

**F.No. 11059/01/2016-AIS-III**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel and Training**

North Block, New Delhi  
Dated the 12<sup>th</sup> April, 2018

To,

The Chief Secretaries of all the States / UTs

**Subject: Proposal to amend/revise schedule for completion of PAR Form I & II under Appendix I, II & III, Schedule 2 of AIS (PAR) Rules, 2007 – reg.**

Sir / Madam:

I am directed to refer to the subject noted and to say that this Department is considering to amend/ revise the time schedule given under general guidelines for completion for PAR Form I & II under Appendix I, II & III respectively of Schedule 2 of AIS(PAR)Rules, 2007 relating to IAS, IPS & IFS. The proposed guidelines inter alia, provides as under:-

- (a) Rationalising times schedule for assessment / reporting/reviewing/acceptance by making it uniform for all levels of IAS/IPS/IFS officers for completion of PAR Form I & II instead of existing different timelines for different levels of IAS/IPS/IFS (i.e. for Below Super Time Scale / Super Time Scale / Officers of the level of Additional Secretary & Secretary to Govt. of India). Consequential changes will be made in para 9.2 & 9.2 below the aforesaid time schedule given at para 9.1 of general guidelines.
  - (b) Fresh schedule for finalising representations on disclosure of PAR.
  - (c) Provision of auto-forward of PAR after specified last date from the account of Reporting/Reviewing/Accepting.
2. The proposed time schedule for completion of PAR Form I & II for all level of IAS/IPS/IFS officers is enclosed along with existing time schedule.
3. Therefore, it is requested to furnish your comments/views on the aforesaid proposed time schedule to this Department latest by **27<sup>th</sup> April, 2018** positively. Soft copy of the comments / views may also be sent by email at [so-ais3@nic.in](mailto:so-ais3@nic.in). If no reply is received within the stipulated time, it will be presumed that State Government has no objection to the proposed amendments.

Encl: as stated.

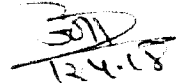
Yours faithfully,

  
(Jyotsna Gupta)

Under Secretary (Services)  
Tele: 011-23094714  
FAX: 011-23092344

Copy with request to furnish comments / views as mentioned above:-

1. Joint Secretary(UTS)  
(Shri P.K. Srivastava).  
MHA. North Block, New Delhi
2. Joint Secretary(Police-I)  
(Shri SCL Das).  
MHA. North Block, New Delhi
3. Sh. Ritesh Kumar Singh.  
Joint Secretary(Admin/IFS)  
M/o Environment, Forests and Climate Change  
Paryavaran Bhawan, Jor Bagh, New Delhi
4. Resident Commissioners of All State Governments/UTs – with request to liaise with their respective Governments and arrange to send the views/comments by 20<sup>th</sup> April 2018 and also soft copy of the same at email at so-ais3@nic.in. (Through SPl. Messenger)
5. / Copy to NIC, DOPT – with request to upload the same on the website of the Department.

  
124.18

(Jyotsna Gupta)  
Under Secretary (Services)

# PROPOSED TIMELINES

## 9. Schedule for completion of PARs of IAS Officers

9.1 The following schedule should be strictly followed: -

### Reporting Year – Financial Year

Activity	Cut-off dates	
	DUE DATE	AUTO FORWARD
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and Reviewing Authority	1 <sup>st</sup> April	--
Self appraisal for current year	31 <sup>ST</sup> MAY	1 <sup>ST</sup> JUNE
Appraisal by Reporting Authority	31 <sup>st</sup> August	1 <sup>st</sup> September
Appraisal by Reviewing Authority	31 <sup>st</sup> October	1 <sup>st</sup> November
Appraisal by Accepting Authority	31 <sup>st</sup> December	Auto closure on 31 <sup>st</sup> December
Disclosure to the officer reported upon	31 <sup>st</sup> December	
<b><u>Timelines for representation</u></b> (if Accepting Authority is Competent Authority, i.e. Minister level)		
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 days from disclosure	
Forwarding of comments of the officer reported upon to the Reviewing and the Reporting Authority by the Accepting Authority, in case the officer reported upon makes comments	15 days	
Comments of Reporting Authority	15 days	
Comments of Reviewing Authority	15 days	
Comments of Accepting Authority/PAR to be finalized and disclosed to the officer	15 days	

reported upon.		
Representation to the Referral Board by the officer reported upon.	One month	
Forwarding of representation to the Referral Board along with the comments of Reporting Authority/ Reviewing Authority and Accepting Authority.	15 days	
Finalisation by Referral Board, if the officer reported upon represents against the decision of Competent Authority.	One month	
Disclosure of the decision of Referral Board to the officer reported upon	15 days	

**Timelines for representation**

(if Accepting Authority is below Minister level, then Competent Authority is one level higher to Accepting Authority)

Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 days from disclosure	
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 days	
Comments of Reporting Authority	15 days	
Comments of Reviewing Authority	15 days	
Comments of Accepting Authority	15 days	
Comments of Competent Authority /PAR to be finalized and disclosed to the officer reported upon.	15 days	
Representation to the Referral Board by the officer reported upon.	One month	
Forwarding of representation to the Referral Board along with the comments of Reporting Authority/ Reviewing Authority and Accepting Authority.	15 days	

Finalisation by Referral Board, if the officer reported upon represents against the decision of Competent Authority.	One month	
Disclosure of the decision of Referral Board to the officer reported upon	15 days	
<p><b><u>Timelines for representation</u></b></p> <p>If Competent Authority has not seen work for 3 months, consideration of representation by Referral Board</p>		
Comments of the officer reported upon, if any (if none, transmission of the PAR to the DOPT)	15 days from disclosure	
Forwarding of comments of the officer reported upon to the Reviewing and the Reporting Authority by the Accepting Authority, in case the officer reported upon makes comments	15 days	
Comments of Reporting Authority	15 days	
Comments of Reviewing Authority	15 days	
Comments of Accepting Authority	15 days	
Forwarding of representation by Competent Authority to the Referral Board along with the comments of Reporting Authority/ Reviewing Authority and Accepting Authority.	15 days	
Finalisation by Referral Board, if the officer reported upon represents against the decision of Accepting Authority.	One month	
Disclosure of the decision of Referral Board to the officer reported upon	15 days	

Existing Time Lines for Form I under Appendix I, II & III  
for IAS/IPS/IFS

9. **Schedule for completion of PARs of IAS Officers**

9.1 The following schedule should be strictly followed: -

**Reporting Year – Financial Year**

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

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Personnel) in the State and the Establishment Officer in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by

15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.

EXISTING time lines for Form I under Appendix I, II & III  
for IAS/IPS/IAS

**9. Schedule for completion of PARs of IAS Officers**

9.1 The following schedule should be strictly followed: -

**Reporting Year – Financial Year**

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

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

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31<sup>st</sup> March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Personnel) in the State and Establishment Officer in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31<sup>st</sup> March of the following year. They shall send a list each of the members of Service whose PARs are to be written and reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15<sup>th</sup> April every year to enable them to ensure completion of PARs within the time-schedule.