

Department of Personnel  
Confidential  
Diary No. ...  
Date... 21-12-2012

सीड पोस्ट, ...

No.28019/1/2012-IFS-I( AGMUT)  
Government of India  
Ministry of Environment and Forests

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Office of the Chief Secretary  
By: 52393402  
27/12/12  
Financial Project

Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi - 110 003.  
Dated :December 17, 2012

To,

The Chief Secretaries/ Administrators  
All States and UTs

**Subject:-Completion of Performance Appraisal Reports of All  
India Services Officers as per the Schedule prescribed  
in AIS(PAR) Rules,2007.**

Sir,

I am directed to enclose herewith a copy of the Ministry of  
Personnel, PG and Pension (Department of Personnel & Training )  
O.M. No. 4/8/2008 E.O (PR) dated 5th November, 2012 on the subject  
mentioned above for information and necessary action.

Encl: As above

Yours faithfully,

(Ashok Kumar)

Under Secretary to the Govt of India  
Telephone # 24363983

Copy to:-

1. Director General, ICFRE, Dehradun
2. Director General, Forest Survey of India, Dehradun
3. Director General, IGNFA, Dehradun
4. All autonomous bodies of Ministry of Environment and Forests
5. All Subordinate offices of Ministry of Environment and Forests
6. All Regional Offices of Ministry of Environment and Forests
7. All Divisional Heads of Ministry of Environment and Forests

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F.No. 4/8/2008-EO(PR)  
Government of India  
Ministry of Personnel, PG and Pension  
(Department of Personnel & Training)  
EO (PR) Division  
North Block

New Delhi the 5<sup>th</sup> November 2012

**OFFICE MEMORANDUM**

**Subject: Completion of Performance Appraisal Reports of All India Services Officers as per the scheduled prescribed in AIS(PAR) Rules, 2007.**

The AIS(PAR) Rules 2007 have prescribed a fixed time schedule for completion of PARs of the IAS Officers at different stages by the Reporting/Reviewing/Accepting Authorities to ensure timely completion of the assessment reports of the officers. Para 5(1) ibid stipulates that "*if a Performance Appraisal Report for a financial year is not recorded by 31<sup>st</sup> December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of overall record and self assessment for the year, if he has submitted his self assessment on time.*" In other words, the comments recorded after 31<sup>st</sup> December of the relevant year by any of the reporting authorities are treated as "Time Barred".

2. It was noted that, despite these instructions, PARs were still being received with undated self appraisals and with remarks of the Reporting/Reviewing/Accepting Authorities recorded after the date(s) prescribed in the said Rules. In order to ensure compliance with the PAR Rules, 2007, Joint Secretary (Admn.) in the Ministries/Departments at the Centre has been entrusted the responsibility vide DOPT's letter of even number dated 16<sup>th</sup> October 2012 to ensure interalia:

- a) PAR forms are issued to the officers to be reported upon by the cut-off dates, after filling the requisite columns and specifying the Reporting/Reviewing/Accepting Authorities.
- b) Officers reported upon submit the self appraisal by the time prescribed in the rules to the designated Reporting Authority; and
- c) Progress of recording of comments by the designated Reporting/Reviewing/Accepting Authorities, as per schedule.

US(P.I) may  
kindly see -  
M.P. / Tm

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As per the schedule contained in said rules, the completed PARs for 2011-12 should reach the Cadre Controlling Authority by 31<sup>st</sup> March 2013.

3. It is requested that progress of completion of PARs of IAS Officers in respective Ministry/Department may be reviewed and a status report submitted to the undersigned by 1<sup>st</sup> week of December 2012 alongwith follow-up action taken on PARs lagging behind the schedule.

(B.P. SHARMA)

ESTABLISHMENT OFFICER &

ADDITIONAL SECRETARY TO THE GOVT. OF INDIA

To  
Joint Secretaries (Admn.)  
of all Ministries/Departments in Central Govt.

F.No. 11059/03/2012-AIS-III  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training

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Confidential Cell  
Diary No.....  
Date...16-02-2012



North Block, New Delhi  
Dated: 20<sup>th</sup> February, 2013

To

All Ministries/Departments of Govt. of India

Subject: The All India Services (PAR) Rules, 2007 - Revised proforma for annual health check-up of IAS Officers and revised rates thereof.

Sir,

I am directed to state that this Department vide notification of even number dated 19<sup>th</sup> February, 2013 have notified revised proforma for annual health check-up of IAS Officers. Copy of the revised proforma for annual health check-up is enclosed.

2. It is also informed that Ministry of Health & Family Welfare has approved the revised rates for health check-up, i.e. Rs. 2000/- for men and Rs. 2200/- for women in respect of AIS Officers at par with Group 'A' officers of CCS.

3. It is further informed that only part "C" of the Annual Health Check-up is required to be attached in the PAR of Member of Service.

4. The content of this letter may be brought to the notice of all the members of the All India Services.

Encl: As above

Yours faithfully,

(Deepti Umashankar)  
Director (Services)

Copy to:

1. Chief Secretaries of all States.
2. UTS Desk/IPS-II Section, Ministry of Home Affairs, North Block, New Delhi.
3. Forest Services Division, Ministry of Environment & Forests, Paryavaran Bhavan, New Delhi.
4. NIC for uploading it on the website <OM & Orders>Services<AIS(PAR) Rules, 2007.



**"Form IV**  
[See rule 3]

**The All India Services (Performance Appraisal Report) Rules, 2007**

**PROFORMA FOR HEALTH CHECK UP**

**Date:**

**Name**

**Age**

**Sex: M/F**

**A. Investigations Reports**

1.	<b>Haemogram</b>  (i) Haemoglobin (ii) TLC (iii) DLC (a) Polymorphs (b) Lymphocytes (c) Eosinophils (d) Basophils (e) Monocytes  (iv) Peripheral Smear
2.	<b>Urine Examination</b>  (i) Colour (ii) Albumin (iii) Sugar (iv) Microscopic Exam.
3.	<b>Blood Sugar</b>  (i) Fasting (ii) Post-Prandial
4.	<b>Lipid Profile</b>  (i) Total Cholesterol (ii) HDL Cholesterol (iii) LDL Cholesterol (iv) VLDL Cholesterol (v) Triglycerides
5.	<b>Liver Function Tests</b>  (i) S. Bilirubin (Total) (ii) S. Bilirubin (Direct) (iii) S.G.O.T. (iv) S.G.P.T.
6.	<b>Kidney Function Tests</b>  (i) Blood Urea (ii) S. Creatinine (iii) S. Uric Acid

Contd...2

7.	<b>Cardiac Profile</b>  (i) S.LDH (ii) CK-MB (iii) S.CRP (iv) SGOT  <b>For Men</b>  (v) PSA  <b>For Women</b>  (vi) PAP SMEAR
8.	X-Ray-Chest PA View Report
9.	ECG Report
10.	USG Abdomen Report
11.	TMT Report
12.	Mammography Report (Women)
13.	<b>Gynaecological Health Check Up</b> (i) Pelvic Examination  (a) Local Examination (b) Per Vaginum (P/V) (c) Per Speculum  (ii) Surgical Examination (iii) Breast Examination
14.	(i) Urological Examination (For Men Only) (ii) Rectal Examination (For Men Only)
15.	<b>Systemic Examination</b>  (i) Resp System (ii) CVS (iii) Abdomen (iv) CNS (v) Locomotor System (vi) Dental Examination
16.	<b>Eye Examination</b> (i) Distant Vision (ii) Vision with Glasses (iii) Colour Vision (iv) Tonometry (v) Fundus Examination
17.	<b>ENT</b>  (i) Oral Cavity (ii) Nose (iii) Throat (iv) Larynx

**3. Medical Report of the Officer**

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar Level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally
6.	Cardiac Status	Normal/enlarged/blocked/not normal

**C: Summary of Medical Report (only copy of this part is to be attached to PAR)**

1.	Overall Health of the Officer	
2.	Any other remarks based on the health medical check up of the officer	
3	Health profile grading	

Date:

Signature of Medical Authority  
Designation