input type="checkbox"/>	Industry and Trade
<input type="checkbox"/>	Culture and Information	<input type="checkbox"/>	Internal Affairs and Defence
<input type="checkbox"/>	Natural Resource Management	<input type="checkbox"/>	Housing & Urban Affairs
<input type="checkbox"/>	Energy and Environment	<input type="checkbox"/>	Personnel & General Administration, Governance Reform, Regulatory Systems
<input type="checkbox"/>	Communication System And Connectivity infrastructure	<input type="checkbox"/>	Science & Technology

**6. Overall grade (on a score of 1-10)**

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Date :

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

**Section IV – Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the moS/ officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
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**2. In case of difference of opinion details and reasons for the same may be given,**

**3. Please comment (in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.**

**4. Recommendation relating to do main assignment (Please tick mark any four)**

	Agriculture and Rural Development		Public Finance & Financial management
	Social Development		Industry and Trade
	Culture and Information		Internal Affairs and Defence
	Natural Resource Management		Housing & Urban Affairs
	Energy and Environment		Personnel & General Administration, Governance Reform, Regulatory Systems
	Communication System And Connectivity infrastructure		Science & Technology

**5. Overall grade (on a scale of 1-10)**

**Date :****Signature of Reviewing Authority** \_\_\_\_\_



**Section V - Acceptance**

**1. Do you agree with the remarks of the reporting / reviewing authorities?**

Yes	No
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**2. In case of difference of opinion details and reasons for the same may be given.**

**3. Overall grade (on a scale of 1-10)**

**Date :**

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

**Form-IV**  
**(See rule 3)**

**SUMMARY OF MEDICAL REPORT**

<b>1.</b>	Overall Health of the Officer	
<b>2.</b>	Any other remarks based on the health medical check-up of the Officer.	
<b>3.</b>	Health profile grading	

**Signature of Medical Authority**  
**Designation.**

**Date:** \_\_\_\_\_.