

महानिदेशालय कारागार राजस्थान, जयपुर

क्रमांक:—प.5(2)मु./ए.सी.आर./परिपत्र/95—96/पार्ट—2/2025 दिनांक: E-SIGN DATE

स्थाई आदेश संख्या:—07/2025

वार्षिक कार्य मूल्यांकन प्रतिवेदन की पूर्ति करने के संबंध में राजसेवकों की परिस्थितियों को ध्यान में रखते हुए **ऑन-लाईन पदानुक्रम (HIERARCHY)** के संबंध में निम्नानुसार निर्देश जारी किये जाते हैं:—

1. सीधी भर्ती से नियुक्त होने वाले उपाधीक्षक, उप कारापाल एवं प्रहरी (सामान्य एवं खेल कोटा भर्ती) संवर्ग के राजसेवकों के आधारभूत एवं व्यवहारिक प्रशिक्षण अवधि में पदानुक्रम (**HIERARCHY**) चयन हेतु निम्नानुसार चयन करेंगे :—

- आधारभूत एवं व्यवहारिक प्रशिक्षण अवधि में **प्रतिवेदक अधिकारी** की टिप्पणी का पदानुक्रम (**HIERARCHY**) निम्नानुसार रहेगा :—
 - उपाधीक्षक संवर्ग— प्राचार्य, कारागार प्रशिक्षण संस्थान
 - उप कारापाल संवर्ग— प्राचार्य, कारागार प्रशिक्षण संस्थान
 - प्रहरी संवर्ग— प्राचार्य, कारागार प्रशिक्षण संस्थान(प्राचार्य के पद पर पदस्थापित या कार्यवाहक दोनों स्थिति में कार्य करने वाला अधिकारी)
- आधारभूत एवं व्यवहारिक प्रशिक्षण अवधि में **समीक्षक अधिकारी** की टिप्पणी का पदानुक्रम (**HIERARCHY**) निम्नानुसार रहेगा :—
 - उपाधीक्षक संवर्ग— उपमहानिरीक्षक कारागार (राजसेवक के पदस्थापन अनुसार)
 - उपकारापाल संवर्ग— उपमहानिरीक्षक कारागार (राजसेवक के पदस्थापन अनुसार)
 - प्रहरी संवर्ग— उपमहानिरीक्षक कारागार (राजसेवक के पदस्थापन अनुसार)
- आधारभूत एवं व्यवहारिक प्रशिक्षण अवधि में **स्वीकारकर्ता अधिकारी** की टिप्पणी के पदानुक्रम (**HIERARCHY**) निम्नानुसार रहेगा :—
 - उपाधीक्षक संवर्ग— महानिदेशक पुलिस कारागार
 - उप कारापाल संवर्ग— अतिरिक्त महानिदेशक पुलिस कारागार
 - प्रहरी संवर्ग— संबंधित उप महानिरीक्षक कारागार

2. कार्मिक (क-1/गो.प्र.) विभाग के परिपत्र क्रमांक:—प.13 (51) का./क-1/गो.प्र./2022 पार्ट-1/08237 जयपुर दिनांक 22.05.2024 के तहत राजसेवकों के संस्थागत (प्रारम्भिक) एवं व्यवहारिक प्रशिक्षण अवधि में प्रशिक्षु राजसेवकों के सेवा प्रमाण पत्र भी प्राचार्य कारागार प्रशिक्षण, संस्थान द्वारा जारी कर संबंधित नियुक्ति प्राधिकारी को आवश्यक रूप से भिजवाना होगा। (प्रति संलग्न)

3. प्रशिक्षु उपाधीक्षक, उप कारापाल एवं प्रहरी संवर्ग के व्यवहारिक प्रशिक्षण में संबंधित राजसेवक द्वारा मासिक रिपोर्ट तैयार कर कारागृह प्रभारी को प्रस्तुत करने के उपरान्त रिपोर्ट पर कारागृह प्रभारी स्वयं की टिप्पणी अंकित कर प्राचार्य कारागार, प्रशिक्षण संस्थान, अजमेर को प्रेषित की जाएगी। इसी आधार पर राजसेवकों के प्रशिक्षण अवधि के सेवा प्रमाण पत्र पर टिप्पणी कर जारी किये जायेंगे।

4. कारागार अधीनस्थ सेवा संवर्ग एवं मंत्रालयिक सेवा संवर्ग के वार्षिक कार्य मूल्यांकन प्रतिवेदन के **पदानुक्रम (HIERARCHY)** में (**ON-LINE**) ऑनलाईन प्रतिवेदन का प्रतिवेदक, समीक्षक एवं स्वीकारकर्ता (**तीनो पदानुक्रम**) अधिकारियों के स्तर पर वार्षिक कार्य मूल्यांकन प्रक्रिया निश्चित समयावधि में स्वचालित/टिप्पणी का प्रावधान (**AUTO FORWARD/APPROVAL**) किये जाने हेतु समय सारणी एवं ग्रेडिंग/टिप्पणी से संबंधित कार्मिक विभाग के परिपत्र क्रमांक प.13(51)का /क-1/गो.प्र./2022 जयपुर दिनांक

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22.04.2022 के अनुक्रम में राजसेवकों के वार्षिक कार्य मूल्यांकन प्रतिवेदन की पूर्ति किये जाकर ही राजसेवकों के वार्षिक कार्य मूल्यांकन प्रतिवेदन के चार्ट (विवरण) में अंकन किया जायेगा। (प्रति संलग्न)

5. कारागार अधीनस्थ सेवा सवर्ग एवं मंत्रालयिक सेवा सवर्ग के राजसेवक जो प्रतिनियुक्ति पर दो विभागों के अधीन कार्य कर रहे हो या उनका निलंबन काल होने से उनके वार्षिक कार्य मूल्यांकन प्रतिवेदन में कार्मिक विभाग के निर्देश (परिपत्र) क्रमांक **F.13(51)DOP/A-1/ACR/08** दिनांक 05.06.2008 के बिन्दु संख्या 18 व 20 के अनुक्रम में राजसेवकों के वार्षिक कार्य मूल्यांकन प्रतिवेदन की पूर्ति **(No Report Certificate)** किये जाकर ही राजसेवकों के वार्षिक कार्य मूल्यांकन प्रतिवेदन के चार्ट (विवरण) में अंकन किया जायेगा। (प्रति संलग्न)

आवश्यक निर्देश :-

1. प्रतिवेदक अधिकारी की टिप्पणी करने हेतु अधिकारी की समीक्षा अवधि 90 दिवस या इससे अधिक का होना आवश्यक है।
2. प्रतिवेदक अधिकारी का पद रिक्त/सेवानिवृत्त होने की स्थिति में **प्रतिवेदक एवं समीक्षक** अधिकारी के पदानुक्रम (**HIERARCHY**) में **समीक्षक अधिकारी** का चयन किया जावे।
3. समीक्षक अधिकारी का पद रिक्त/सेवानिवृत्त होने की स्थिति में **समीक्षक एवं स्वीकारकर्ता** अधिकारी के पदानुक्रम (**HIERARCHY**) में **स्वीकारकर्ता अधिकारी** का चयन किया जावे।
4. स्वीकारकर्ता अधिकारी का पद रिक्त/सेवानिवृत्त होने की स्थिति में **स्वीकारकर्ता** अधिकारी के पदानुक्रम (**HIERARCHY**) में **समीक्षक** अधिकारी का चयन किया जावे।
5. उक्त के अतिरिक्त राजसेवकों के वार्षिक कार्य मूल्यांकन प्रतिवेदन की पूर्ति हेतु कार्मिक विभाग राजस्थान सरकार के द्वारा समय-समय पर जारी दिशा-निर्देशों की पूर्ण पालना सुनिश्चित की जावे।

(गोविन्द गुप्ता)

महानिदेशक पुलिस
कारागार राजस्थान

प्रतिलिपि:-

1. उप महानिरीक्षक कारागार रेंज, जयपुर, जोधपुर, उदयपुर।
2. समस्त प्रभारी, कारागृह/सुधारगृह, राजस्थान।
3. कार्यालयाध्यक्ष, महानिदेशालय कारागार, राजस्थान, जयपुर।
4. प्राचार्य, कारागार प्रशिक्षण संस्थान, अजमेर।
5. निजी सचिव, महानिदेशक एवं महानिरीक्षक कारागार, राजस्थान, जयपुर।
6. निजी सहायक, अति. महानिदेशक कारागार, राजस्थान, जयपुर।
7. निजी सहायक, महानिरीक्षक कारागार, राजस्थान, जयपुर।
8. प्रभारी, कम्प्यूटर शाखा, महानिदेशालय को वास्ते विभागीय वेबसाईट पर अपलोड हेतु।

महानिदेशक पुलिस
कारागार राजस्थान

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राजस्थान सरकार
कार्मिक (क-1/गो0प्र0) विभाग

प.13(51) का./क-1/गो.प्र./2022पार्ट-I/08237

जयपुर, दिनांक:

—: परिपत्र :—

विषय:— समस्त राजसेवकों के प्रशिक्षण एवं परिवीक्षाधीन अवधि का सेवा संतोषजनक प्रमाण-पत्र (Certificate of Satisfactory Service) एवं कार्य मूल्यांकन प्रतिवेदन के सम्बन्ध में।

समस्त राजसेवकों के प्रशिक्षण एवं परिवीक्षाधीन अवधि का सेवा संतोषजनक प्रमाण-पत्र (Certificate of Satisfactory Service) एवं कार्य मूल्यांकन प्रतिवेदनों के सम्बन्ध में निम्नानुसार दिशा-निर्देश जारी किये जाते हैं:—

1. प्रशिक्षण अवधि में सेवा संतोषजनक प्रमाण-पत्र प्रशिक्षण संस्थान द्वारा जारी किया जायेगा। प्रशिक्षण अवधि पूर्ण होने के पश्चात परिवीक्षाधीन अवधि पूर्ण होने तक कार्मिक जिस स्थान पर तीन माह या अधिक अवधि तक पदस्थापित रहा है, वहाँ के प्रतिवेदक अधिकारी (Reporting Officer) यथा : जिला कलक्टर/विभागाध्यक्ष आदि द्वारा सेवा संतोषजनक प्रमाण-पत्र (Certificate of Satisfactory Service) जारी किया जायेगा तथा उक्त प्रमाण-पत्र में कार्य मूल्यांकन प्रतिवेदन की तरह ही (उत्कृष्ट/बहुत अच्छा/अच्छा/संतोषप्रद/असंतोषप्रद) ग्रेडिंग एवं राजसेवक का नाम, पदनाम, जन्म दिनांक एवं सेवा का नाम अंकित किया जाना अनिवार्य है।
2. प्रशिक्षण/परिवीक्षाधीन अवधि के सेवा संतोषजनक प्रमाण-पत्र की प्रति संस्थान/कलक्टर/विभागाध्यक्ष द्वारा प्रशासनिक विभाग/कार्मिक विभाग को गोपनीय अभिलेख (एसीआर डोजियर) में संधारण हेतु भिजवाया जायेगा।
3. राजसेवकों द्वारा परिवीक्षाधीन अवधि पूर्ण होने के पश्चात प्रशासनिक विभाग द्वारा निर्धारित एसीआर चैनल एवं कार्य मूल्यांकन अनुदेश 2008 के अनुसार कार्य मूल्यांकन प्रतिवेदन भरकर प्रस्तुत करेंगे।
4. इस विभाग द्वारा जारी परिपत्र दिनांक 22.04.22 की निरन्तरता में राजसेवकों के प्रथम Auto Forwarded कार्य मूल्यांकन प्रतिवेदन में ग्रेडिंग परिवीक्षाधीन अवधि में दिया गया सेवा संतोषजनक प्रमाण-पत्र (Certificate of Satisfactory Service) में अंकित ग्रेडिंग के आधार पर निर्धारित की जायेगी।

यह निर्णय सक्षम स्तर से अनुमोदित है।

संलग्न : प्राप्त

राज्यपाल महोदय की आज्ञा से,

RajKaj Ref
6839332



(कनिष्क कटारिया)
संयुक्त सचिव

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Government
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प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

1. सचिव, महामहिम राज्यपाल महोदय।
2. अति. मुख्य सचिव/प्रमुख सचिव, माननीय मुख्यमंत्री महोदय।
3. संयुक्त सचिव, मुख्य सचिव महोदय।
4. समस्त अति. मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/उप शासन सचिव।
5. समस्त विशिष्ट सहायक/निजी सचिव मा.उप मुख्यमंत्री/मंत्री/राज्य मंत्री/संसदीय सचिव।
6. समस्त संभागीय आयुक्त।
7. समस्त विभागाध्यक्ष (जिला कलक्टरों सहित)
8. प्रशासनिक सुधार (कोर्डिफिकेशन) विभाग अनुभाग-7 कापियों सहित।
9. अतिरिक्त निदेशक, कार्मिक (कम्प्यूटर) विभाग।
10. तकनीकी निदेशक, सूचना प्रौद्योगिकी एवं संचार विभाग।

प्रतिलिपि निम्नलिखित को भी प्रेषित है :-

1. प्रमुख सचिव, राजस्थान विधान सभा जयपुर।
2. सचिव, राजस्थान लोक सेवा आयोग, अजमेर।
3. पंजीयक, राजस्थान उच्च न्यायालय, जोधपुर।
4. अतिरिक्त पंजीयक, राजस्थान उच्च न्यायालय जयपुर पीठ, जयपुर।
5. सचिव, लोकायुक्त सचिवालय, जयपुर।
6. पंजीयक राजस्थान सिविल सेवा अपीलीय न्यायाधिकरण, जयपुर।
7. निबन्धक, राजस्व मण्डल, अजमेर।
8. समस्त राजस्व अपील अधिकारी/अतिरिक्त कलक्टर/उपखण्ड अधिकारी/ सहायक कलक्टर, राजस्थान।
9. रक्षित पत्रावली।

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6839332

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सेवा प्रमाण-पत्र
(Certificate of Service)

सेवा का नाम.....

1. नाम पुत्र/पुत्री/पत्नि
2. जन्म तिथि..... गृह जिला.....
3. प्रथम नियुक्ति/कार्य ग्रहण दिनांक
4. समीक्षाधीन अवधि के दौरान पद तथा स्थान
5. प्रशिक्षण/पदासीन अवधि दिनांक से दिनांक
6. 15 दिवस से अधिक अवधि के दौरान अनुपस्थिति की कालावधि दिनांक से दिनांक
7. कार्मिक द्वारा किए गए कार्यों का संक्षिप्त विवरण यदि कोई हो {150 शब्दों से अधिक न हो}-

8. क्या उक्त अवधि के दौरान परिवीक्षाधीन अधिकारी/कर्मचारी के विरुद्ध विभागीय जाँच/अनुशासनात्मक कार्य/शिकायत/एफआईआर/दण्डादेश आदि विचाराधीन है ?
(हाँ/ना) यदि हा तो सम्बन्धित उपाबन्ध सलग्न करें।
9. राजसेवक का समग्र मूल्यांकन {कृपया उपयुक्त खाने में लघु हस्ताक्षर करें }

उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद

जारीकर्ता के हस्ताक्षर/मय सील
नाम.....
पदनाम.....
कार्यालय का नाम.....

राजस्थान सरकार
कार्मिक(क-1/गो0प्र0) विभाग
क्रमांक प.13(51)का/क-1/गो.प्र./2022

जयपुर दिनांक 12 2 APR 2022

—:परिपत्र:—

कार्मिक विभाग के अनुदेश क्रमांक 13(51)का/क-1/गो.प्र./2008 दिनांक 05.06.2008 एवं इस विभाग के समसंख्यक परिपत्र दिनांक 30.03.2022 के अनुक्रम में राज्य के कर्मचारियों/अधिकारियों के वार्षिक कार्य मूल्यांकन प्रक्रिया निश्चित समयावधि में स्वचालित/टिप्पणी का प्रावधान (Auto Forward /Approval) किये जाने हेतु समय सारणी एवं ग्रेडिंग/टिप्पणी से सम्बन्धित दिशा निर्देश निम्नानुसार है:—

- (1) प्रतिवेदित (Reportee) द्वारा निर्धारित समयावधि में ऑनलाईन प्रतिवेदन प्रस्तुत कर दिया है तथा निर्धारित चैनल अनुसार बिना किसी अधिकारी की ग्रेडिंग/टिप्पणी अंकित किये हुये स्वचालित (Auto Forward/ Approval) होकर प्रशासनिक विभाग को प्राप्त होने पर पिछले 3 वर्षों की ACR ग्रेडिंग के आधार पर :—
 - (a.) तीनों वर्षों की ACR ग्रेडिंग समान होने पर गत वर्षों की ग्रेडिंग ही उस वर्ष की ग्रेडिंग मानी जायेगी।
 - (b.) गत तीनों वर्षों की ACR ग्रेडिंग में भिन्नता होने पर यदि किन्हीं दो वर्षों की ग्रेडिंग समान है तो उन दो वर्षों की ग्रेडिंग ही उस वर्ष की ग्रेडिंग मानी जायेगी।
 - (c.) यदि गत तीनों वर्षों की ग्रेडिंग भिन्न है तो उक्त तीनों वर्षों में से उच्चतम प्राप्त ग्रेडिंग ही उस वर्ष की ग्रेडिंग मानी जाएगी।
 - (d.) यदि अनुदेश क्रमांक 13(51)का/क-1/गो.प्र./2008 दिनांक 05.06.2008 के बिन्दु संख्या 20(1)(2) के कारणों से गत 3 वर्षों में से किसी वर्ष या वर्षों की ग्रेडिंग उपलब्ध नहीं है, तो तदनुसार क्रमशः पिछले वर्षों की ACR को सम्मिलित कर 3 वर्ष की गणना की जाएगी।
 - (e.) यदि सेवाकाल 3 वर्ष से कम होने के कारण 3 वर्षों की ग्रेडिंग उपलब्ध नहीं है तो उपलब्ध वर्षों की ग्रेडिंग में से उच्चतम ग्रेडिंग ही उस वर्ष की ग्रेडिंग मानी जाएगी।
- (2) प्रतिवेदित (Reportee) द्वारा ऑनलाईन प्रतिवेदन निश्चित समयावधि में नहीं भरने पर तथा प्रशासनिक विभाग द्वारा निर्धारित चैनल अनुसार Hierarchy बनाकर blank ACR Auto Forward प्रणाली से प्रतिवेदक अधिकारी को भेजी जायेगी :—
 - (a) निर्धारित चैनल अनुसार प्रतिवेदक, समीक्षक एवं स्वीकारकर्ता अधिकारी द्वारा टिप्पणी/ग्रेडिंग प्राप्त होने पर प्रतिवेदक, समीक्षक एवं स्वीकारकर्ता अधिकारी में से उच्चतर अधिकारी द्वारा प्रदत्त ग्रेडिंग को ही प्रतिवेदन की अंतिम ग्रेडिंग माना जायेगा।
 - (b) निर्धारित चैनल अनुसार अधिकारी (प्रतिवेदक, समीक्षक एवं स्वीकारकर्ता अधिकारी) द्वारा टिप्पणी/ग्रेडिंग नहीं किये जाने पर Auto Forward/ Approval होकर प्रशासनिक विभाग को मिलने वाली ACR को Not Received (अप्राप्त) माना जायेगा।

- (3) ऑनलाईन Hierarchy बनाने के पश्चात Hierarchy Confirm, APAR Controlling and Managing कार्मिक के विभाग (प्रशासनिक विभाग) द्वारा की जाएगी।
- (4) प्रतिवेदित (Reportee) अधिकारी को प्राप्त प्रतिवेदन अवलोकन करने या नहीं करने की स्थिति में 15 दिवस पश्चात टिप्पणी से सहमत मानते हुये प्रशासनिक विभाग को (Auto Forward/ Approval) प्राप्त हो जायेगा।
- (5) प्रतिवेदित (Reportee) अधिकारी द्वारा स्वयं के स्तर पर प्रतिवेदन नहीं भरने पर कार्मिक विभाग के अनुदेश क्रमांक 13(51)का/क-1/गो.प्र./2008 दिनांक 05.06.2008 के बिन्दु संख्या 12(6) को छोड़कर अन्य किसी परिस्थिति के बारे में उक्त वर्ष के वार्षिक कार्य मूल्यांकन बाबत किसी प्रकार का अभ्यावेदन स्वीकार नहीं किया जायेगा।

राज्य के कर्मचारियों/अधिकारियों के वार्षिक कार्य मूल्यांकन प्रक्रिया निश्चित समयावधि में Auto Forward /Approval किये जाने हेतु समय सारणी निम्न प्रकार है:-

मामले का प्रवर्ग	प्रतिवेदित अधिकारी द्वारा प्रतिवेदन प्रस्तुत करने की समय सीमा	प्रतिवेदक अधिकारी द्वारा टिप्पणी/ग्रेडिंग करने की समय सारणी	समीक्षक अधिकारी द्वारा टिप्पणी/ग्रेडिंग करने की समय सारणी	स्वीकारकर्ता अधिकारी द्वारा टिप्पणी/ग्रेडिंग करने की समय सारणी
वर्ष के अन्त में प्रतिवेदन प्रस्तुत करने की समय सीमा	1 अप्रैल से 30 अप्रैल तक	1 मई से 31 मई तक	1 जून से 30 जून तक	1 जुलाई से 31 जुलाई तक
प्रतिवेदक अधिकारी की सेवानिवृत्ति की स्थिति में	उस माह जिसमें प्रतिवेदक अधिकारी की सेवानिवृत्त होनी है।	प्रतिवेदक अधिकारी के सेवानिवृत्ति से पूर्व	प्रतिवेदन प्राप्त होने से 30 दिवस	प्रतिवेदन प्राप्त होने से 30 दिवस
प्रतिवेदक अधिकारी के स्थानान्तरण होने की स्थिति में	प्रतिवेदक अधिकारी के कार्य मुक्त होने के साथ ही प्रतिवेदन प्रस्तुत करना होगा	प्रतिवेदन प्राप्त होने से 30 दिवस	प्रतिवेदन प्राप्त होने से 30 दिवस	प्रतिवेदन प्राप्त होने से 30 दिवस
प्रतिवेदित के स्थानान्तरण होने की स्थिति में	कार्य मुक्त होने के साथ ही प्रतिवेदन प्रस्तुत करना होगा	प्रतिवेदन प्राप्त होने से 30 दिवस	प्रतिवेदन प्राप्त होने से 30 दिवस	प्रतिवेदन प्राप्त होने से 30 दिवस

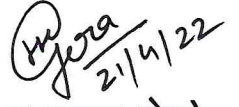
शिक्षा विभाग के कर्मचारियों/ अधिकारियों के प्रतिवेदनों की समय सारणी

शिक्षा विभाग में प्रतिवेदनों की समय सारणी	1 जुलाई से 31 जुलाई तक	1 अगस्त से 31 अगस्त तक	1 सितम्बर से 30 सितम्बर तक	1 अक्टूबर से 31 अक्टूबर तक
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जिला स्तरीय अधिकारियों के प्रतिवेदनों की समय सारणी

जिला स्तरीय अधिकारियों के प्रतिवेदनों में जिला कलेक्टर की टिप्पणी/ ग्रेडिंग अंकित करने की समय सारणी	प्रतिवेदित अधिकारी द्वारा प्रतिवेदन प्रस्तुत करने की समय सीमा	प्रतिवेदक अधिकारी द्वारा टिप्पणी/ ग्रेडिंग करने की समय सारणी	जिला कलेक्टर द्वारा टिप्पणी/ ग्रेडिंग करने की समय सारणी	समीक्षक अधिकारी द्वारा टिप्पणी/ ग्रेडिंग करने की समय सारणी	स्वीकारकर्ता अधिकारी द्वारा टिप्पणी/ ग्रेडिंग करने की समय सारणी
	1 अप्रैल से 30 अप्रैल तक	1 मई से 31 मई तक	1 जून से 30 जून तक	1 जुलाई से 31 जुलाई तक	1 अगस्त से 31 अगस्त तक

नोट:—वर्ष 2021—2022 से लागू।


(हिमन्त कुमार गेरा)
प्रमुख शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:—

1. प्रमुख सचिव, महामहिम राज्यपाल महोदय।
2. प्रमुख सचिव, माननीय मुख्यमंत्री महोदय।
3. वरिष्ठ उप सचिव, मुख्य सचिव।
4. समस्त अति. मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/उप शासन सचिव।
5. समस्त विशिष्ट सहायक/निजी सचिव मंत्री/राज्य मंत्री/संसदीय सचिव।
6. समस्त संभागीय आयुक्त।
7. समस्त विभागाध्यक्ष (जिला कलेक्टरों सहित)
8. प्रशासनिक सुधार (कोर्डिफिकेशन) विभाग अनुभाग-7 कापियों सहित।
9. एनालिस्ट-कम-प्रोग्रामर, कार्मिक (कम्प्यूटर) विभाग।
10. तकनीकी निदेशक, सूचना एवं प्रौद्योगिकी विभाग।


संयुक्त शासन सचिव

प्रतिलिपि निम्नलिखित को भी प्रेषित है :—

1. सचिव, राजस्थान विधान सभा जयपुर।
2. सचिव, राजस्थान लोक सेवा आयोग, अजमेर।
3. पंजीयक, राजस्थान उच्च न्यायालय, जोधपुर।
4. अतिरिक्त पंजीयक, राजस्थान उच्च न्यायालय जयपुर पीठ, जयपुर।
5. सचिव, लोकायुक्त सचिवालय, जयपुर।
6. पंजीयक राजस्थान सिविल सेवा अपीलीय न्यायाधिकरण जयपुर।
7. निबन्धक, राजस्व मण्डल, अजमेर।
8. समस्त राजस्व अपील अधिकारी, अतिरिक्त कलेक्टर, उपखण्ड अधिकारी, सहायक कलेक्टर राजस्थान।
9. रक्षित पत्रावली।


संयुक्त शासन सचिव

GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL (A-1/ACR)

No.F.13(51)DOP/A-I/ACR/08

Jaipur, dated: 05.06.08

The PAR is an important document. The performance of every government servant is assessed annually through his PAR. The work, conduct, character and capabilities of the officer are recorded in the PAR.

It is important for every government servant that he knows how well or otherwise, he is performing the job assigned to him. It is imperative that he knows his defects and shortcomings, which could affect his career advancement in the long run. The performance appraisal system aims to achieve this objective.

Another objective of the PAR system is to provide information about the qualities, traits, strengths and weaknesses of the employees to the superior officers so that they can be placed at posts where their services can be utilized most fruitfully.

The PAR system also provides data for judging the merits of employees when questions relating to confirmation, promotion, selection grade, crossing efficiency bar and continuance in service beyond a certain age or on completion of certain years' service arise.

The PARs, thus, provide the basic and vital inputs for various purposes. Therefore, all the employees should undertake the duty of filling out the PAR forms with a high sense of responsibility.

INSTRUCTIONS

1. Short title, commencement and application—

(1) These instructions may be called the Rajasthan Civil Services (Performance Appraisal Report) instructions, 2008.

(2) They shall come into force with immediate effect.

2. Applicability— These instructions shall apply to all employees in the state, subordinate and ministerial services of the government, but will not apply to—

(a) Members of the All India Services;

- (b) Officers and servants of the Rajasthan High Court who are governed by the rules made under clause (2) of Article 229 of the Constitution;
- (c) Employees of the Secretariat of Rajasthan Legislative Assembly;
- (d) Employees of the Secretariat of Lokayukta, Rajasthan;
- (e) Chairman and members of the Rajasthan Public Service Commission who are governed by the regulations made under Article 318 of the Constitution;
- (f) Persons on deputation from the Government of India or from any other state or union territory;
- (g) Persons employed in industrial organizations as workmen within the meaning of the Industrial Disputes Act; and
- (h) Class IV employees and persons in casual/contractual/part time employment;

3. Interpretation— Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan No.VIII of 1955) shall apply for the interpretation of these instructions. If, however, any doubt arises relating to the application, interpretation and scope of these instructions, the decision of the Department of Personnel (A-1/ACR Group), shall be final.

4. Documents to be maintained in the Performance Appraisal Dossier – Besides the performance appraisal reports, copies of documents and communications specified below shall be placed in the performance appraisal dossier -

- a. Copies of awards granted by the President/State Government.
- b. Letters of appreciation issued by the Government.
- c. Letters of appreciation issued by the head of special bodies or commissions or paragraphs of appreciation by name included in the reports of such bodies.
- d. Letters of appreciation from individual non-officials if they are related to the appreciation of service rendered beyond the normal duty with the prior approval of the Secretary to Government/Head of Department.
- e. Letters of appreciation issued by the Head of Department in respect of

an employee belonging to the subordinate/ministerial service.

- f. Copies of orders imposing any of the penalties specified in the Rajasthan Civil Service (CC&A) Rules.
- g. Copies of the communication addressed to employee warning (recorded) him or conveying the displeasure or reprimand by the appointing authority or higher authorities.
- h. Record of the approved courses of study or training undertaken by the official concerned.

5. Maintenance and custody of the performance appraisal dossier –

- (1) The performance appraisal dossier of each employee shall be maintained by and kept in the safe custody of the Department of Personnel (A-1/ACR Group) in the case of the state service officers and of the appointing authority in the case of the members of the subordinate and ministerial service concerned in the manner specified under these instructions.
- (2) The maintenance of duplicate copies of PAR is not desirable. However, if it is considered necessary to retain copies of the reports, specific approval of the Department of Personnel will have to be obtained.
- (3) The performance appraisal report when received for keeping in the dossier shall be thoroughly examined to know whether it is lacking in some respect. If it is seen that the report is incomplete in some respect, it shall be returned to the administrative Secretary or the appointing authority, as the case may be, for getting it completed in all respects.
- (4) For confidentiality purposes, officers below the level of Deputy Secretary to Government should not handle performance appraisal dossiers of the state service officers.
- (5) The performance dossier relating to a deceased employee may be destroyed after a period of two years from the date of his death and that of a retired government servant five years after his date of retirement or settlement of the pensionary benefits, whichever is later.

6. Responsibility for drawal of the PARs –

- (1) The responsibility that the PARs are properly and timely drawn up in respect of all employees, including those who are on deputation to other departments, Central/State Governments or are in foreign service—
 - (i) In the case of state services, where Government is the appointing authority, shall be that of the Administrative Secretary concerned;
 - (ii) In the case of subordinate/ministerial services, shall be that of the appointing authority concerned.
- (2) These authorities should review from time to time the pendency of PARs and take necessary remedial action, wherever necessary.

7. Form of the Performance Appraisal Report–

The employees have been divided into three categories for the purpose of filling up of the PAR. For each of these categories, a separate form has been prescribed and is appended to these instructions as under:

S.No.	Category	Form
1.	Members of the state services occupying divisional/district level posts	Form-I
2.	Members of the state service occupying posts other than divisional/district level posts	Form-II
3.	Members occupying the subordinate and ministerial services posts	Form-III

8. Period of Reporting –

- (1) The performance appraisal report in respect of all the government servants except the employees of the Education Department would be drawn up for the period covered by the financial year.
- (2) The reporting period of the employees of Education Department is from 1st July to 30th June every year.
- (3) No PAR shall be drawn up unless the employee reported upon has worked under a reporting officer for a period of at least three months during the year under report.
- (4) Subject to (3) above, two or more independent reports may be written

for the same year by different reporting officers in the event of a change in reporting officer during the course of the year. In such cases each report should indicate precisely the period to which it relates and the report for the earlier part, or parts, of the year should be written at the time of transfer or immediately thereafter and not deferred till the end of the year.

- (5) There is no need to write a separate PAR if the reviewing authority or accepting authority is changed in the middle of the year, provided the reporting officer remains the same. In case for a period under report, there were more than one reviewing authorities, the last officer will review the PAR, provided it has supervised the work of the person for a period of at least three months. In case it has not seen the work of the person reported upon for at least three months, the officer immediately preceding it should review the PAR, provided, again that it has seen the work of the person for at least three months, and so on.
- (6) Where an official (reported /reporting/reviewing/accepting) has taken any kind of leave (Privilege leave/Half Pay leave etc.) or remains on training for a long period (more than 15 days at a stretch during the period of Report), the total period spent on leave/training should be deducted from the total period spent on any post, for purpose of computing the period of three months which is relevant for drawing PAR. However, this principle will not be applicable in the case of unauthorised absence where an adverse entry has to be made in the PARs of the government servant concerned for such an absence. Leave/training period of a short duration need not be treated as relevant for the purpose.

9. Levels of Assessment –

- (1) The assessment of the government servant will generally be made at three levels –
 - (a) Reporting officer , which is the immediately superior authority;
 - (b) Reviewing authority, which is the next higher authority of the reporting officer ; and
 - (c) Accepting authority, which is the authority immediately senior to the reviewing authority.
- (2) The reporting/reviewing/accepting authority in case of each employee

shall be determined by –

- (a) the appointing authority, in the case of employees of the subordinate and ministerial services; and
 - (b) the government in the concerned administrative department in the case of state services.
- (3) The authority, mentioned in (2) above should ensure that as soon as a post is created or the line of control/hierarchy/reporting in respect of any post or officer is changed, the channel of writing the PARs should be prescribed/changed to reflect this changed situation.
- (4) For each period of report, under no circumstances should there be more than one reporting officer and more than one reviewing authority. However, in some cases, there may be more than one officer to record his comments as accepting authority.
- (5) The PAR of Personal Assistant/ Personal Secretary is not required to be reviewed.
- (6) There is no provision for any authority other than the reporting, reviewing and accepting authority for writing his remarks/comments about the work and conduct of a person in the PAR. The remarks by any other officer in the PAR are not in order. However, in case of District level officers, the concerned District Collector will make his remarks in the space provided for this purpose after the reporting authority has drawn the PAR. Similarly, the Divisional Commissioner will write his remarks on the PAR of the Divisional level officers after the reporting authority has drawn the PAR. As regards who will be treated as a District level/Divisional level officer, this will be decided by the Head of Departments.

10. Responsibilities of Government employees –

- (1) The reportee should use the correct form– Form I, II or III, as the case may be.
- (2) It shall be the responsibility of each government employee to furnish the PAR form to his reporting officer after completing part I thereof, in accordance with the prescribed period as specified in these instructions, vide Annexure A/AA.
- (3) It should be ensured that exact period with the starting date and the

end date and not just the year of report is mentioned by the person reported upon at the appropriate place.

- (4) In the PAR form, sufficient space have been allotted for making necessary entries for government servants with regard to self appraisal and they should confine their self appraisal to the space allotted. Some of the employees append a number of sheets detailing self-appraisal along with statements and certificates etc. while submitting the PAR form which not only renders the forms bulky but also increases the size of records unnecessarily. This is not desirable.
- (5) Every employee is under obligation to furnish information required under various provisions of the Rajasthan Civil Services (conduct) Rules, 1971 along with property details with the performance appraisal report. If the property return is not appended to the PAR, it should not be entertained by the office of custody until the property return is received.

11. Responsibilities of the Reporting Officer -

- (1) It shall be the duty of reporting officer to carefully consider the norms prescribed and/or the duties demanded from the employee reported upon before recording his opinion. Where no norms are fixed, the reporting officer should fix targets, which are as far as possible quantifiable before the beginning of the period under report. If there are no targets assigned at the beginning of the year or the period of reporting, the PAR would be too subjective, which is avoidable. The reporting officer should not form hasty opinions or arrive at conclusions based on insufficient data or hearsay.
- (2) In the various entries under point no. 1 of part II relating to be filled up by the reporting officer, the officer, after careful consideration, should only initial in any one of the five boxes against each entry. There is no need to make any remark or comment.
- (3) Under point no. 2 (क) relating to the general assessment of the person, the reporting officer should make an assessment of the performance and abilities of the person reported upon briefly and intelligently, as required in the form. It should also comment generally on the way in which the person has carried out his/her various duties during the period. The reporting officer should also include an assessment of

certain qualities of general importance such as intelligence, keenness, industry, tact, attitude towards superiors, subordinates and the general public, relations with fellow-employees, etc., in the report. In addition, it should carry a general appreciation of the character, personality, conduct, aptitudes, shortcomings and abilities of the government servant.

- (4) The reporting officer should not only make an objective assessment of his subordinate's work and qualities but also give to his subordinates at all times the necessary advice, guidance and assistance to correct their faults. Such advice or criticism should be recorded under point no. 2(ख) of second part of the form.
- (5) Adverse entries, if any, should be recorded at point 2(ग) and no where else. Adverse remarks should be recorded in the performance appraisal only when the person reported upon persistently fails to show improvement. While mentioning any faults/defects, the reporting officer must also give an indication to the efforts at reforms made by him by way of guidance, admonition etc. and the result of such efforts.
- (6) While filling up the column on overall assessment, the reporting officer must record the overall grading/specific categorisation of the employee i.e. "Outstanding", "Very Good", "Good", "Satisfactory" or "Unsatisfactory". He should not assess any person outside any of these categories like 'between good and very good' or "very satisfactory" or "good +".
- (7) While filling up the column on overall assessment, the reporting officer must ensure that the overall grading recorded as indicated in (6) above conforms to the remarks made upto point no. 2 (ग), as is required under point no. 5, i.e. if any person is graded "unsatisfactory" in point no. 1, the same grading should be recorded in point no. 5. The aim is that the overall assessment should be in agreement with the remarks/entries made in point no. 1 to point no. 2.

12. Responsibilities of the Reviewing Officer -

- (1) While it might be difficult for the higher officer to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the person reported upon is



vitaly necessary, as a build in corrective. The judgement of the immediate superior, even though completely fair in its intent might some times be too narrow and subjective to do justice to the employee reported upon. The officer superior to the reporting officer should therefore, consider it his duty to personally know and form own judgement of the work and conduct of the person reported upon.

- (2) While making its remarks under point no. 1 of part III or part IV, as the case may be, of the form, the authority should accordingly exercise positive and independent judgement on the remarks of the reporting officer and express clearly his agreement or disagreement with those remarks. This is particularly necessary in respect of adverse remarks if any, where the opinion of the higher officer shall be construed as the correct assessment.
- (3) It is the responsibility of the reviewing authority to verify the correctness of the remarks of the reporting officer. If the reviewing authority is not sufficiently familiar with the work of the person reported upon so as to be able to arrive at a proper and independent judgment of his own, he may make such enquiries as he may consider necessary.
- (4) While it is expected that the forms with alternative answers prescribed would minimize cryptic, vague or non-committal remarks being made in the reports, there may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the reporting officer for amplification or explanation.
- (5) Where the reporting officer has recorded adverse entries the reviewing officer may discuss with the reporting officer such adverse entries, and
 - (a) May countersign the report including the adverse entries, or
 - (b) Modify or expunge the adverse entries.
- (6) The reviewing authority must record the overall grading/specific categorisation of the employee i.e. "Outstanding", "Very Good", "Good", "Satisfactory" or "Unsatisfactory" at point no. 2 of part III. The reviewing authority must ensure that the overall assessment made by him conforms to the descriptive remarks recorded by him in the space provided for this purpose in part III or part IV, as the case may



be. The reviewing/accepting authority has a right to down-grade/upgrade the assessment made by the lower officer where it is considered expedient in public interest. While doing so, not only should the authority express its disagreement with the assessment of the reporting and/or reviewing authority explicitly but the specific reasons for such down-gradation/up-gradation must also be recorded in the form itself at the space provided for.

13.Responsibilities of the Accepting authorities

It is the responsibility of the accepting authority to see that the PAR is filled up by the reporting and the reviewing authorities as per the instructions contained herein. There may be cases where the entries are not sufficiently meaningful. Such reports should be returned to the reporting/reviewing authority for amplification or explanation.

14.General Instructions for writing PARs

- (1) Remarks like "Doubtful Character", "complaints received about his taking illegal gratification" are not permissible. Entries should be based on established facts and not on mere suspicion. Contradictory facts, assessment, findings, etc. should be avoided while reporting/reviewing/accepting the PAR. Moreover, premature facts, events and circumstances should not be mentioned in PAR.
- (2) The authority writing the report should ensure that it is competent to write the PAR. It should especially check the period under report and satisfy itself that it was certainly the competent reporting/reviewing/accepting authority for the concerned person for the period under report.
- (3) It should be ensured that exact period and not just the year of report has been mentioned by the person reported upon at the appropriate place.
- (4) The name of the reporting officer, the reviewing authority and the accepting authority should be clearly indicated in block letters with respective designations after their signatures. The designation mentioned should be the one pertaining to the period of the report and not the designation, while writing the PAR.
- (5) The time schedule given in the annexure should be followed for writing the performance appraisal report. If the person reported upon

does not submit the PAR form after duly completing its first part within the period prescribed for the purpose the reporting officer shall write the report in a new form without the self-assessment and submit the PAR to the reviewing authority for further necessary action. After recording the PAR, it should be immediately sent to the next higher authority or the cadre controlling authority, as the case may be, as per the prescribed channels.

- (6) A government servant is not entitled to any personal hearing at the time of drawal of PAR. However, he will have an opportunity to make a representation against adverse entries communicated to him.
- (7) The reports should be written in ink/ball pen. They may be typed, in which case the official (reported upon/reporting/reviewing/accepting) must record a certificate in his own hand to the effect that the report has been typed out by himself.

15. Officers competent/incompetent to write PAR

- (1) **Officer under Suspension**— If the reporting/ reviewing/ accepting authority is under suspension, it is not entitled to write the PARs of the employees who have worked under him while he was on duty.
- (2) **PAR of the relative**— The administrative authority should 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 PAR of the former. Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible. In such a situation, the employee is prohibited to write or review the PAR of his close relative.
- (3) **Period less than three months** – If the reporting/reviewing authority has not supervised the work of the employee reported upon for a period of at least three months, he can not write/review the PAR of the employee.
- (4) **Court Evidence** – Where an employee has tendered evidence against the reporting/reviewing authority, before a court of law, the reporting/reviewing authority cannot write/review the PAR of the employee.
- (5) **Government servant under suspension /awaiting posting order /on study leave** – The PAR of a government servant on study leave,



awaiting posting orders or placed under suspension for that period, shall not be drawn up.

- (6) Retirement of Reporting/Reviewing/Accepting authority**— When the reporting/reviewing/accepting authority retires/otherwise demits office, he cannot draw up the PAR or offer comments on the representation submitted against the adverse entry made by him.

However, a Minister shall not be construed as having demitted (retired) the office if he continues to be a Minister in the Council of Ministers with a different portfolio or the Council of Ministers immediately reconstituted after the previous Council of Ministers, of which he was a Minister with the same or a different portfolio, provided the Chief Minister continues in office.

- (7) Reemployed employees** -A retired officer on re-employment shall be competent to write, review or accept, as the case may be, the PAR of the staff/personnel deployed to work under him/her during the period of re-employment. Such an officer would, however, not be competent to write/review/accept the PAR, if any, that was not filled up/reviewed/ accepted at the relevant time when he/she was in the service before re-employment.

- (8) Officer holding additional charge can write the PAR**— If a reporting/reviewing/accepting authority has held additional charge for more than three months and is senior to the person reported upon, he may write the PAR of the employees whose work he supervised in his capacity of additional charge.

- (9) Where the supervisory authority is not competent to write the PAR** as a reporting officer in respect of the employee for a particular period, the report will be written by the reviewing authority as the reporting officer and the accepting authority as the reviewing authority as well as the accepting authority. If no officer is competent to review the PAR of an employee for a particular period, the accepting authority will review as well accept the PAR. Similarly, in the event of there being no officer competent to write as either a reporting officer or as a reviewing authority, the report shall be initiated, reviewed and accepted by the accepting authority. Where no officer is competent to write, review or accept a PAR, an entry to that effect will be made in the PAR. The reviewing authority while acting as reporting officer

and the accepting authority while acting as reviewing authority should specifically state the circumstances under which it has had to do so.

16.Procedure for filling up the Column Relating to Integrity

Integrity generally covers the quality of being honest and having strong moral principles. Some of the examples which justify stopping the integrity are misappropriation, misrepresentation of facts, unauthorised communication of information.

- (1) Supervisory officers should maintain a confidential diary in which, instances that create suspicions about the integrity of a subordinate should be noted from time to time and action to verify the truth about these suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Anti-Corruption Bureau. At the time of recording the performance appraisal, this diary should be consulted and the material in it utilised for filling up the column about integrity.
- (2) Specific mention should be made in the reports of officers working in or holding charges of 'Top Secret Sections' about their trustworthiness specially in matters affecting official security.
- (3) Constitution of the Committee for deciding representations received from employees in connection with stopping the integrity certificate: –

(a) For State Service Officers:

1	Principal Secretary/Secretary, Department of Personnel	Convener
2	Principal Secretary/Secretary of the concerned Department	Member
3	Head of Department concerned	Member
4	Deputy Secretary, Department of Personnel (A-I/ACR)	Member

(b) For subordinate and Ministerial Services personnel:

1	Principal Secretary/Secretary of the concerned Department	Convener
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2	Head of Department concerned	Member
3	Representative of Department of Personnel, not below the rank of Deputy Secretary to Government	Member

Note: In case any of the conveners/members is the person stopping the integrity certificate, he shall not participate in the meeting. Such a convener/member shall be replaced by an officer nominated by the Chief Secretary or the Secretary to Government of the concerned department, as the case may be.

17. Adverse entries

- (1) The appointing authority, in case of employees of the subordinate and ministerial services and the Department of Personnel in case of officers of the state services, will decide as to which remarks in the PARs will constitute adverse entries and should be communicated to the person reported upon. In case of reporting authority, only the notes recorded under 2 (ग) will be treated as adverse. For reviewing authority, an entry will not be considered adverse unless the overall assessment is also 'unsatisfactory'.
- (2) All adverse entries in the PAR of the government servant, both on performance as well as on the basic qualities and potential should be communicated within the prescribed period as mentioned in these instructions. An employee should not, at any time, be kept ignorant of the opinion of his superior officers. Where his service is not considered satisfactory, criticism should be communicated promptly and should indicate, in suitable language, the nature of the defects in question. However, to convey only adverse remarks is rather discouraging and leaves the person concerned guessing as to the general purport of his report. To avoid anxiety on this account the general total impression of his report in brief should be conveyed to the person concerned.
- (3) A certain degree of discretion should be made in communicating reported defects of an irremediable nature. For instance, it might do more harm than good to inform a person year after year that his intelligence is below average or that he is unduly sensitive. Similarly, remarks about the physical defects of the persons noted in the PAR

need not be communicated.

- (4) While communicating the adverse comments, a mention of the good points should also be made. Similarly, where a report shows that a person has made successful efforts to remedy defects to which his attention has been drawn previously, it should be communicated to him so that he may know that his efforts to improve have not passed un-noticed.
- (5) Only such of the adverse entries as are recorded and accepted by the reviewing/accepting authority, if any, need be communicated. The reviewing/accepting authority should, therefore, normally indicate whether it agrees or disagrees with the remarks of the reporting officer. It should also record additional remarks, wherever necessary, if the report is too brief, cryptic or vague. Remarks in the cases in which judgement is suspended, should not be communicated. In the cases of Heads of Department and Secretaries, where there is a conflict between the remarks made in regard to an officer by the senior most officer and those made by the Minister-in-charge, in the normal course, both remarks will continue to remain on the PAR and the adverse remarks of either authority would be communicated to the officer concerned.
- (6) Any adverse entry recorded in the PAR after it is completely filled up shall be communicated to the person concerned in writing by the authority in whose custody the report is kept, in the prescribed time limit, asking the person to make representation, if so desired, within one month. This communication should be in writing and a record to that effect should be kept in the PAR dossier of the Government servant concerned.
- (7) Great attention should be paid to the manner and method of communication in order to ensure that advice given in the warning or censure administered, whether orally or in writing shall, having regard to the temperament of the person concerned, be most beneficial to him. The memo, forwarding the adverse remarks to the person reported upon, should be couched in such a language that it does not produce a sense of resentment in the person reported upon and that it makes it clear to him that the intention of communicating these defects to him is that he tries to improve himself in respect of those



defects.

- (8) It is not necessary to disclose the identity of the officer who made the adverse remarks while communicating them to the Government servant concerned.
- (9) Only one representation against adverse remarks, which are recorded in the PAR of the Government servant, should be accepted within the prescribed time. However, the competent authority may, in its discretion, entertain a representation made beyond this time if there is satisfactory explanation for the delay.
- (10) All representations against adverse remarks should be decided expeditiously by the competent authority within the prescribed time-limit. Once a final decision regarding the adverse remarks has been taken, no notice will be taken of any representation received against the adverse remarks.
- (11) The following procedure should be adopted in dealing with representations from the employees against the adverse remarks communicated to them –
 - (a) Representation against adverse remarks should be examined by the appointing authority or the Department of Personnel, as the case may be.
 - (b) The competent authority should then call for the comments of the reporting/reviewing/accepting authority as the case may be on the representation of the government servant. However, comments are not required if the reporting/reviewing/accepting officer has retired or demitted the office.
 - (c) In case of state service officers, the file containing the PAR, the representation and comments thereon of the officer making the adverse remarks, if any, will be forwarded to the Secretary to Government in the borrowing department who would record his views and also seek approval of the concerned Minister-in-charge directly, without the case being routed through the Department of Personnel. The file would then come to DOP(A-1/ACR) for further action in the matter. In the event of difference of opinion between the Secretary to Government and the Minister-in-charge regarding the expunction of the adverse

entry, the case shall be submitted to the Chief Minister through the Chief Secretary whose decision thereon shall be final. In case of other employees, the decision of the appointing authority shall be final. But in case the appointing authority itself has recorded the adverse remarks, then the final decision regarding them will be taken by the officer immediately superior to the appointing authority.

(d) The matter shall be examined with reference to the rules and regulations keeping in mind the duties and responsibilities attached to the post held by the person concerned, the targets, if any, fixed and achieved, during the period under report -

- i. If it is found that the remarks were justified and the representation was frivolous, a note will be made in the report of the representations that he did not take the correction in good spirit;
- ii. If there is no sufficient ground for interference, the representation should be rejected and the person informed accordingly;
- iii. If it is felt that the adverse remarks should be toned down, necessary entries should be made separately at the appropriate place of the report; the correction should not be made in the earlier entries themselves; and
- iv. In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or are entirely incorrect or unfounded, and therefore deserved expunction, he should score through the remark, paste it over, or obliterate it otherwise, and should make an entry, with his signature and date, stating that he had done so.

(12) Representations or explanations against adverse entries should not be added to the PARs. These may be placed in a separate file cover along with the PAR file of the Government servant.

(13) **No appeal/ Review** – No appeal/review against the rejection of the representation against the adverse entry is allowed.

18. Procedure for writing PARs of employees on deputation or who return from other services joined by them, while retaining their lien in the State government

- (1) In the case of employees on deputation to other departments/organizations, which are controlled by the State Government, the PAR will be written as per channel prescribed by the competent authority as mentioned at paragraph 9 and sent to the appointing authority or the Department of Personnel, as the case may be. If the channel does not provide for remarks by the Head of Department or the administrative Secretary, they shall not write on PARs of such employees on deputation.
- (2) In the case of employees on deputation to organisation/bodies which are not under the control of the State Government, the PARs will be perused by the administrative Secretary of the parent department in the case of state service officers and by the Head of Department concerned in the case of subordinate/ministerial services' employees after they are received from the borrowing organization and forwarded to the Department of Personnel/appointing authority, as the case may be, for deposit.
- (3) In cases where an employee who had joined some other service, while holding his lien to his parent service, reverts to his original service, the following procedure may be adopted:
 - i. In case the assessment report(s)/confidential report(s) for the years when he worked in the other service are available, they will be placed in the appraisal dossier of the employee and the same will be taken into account for purposes of promotion, etc.
 - ii. In case they are not available, the procedure prescribed in case of missing reports shall be applicable.
- (4) In case an officer remained on deputation with the foreign countries, the PAR pertaining to the period earlier than 2.5.2003 shall only be placed in the PAR dossier and the same will be taken into account for purposes of promotion etc. The PARs pertaining to the subsequent period shall be placed in the personal file of the person concerned and a "No Report Certificate" pertaining to this period shall be placed in the PAR dossier.



19. Procedure for writing of PARs of Government servants deputed to attend approved courses of study or training—

For the period in which a employee has undergone any training at an approved institution in India or abroad, the following procedure should be adopted –

- (1) Whenever an officer attends an approved course of study or training, the fact of his having done so should be entered in his PAR.
- (2) The report, if any, received from the head of the institution should either be placed in original in the dossier of the officer or the substance of it entered therein.

20. No Report Certificate –

- (1) It shall be the responsibility of every administrative Secretary in case of the state service officers and the appointing authority in the case of subordinate and ministerial services employees to draw up a list of the persons falling under the following categories as on 31st March every year-

- a. Employees who have been granted study leave;
- b. Employees kept under suspension;
- c. Employees awaiting posting orders;
- d. Employees in case of whom none of the reporting officer, the reviewing authority and the accepting authority is competent to write the PAR; and
- e. Employees in case of whom PAR of period more than ten years old is pending completion.

- (2) For the persons mentioned above, if the period is of three months or more, a note mentioning the reasons should be made and kept in the dossier as "No Report Certificate".

21. Training

All appointing authorities shall communicate to the Director, Harish Chandra Mathur Rajasthan State Institute of Public Administration observations made in the various performance appraisal reports regarding improvement and training needs of the officers reported upon. The Director shall frame training programmes keeping in view the



dlr/dop/par/instructions

information received.

22. Register to watch receipt of Reports

- (1) A control register to watch the timely receipt of the performance appraisal shall be maintained by all reporting, reviewing and accepting authorities in the prescribed proforma (Annexure B).
- (2) Secretary to Government in the administrative Department, in the case of personnel, other than teaching staff of Education Department, shall ensure that PAR of the personnel under his administrative control, duly routed through the prescribed channels, reach the place of safe custody with out loss of time, latest by 30th of September each year keeping the record thereof in the Control Register appended to these rules. However, in the case of teaching staff of Education Department, last date for the PARs reaching the place of safe custody, shall be 31st of December each year in the same manner as specified in (a) above.
- (3) Disciplinary action, in addition to recording of adverse entry in the PAR, under the provisions of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 and/or any other relevant rules applicable at the relevant time, may be initiated by the Government against the person who has violated the time schedule.

23. Requisition of appraisal dossier/annual property return for official use and dispatch thereof

- (1) PAR dossiers are required by various authorities for convening meetings of Departmental Promotion Committees, preparing panels for deputation, making recommendations for grant of merit certificates, etc. Requisition of PAR for any official purpose shall be addressed to –
 - (i) the Deputy Secretary to Government, Department of Personnel (A-1/ACR), Rajasthan Secretariat, Jaipur-302005 in the case of the state service officers by an officer not below the rank of Deputy Secretary to Government in the administrative Department;
 - (ii) the appointing authority concerned, in the case of subordinate and ministerial service personnel by a competent officer authorized in this behalf by the appointing authority
- (2) The requisition so made shall contain details of the persons of whom

the PAR dossiers have been requisitioned so that they can be correctly identified. Many a times, there are officials in the same service having the same initials or even the same names. Therefore, it is imperative that full details, namely full name of the person and the date of birth are provided. If possible, father's/ husband's name should also be made available. In case of a number of persons having the same name and designation, I, II etc shall invariably be mentioned in the requisition. This is important in order to send the PAR of the correct official.

- (3) Reasonable time should be given to the office of custody of PAR for dispatching the report. In case the number of dossiers required is less than 50, a notice of at least 7 days should be given. In case 50 or more dossiers are required, the requisition should be sent at least 15 days in advance.
- (4) While sending the requisition, the purpose for which the dossier(s) is/are needed should be mentioned.
- (5) To avoid wastage of time, while sending the requisition, it should be ensured that the dossiers are not lying with the office requisitioning them.
- (6) Sometimes PARs are included in the dossiers by the office of the requisitioning authority. Such an action will prevent proper maintenance of the control register. In facts, this duty is of the office authorized to keep the dossiers in their custody. PARs are included in the dossier by the office of custody after making an entry in this regard in the control register meant for this purpose. Therefore, loose PARs should not be included in the Dossiers by the offices requisitioning the performance appraisal dossiers.
- (7) The dossiers should be returned to the office of custody immediately after their use.
- (8) The dossiers should be handled carefully so that they are not damaged in any way.
- (9) Copies of performance appraisal reports on government servants or even the substance of such report cannot be sent to private bodies in connection with appointment to posts advertised by them or for other purposes. If a request is received from a public or semi-government

body controlled by government only a gist of the relevant reports may normally be supplied. There may, however, be cases in which it is in government's own interest that the management of a corporate public enterprise should see the performance dossier in full. In such cases, the reports may be shown by the order of the Head of Department/administrative Department concerned.

- (10) The Central Bureau of Investigation, the Anti Corruption Bureau and the Rajasthan Police can requisition the annual property returns of employees against whom cases of assets disproportionate to their incomes are pending. In such cases, a certified copy of such returns should be retained in the dossier.

24. Power to remove difficulties— The government in the Department of Personnel, may, for the purpose of removing any difficulty (of the existence of which it shall be the sole judge) in the implementation of any provision of these instructions, make any general or special order, as it may consider expedient, in the interest of fair dealing or in the public interest.

Provided that in granting relaxation in favour of an employee, it shall be necessary to certify that it was absolutely expedient so to do for dealing with the case in a just and equitable manner.

25. Repeal and Savings –

- (1) The instructions regarding PAR, 1976, circulars and orders in relation to matters covered by these instructions and in force immediately before commencement of these instructions are hereby repealed.

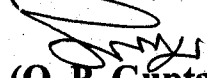
Provided that any action taken under the instructions and orders so superseded shall be deemed to have been taken under the provisions of these instructions.

- (2) The adverse entries, for the year 2007–08 and earlier years shall be examined and disposed of in accordance with these instructions.

27 2-7
(Sanjay Malhotra)
Secretary to Government

Copy forwarded to the following for information & necessary action:-

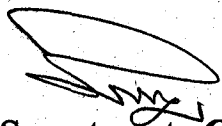
1. Principal Secretary to the His Excellency Governor, Rajasthan, Jaipur.
2. Principal Secretary to Chief Minister, Rajasthan, Jaipur.
3. All Special Assistant/Private Secretaries to Minister/State Minister/Parliamentary Secretaries, Rajasthan, Jaipur.
4. Deputy Secretary to the Chief Secretary, Rajasthan, Jaipur.
5. All Addl. Chief Secretaries/Principal Secretaries/Secretaries/Special Secretaries/ Deputy Secretaries, Rajasthan, Jaipur.
6. All Divisional Commissioners.
7. All Heads of Department (including all Collectors)
8. Administrative Reforms (Codification) Deptt, Secretariat, Jaipur.


(O. P. Gupta)

Deputy Secretary to Government

Copy also to the following:-

1. Secretary, Rajasthan Vidhan Sabha, Jaipur.
2. Secretary, RPSC, Ajmer.
3. Registrar, High Court, Jodhpur.
4. Additional Registrar, High Court, Jaipur Bench, Jaipur.
5. Registrar, Revenue Board, Rajasthan, Ajmer.
6. Secretary, Lokayukta Sachivalaya, Jaipur.
7. Registrar, RCS Appellate Tribunal, Jaipur.
8. Guard File.


Deputy Secretary to Government

Annexure 'A'

Time Schedule for writing PAR

S N	Category of cases	<u>When PAR form is to be procured by the reportee</u>	Time schedule for the reportee for completing Part-I	Time schedule for the reporting officer to complete Part-II	Time schedule for the reviewing authority to complete Part III/IV
1.	Report at the end of the reporting year	In the month of March	30th April	31st May	30th June
2.	Report in the event of retirement of the reporting officer	The month preceding the month in which the reporting officer is due to retire	15 days before the retirement of the reporting officer	Before retirement of the reporting officer	Within 15 days of the receipt of the PAR.
3.	Report in the event of transfer of the person reported upon	Along with the communication regarding relinquishment of post	Within 15 days of the receipt of PAR form	Within 15 days of receipt of the self assessment report.	Within 15 days of the receipt of PAR.
4.	Report in the event of transfer of the reporting officer	Immediately before handing over charge	Within 15 days of receipt of the PAR form	Within 15 days of receipt of the self assessment report	Within 15 days of receipt of the PAR.
5.	Report in the event of retirement of the person reported upon	The month preceding the month in which the person is due to retire	Within 15 days of receipt of the PAR form	Before retirement of the person reported upon	Before retirement of the person reported upon.

Annexure 'AA'
**Time Schedule for the various stages of performance appraisal in Respect
of the Teaching Staff of the Education Department**

SN	Operation/Activity	Deadline
1	2	3
1.	Procurement of "P" Form by the Government servant concerned.	15th July
2.	Submission of "P" Form by the Government servant concerned.	15 th August
3.	Writing of Performance Appraisal Report by the reporting officer.	15 th September
4.	Submission of the Performance Appraisal Report by the reporting officer to the Reviewing Officer.	20 th September
5.	Comments on the report by the Reviewing Officer and sending the Annual Performance Appraisal to the Office of record (i) in case where no adverse entries have been made and (ii) if made, then they have been expunged by the Reviewing Officer.	20 th October
6.	In case where the Reviewing Officer has not suomoto expunged the adverse entries, they are to be intimated to the officer reported upon by the Reviewing Officer.	20 th October
7.	Representation against the adverse entries by Government servant reported upon.	31 st October
8.	Decision by the reviewing officer on the adverse entries, after obtaining the comments of the reporting officer.	30 th November
9.	Reviewing officer forwarding the Performance Appraisal to the office of record if he has expunged them, and intimation to the officer concerned.	7 th December
10.	In case the reviewing officer has decided not to expunge the adverse entries intimation to be given by him to the officer reported upon to make a further representation (if he desires) to Secretary Personnel/Head of Department through him.	10 th December
11.	Submission of the representation by the government servant reported upon against the adverse entries to the Appeal Committee through the reviewing officer.	25 th December
12.	Forwarding of the entire record with his comments by the reviewing officer/authority to Secretary Personnel/ Head of Department.	31 st December
13.	Final decision by the Appeal Committee and communication of the decision to all concerned.	31 st January

Annexure "B"
Proforma of Register to watch the receipt and record of the
Performance Appraisal reports

S.No.	Name of the Government servant with father's/husband's name	Designation	Date of Birth	Due date for receiving PAR	Date of receipt
1	2	3	4	5	6
Due date for sending PAR to next higher authority		Date on which PAR was sent to next higher authority	Date on which PAR reached the place of custody		Remarks
7		8	9		10

संभागीय/जिला स्तरीय अधिकारियों के लिए : प्रपत्र-1 [संदर्भ नियम 7]

कार्य मूल्यांकन प्रतिवेदन -[वर्ष]

भाग-1 [प्रतिवेदित (REPORTEE) अधिकारी के लिए]

सेवा का नाम :

1. नाम..... पुत्र/पुत्री/पत्नि श्री.....
2. जन्म तिथि..... गृह जिला.....
3. समीक्षाधीन अवधि के दौरान पद तथा स्थान.....
4. प्रतिवेदक अधिकारी के अधीन की गई सेवा अवधि दिनांक..... से दिनांक..... तक.
5. अवकाश/प्रशिक्षण के दौरान अनुपस्थिति की कालावधि दिनांक..... से दिनांक..... तक
6. मुख्य पारिणामिक कार्यों के लिए निर्धारित लक्ष्यों [कृपया विनिर्दिष्ट करें] के अनुसार स्वयं द्वारा किया गया मूल्यांकन:

क्र.सं.	मुख्य पारिणामिक कार्य (Key result areas)	निर्धारित लक्ष्य (Targets)	वास्तविक उपलब्धियाँ (Actual achievements)	उपलब्धियों में कमी के कारण [कोई हो तो] एवं विशेष योगदान
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1. प्रमुख विभागीय कार्यों के श्रौतिक लक्ष्य
 - (i)
 - (ii)
 - (iii)
 - (iv)
2. प्रमुख विभागीय कार्यों के वित्तीय लक्ष्य
 - (i)
 - (ii)
 - (iii)
 - (iv)
3. निरीक्षण
4. मुख्यालय के अतिरिक्त क्षेत्र में रात्रि विश्राम
5. अन्य

टिप्पणी:- यदि विभागीय लक्ष्य नहीं हो तो संक्षिप्त वर्णनात्मक विवरण दिया जाए ।

प्रतिवेदित अधिकारी द्वारा किए गए विशेष कार्यों का संक्षिप्त विवरण [160 शब्दों से अधिक न हो]

प्रतिवेदक अधिकारी को प्रस्तुत किए जाने का दिनांक:

प्रतिवेदित के हस्ताक्षर
नाम व पदनाम

[प्रतिवेदित अधिकारी द्वारा कोई उपाबन्ध संलग्न नहीं किया जाए]

भाग- II [प्रतिवेदक (REPORTING) अधिकारी के लिए]

1. प्रतिवेदक अधिकारी की अभ्यक्तियों: कृपया उपयुक्त खाने में लघु हस्ताक्षर करें, सही का निशान आदि नहीं।

क्र.सं.	मूल्यांकन का आधार	उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद
1.	कार्य परिणाम (Output of work)					
2.	नेतृत्व गुण (Leadership qualities)					
3.	विश्लेषणात्मक योग्यता (Analytical ability)					
4.	प्रबंधन योग्यता (Management ability)					
5.	निर्णय लेने की योग्यता (Decision making ability)					
6.	पहल करने की योग्यता (Ability to take initiative)					

- 2[क] सामान्य मूल्यांकन- अधिकारी के व्यक्तित्व, गुणों तथा दोषों, मानसिक गुणवत्ता, परिश्रम और निष्ठा आदि का मूल्यांकन व समीक्षाधीन अवधि के दौरान अधिकारी के कार्यों का समग्र मूल्यांकन।

- 2[ख] वर्ष के दौरान किये गये कार्यों के लिए लिखित सलाह/भर्त्सना [यदि कोई हो] का संक्षिप्त उल्लेख:

- 2[ग] क्या आप किसी अभ्युक्ति को प्रतिकूल मानते हैं? यदि हाँ तो उसके लिए संक्षिप्त, किन्तु ठोस कारण भी दें।

3. क्या प्रतिवेदित अधिकारी अनुसूचित जाति/अनुसूचित जन जाति/निशक्तों/समाज के कमजोर वर्ग के लोगों के प्रति संवेदनशील हैं? यदि नहीं तो कारण बतायें।
हाँ/नहीं

4. क्या आपकी जानकारी में ऐसी कोई बात आई है जो अधिकारी की सत्यनिष्ठा अथवा उसके द्वारा कर्तव्य का ईमानदारी से पालन करने की योग्यता पर प्रतिकूल प्रभाव डालती है? यदि हाँ तो उसके बारे में विवरण दें।
हाँ/नहीं

5. बिन्दु सं. 1 व 2 में दी गई टिप्पणी के आधार पर प्रतिवेदित अधिकारी का समग्र मूल्यांकन [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें]

उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद

टिप्पणी- कृपया सुनिश्चित करें कि बिन्दु सं. 1 से 2 तक में की गई अभ्यक्तियों एवं बिन्दु सं. 5 में किये गये समग्र मूल्यांकन में एक रूपता हो। बिन्दु सं. 1 से 2 तक में कहीं पर भी प्रतिकूल अभ्युक्ति नहीं होने पर बिन्दु सं. 5 में तदनु रूप ही समग्र मूल्यांकन किया जाए। यदि कहीं पर भी कोई प्रतिकूल अभ्युक्ति हो तो समग्र मूल्यांकन भी असंतोषप्रद ही किया जाए।

प्रतिवेदक अधिकारी के हस्ताक्षर
[नाम, पदनाम स्पष्ट अक्षरों में]

संभागीय आयुक्त/जिला कलक्टर को प्रस्तुत किये जाने का दिनांक:



भाग-III [संभागीय आयुक्त/जिला कलक्टर के लिये]

1. संभागीय आयुक्त/जिला कलक्टर द्वारा टिप्पणी अंकित की जाए [केवल सम्भाग स्तर एवं जिला स्तर के अधिकारियों के लिए]
यदि आप भाग-III में की गई अभ्युक्तियों से सहमत नहीं हैं तो कृपया उसके लिए संक्षिप्त, किन्तु ठोस कारण दें।

समीक्षक प्राधिकारी को प्रेषित किये जाने का दिनांक:

संभागीय आयुक्त/जिला कलक्टर के हस्ताक्षर
[नाम एवं पदनाम स्पष्ट अक्षरों में]

भाग-IV [समीक्षक (REVIEWING) प्राधिकारी के लिए]

2. भाग-II व भाग-III में की गई अभ्युक्तियों के बारे में सामान्य टिप्पणी व समग्र मूल्यांकन करते हुए अभ्युक्तियों अंकित की जाए। यदि आप भाग-II/भाग-III में की अभ्युक्तियों से सहमत नहीं हैं तो उसके लिए संक्षिप्त, किन्तु ठोस कारण दें।

मतिवेदित अधिकारी का समग्र मूल्यांकन [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें]

उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद

टिप्पणी:- कृपया सुनिश्चित करें कि उपर्युक्त विवरणात्मक अभ्युक्तियों एवं समग्र मूल्यांकन में एक रूपता हो। विवरणात्मक अभ्युक्तियों में कहीं पर भी प्रतिकूल अभ्युक्ति होने पर ही समग्र मूल्यांकन को असंतोषप्रद किया जाए।

समीक्षक (REVIEWING) प्राधिकारी के हस्ताक्षर
[नाम एवं पदनाम स्पष्ट अक्षरों में]

स्वीकारकर्ता प्राधिकारी को प्रस्तुत किये जाने का दिनांक:

भाग-V [स्वीकारकर्ता (ACCEPTING) प्राधिकारी के लिए]

3. स्वीकारकर्ता प्राधिकारी की अभ्युक्तियों। यदि आप भाग-II, भाग-III, भाग-IV में की अभ्युक्तियों से सहमत नहीं हैं तो उसके लिए संक्षिप्त, किन्तु ठोस कारण दें।

दिनांक

स्वीकारकर्ता (ACCEPTING) प्राधिकारी के हस्ताक्षर
[नाम एवं पदनाम स्पष्ट अक्षरों में]

वार्षिक कार्यसूचकान प्रविष्टन प्रपत्र-1, II तथा III का परिशिष्ट (प्रपत्र का पृ 4)

वर्ष [1 जनवरी को] के लिये प्रथम नियुक्ति के समय की स्थावर सम्पत्ति सहित सम्पूर्ण स्थावर सम्पत्ति का विवरण

1. अधिकारी/कार्मिक का नाम तथा पद जिससे वह सम्बन्धित है : 3. किस सेवा स्तर से है

2. वर्तमान में धारित पद : 4. वर्तमान वेतन

उस दिने उक्त-खण्ड सम्पत्तियों का नाम तथा विवरण	वर्तमान मूल्य	यदि स्वर की नहीं है तो बताएं	कैसे अधिस्त की। यदि क्रय वट्ट द्वारा अथवा अन्य विवरण	सम्पत्ति से आय	अव्युक्ति
उक्त दिने तथा गति का नाम आवासीय तथा गृहि अन्य धन		कि वह किसके नाम में धरित है तथा	दान या अन्यथा रूप से अधिस्त की गई हो वे वर्द्धन की ताक्षि	[वार्मिक]	
जिसमें सम्पत्ति स्थित है		उस सदस्य के साथ अथवा क्या	तथा आम सव्य हो उस व्यक्ति/व्यक्तियों का विवरण जिनसे अधिस्त की गई है।		

हस्ताक्षर
दिनांक



अन्य राज्य सेवा अधिकारियों के लिए प्रपत्र-11 [संदर्भ नियम 7]

कार्य मूल्यांकन प्रतिवेदन [वर्ष]

भाग-1. प्रतिवेदित (REPORTEE) अधिकारी के लिए]

सेवा का नाम :

1. नाम पुत्र/पुत्री/पत्नी श्री.....
2. जन्म तिथि गृह जिला
3. समीक्षाधीन अवधि के दौरान पद तथा स्थान
4. प्रतिवेदक अधिकारी के अधीन की गई सेवा अवधि दिनांक से दिनांक तक.
5. अवकाश/प्रशिक्षण के दौरान अनुपस्थिति की कालावधि दिनांक से दिनांक तक
6. मुख्य पारिणामिक कार्यों के लिए निर्धारित लक्ष्यों [कृपया विनिर्दिष्ट करें] के अनुसार स्वयं द्वारा किया गया मूल्यांकन:

क्र.सं.	मुख्य पारिणामिक कार्य (Key result areas)	निर्धारित लक्ष्य (Targets)	वास्तविक उपलब्धियों (Actual achievements)	उपलब्धियों में कमी के कारण [कोई हो तो] एवं विशेष योगदान
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1. प्रमुख विभागीय कार्यों के भौतिक लक्ष्य

- (i)
- (ii)
- (iii)
- (iv)

2. प्रमुख विभागीय कार्यों के वित्तीय लक्ष्य

- (i)
- (ii)
- (iii)
- (iv)

3. निरीक्षण

4. मुख्यालय के अतिरिक्त क्षेत्र में रात्रि विश्राम

5. अन्य

टिप्पणी:- यदि विभागीय लक्ष्य नहीं हो तो संक्षिप्त वर्णनात्मक विवरण दिया जाए ।

प्रतिवेदित अधिकारी द्वारा किए गए विशेष कार्यों का संक्षिप्त विवरण [160 शब्दों से अधिक न हो] -

प्रतिवेदित के हस्ताक्षर
नाम व पदनाम

प्रतिवेदक अधिकारी को प्रस्तुत किए जाने का दिनांक:

[प्रतिवेदित अधिकारी द्वारा कोई उपाबन्ध संलग्न नहीं किया जाए]

भाग- II [प्रतिवेदक (REPORTING) अधिकारी के लिए]

1. प्रतिवेदक अधिकारी की अभ्युक्तिः [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें, सही का निशान आदि नहीं]

क्र.सं.	मूल्यांकन का आधार	उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद
1.	कार्य परिणाम (Output of work)					
2.	नेतृत्व गुण (Leadership qualities)					
3.	विश्लेषणात्मक योग्यता (Analytical ability)					
4.	प्रबंधन योग्यता (Management ability)					
5.	निर्णय लेने की योग्यता (Decision making ability)					
6.	पहल करने की योग्यता (Ability to take initiative)					

- 2[क] सामान्य मूल्यांकन- अधिकारी के व्यक्तित्व, गुणों तथा दोषों, मानसिक गुणवत्ता, परिश्रम और निष्ठा आदि का मूल्यांकन व समीक्षाधीन अवधि के दौरान अधिकारी के कार्यों का समग्र मूल्यांकन ।

- 2[ख] वर्ष के दौरान किये गये कार्यों के लिए लिखित सलाह/भर्त्सना [यदि कोई हो] का संक्षिप्त उल्लेख:

- 2[ग] क्या आप किसी अभ्युक्ति को प्रतिकूल मानते हैं ? यदि हाँ तो उसके लिए संक्षिप्त, किन्तु ठोस कारण भी दें ।

3. क्या प्रतिवेदित अधिकारी अनुसूचित जाति/अनुसूचित जन जाति/निशक्तों/समाज के कमजोर वर्गों के लोगों के प्रति संवेदनशील है ? यदि नहीं तो कारण बतायें ।
हाँ/नहीं

4. क्या आपकी जानकारी में ऐसी कोई बात आई है जो अधिकारी की सत्यनिष्ठा अथवा उसके द्वारा कर्तव्य का ईमानदारी से पालन करने की योग्यता पर प्रतिकूल प्रभाव डालती है ? यदि हाँ तो उसके बारे में विवरण दें ।
हाँ/नहीं

5. बिन्दु सं. 1 व 2 में दी गई टिप्पणी के आधार पर प्रतिवेदित अधिकारी का समग्र मूल्यांकन [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें]

उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद

- टिप्पणी- कृपया सुनिश्चित करें कि बिन्दु सं. 1 से 2 तक में की गई अभ्युक्तियाँ एवं बिन्दु सं. 5 में किये गये समग्र मूल्यांकन में एक रूपता हो । बिन्दु सं. 1 से 2 तक में कहीं पर भी प्रतिकूल अभ्युक्ति नहीं होने पर बिन्दु सं. 5 में तदनु रूप ही समग्र मूल्यांकन किया जाए । यदि कहीं पर भी कोई प्रतिकूल अभ्युक्ति हो तो समग्र मूल्यांकन भी असंतोषप्रद ही किया जाए ।

प्रतिवेदक अधिकारी के हस्ताक्षर
(नाम, पदनाम स्पष्ट अक्षरों में)

समीक्षक प्राधिकारी को प्रस्तुत किये जाने का दिनांक:

भाग-III [समीक्षक (REVIEWING) प्राधिकारी के लिए]

1. प्रतिवेदक अधिकारी द्वारा की गई अभ्युक्तियों के बारे में सामान्य टिप्पणी व समग्र मूल्यांकन करते हुए अभ्युक्तियों अंकित की जाएं। यदि आप प्रतिवेदक अधिकारी से सहमत नहीं हैं तो उसके लिए संक्षिप्त, किन्तु ठोस कारण दें।

प्रतिवेदित अधिकारी का समग्र मूल्यांकन [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें]

उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद

टिप्पणी:- कृपया सुनिश्चित करें कि उपर्युक्त विवरणात्मक अभ्युक्तियों एवं समग्र मूल्यांकन में एक रूपता हो। विवरणात्मक अभ्युक्तियों में कहीं पर भी प्रतिकूल अभ्युक्ति होने पर ही समग्र मूल्यांकन को असंतोषप्रद किया जाए।

समीक्षक (REVIEWING) प्राधिकारी के हस्ताक्षर
[नाम एवं पदनाम स्पष्ट अक्षरों में]

स्वीकारकर्ता प्राधिकारी को प्रस्तुत किये जाने का दिनांक:

भाग- IV [स्वीकारकर्ता (ACCEPTING) प्राधिकारी के लिए]

2. स्वीकारकर्ता प्राधिकारी की अभ्युक्तियों। यदि आप प्रतिवेदक अधिकारी/समीक्षक अधिकारी से सहमत नहीं हैं तो उसके लिए संक्षिप्त, किन्तु ठोस कारण दें।

दिनांक

स्वीकारकर्ता (ACCEPTING) प्राधिकारी के हस्ताक्षर
[नाम एवं पदनाम स्पष्ट अक्षरों में]

वार्षिक कार्यमूल्यांकन प्रतिवेदन प्रपत्र-1, II तथा III का परिशिष्ट [प्रपत्र का पृ. 4]

वर्ष..... [I जनवरी..... को] के लिये प्रथम नियुक्ति के समय की स्थावर सम्पत्ति सहित सम्पूर्ण स्थावर सम्पत्ति का विवरण

1. अधिकारी/कार्मिक का नाम तथा पद जिससे वह संबंधित है :

3. किस सेवा संवर्ग से है

2. वर्तमान में धारित पद :

4. वर्तमान वेतन

उस विवे उप-खण्ड सम्पत्तियों का नाम तथा विवरण वह सील तथा गाँव का नाम आवासीय तथा भूमि अन्य भवन जिसमें सम्पत्ति स्थित है

वर्तमान मूल्य

यदि स्वयं की नहीं है तो बताए कि वह किसके नाम में धारित है तथा उस सदस्य के साथ अरका तथा संबंध है।

कैसे अधिस्त की। यदि ऋण भूट्टे द्वारा या कबक उत्तराधिकार दान या अन्यथा रूप से अधिस्त की गई हो तो अधिस्त की तारीख तथा नाम साथ ही उस व्यक्ति/व्यक्तियों का विवरण जिनसे अधिस्त की गई है।

सम्पत्ति से आय अनुयुक्ति * [वार्षिक]

हस्ताक्षर.....

दिनांक.....

अधिनस्थ/मंत्रालयिक सेवा अधिकारियों/कार्मिकों के लिए :प्रपत्र-III [संदर्भ नियम 7]

कार्य मूल्यांकन प्रतिवेदन [वर्ष]

भाग-। [प्रतिवेदित (REPORTEE) अधिकारी/कार्मिक के लिए]

सेवा का नाम :

1. नाम..... पुत्र/पुत्री/पति श्री.....
2. जन्म तिथि..... गृह जिला
3. समीक्षाधीन अवधि के दौरान पद तथा स्थान
4. प्रतिवेदक अधिकारी के अधीन की गई सेवा अवधि दिनांक..... से दिनांक..... तक.
5. अवकाश/प्रशिक्षण के दौरान अनुपस्थिति की कालावधि दिनांक..... से दिनांक..... तक
6. मुख्य पारिणामिक कार्यों के लिए निर्धारित लक्ष्यों [कृपया विनिर्दिष्ट करें] के अनुसार स्वयं द्वारा किया गया मूल्यांकन:

क्र.सं.	मुख्य पारिणामिक कार्य (Key result areas)	निर्धारित लक्ष्य (Targets)	वास्तविक उपलब्धियों (Actual achievements)	उपलब्धियों में कमी के कारण [कोई हो तो] एवं विशेष योगदान
1.	प्रमुख विभागीय कार्यों के भौतिक लक्ष्य (i) (ii) (iii) (iv)			
2-	प्रमुख विभागीय कार्यों के वित्तीय लक्ष्य (i) (ii) (iii) (iv)			
3.	निरीक्षण			
4.	मुख्यालय के अतिरिक्त क्षेत्र में रात्रि विश्राम			
5.	अन्य			

टिप्पणी:- यदि विभागीय लक्ष्य नहीं हो तो संक्षिप्त वर्णनात्मक विवरण दिया जाए ।

प्रतिवेदित अधिकारी/कार्मिक द्वारा किए गए विशेष कार्यों का संक्षिप्त विवरण [150 शब्दों से अधिक न हो]

प्रतिवेदित के हस्ताक्षर
नाम व पदनाम

प्रतिवेदक अधिकारी को प्रस्तुत किए जाने का दिनांक:

[प्रतिवेदित अधिकारी/कार्मिक द्वारा कोई उपाबन्ध संलग्न नहीं किया जाए]

भाग- II [प्रतिवेदक (REPORTING) अधिकारी के लिए]

1. प्रतिवेदक अधिकारी की अभ्युक्तिः [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें, सही का निशान आदि नहीं]

क्र.सं.	मूल्यांकन का आधार	उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद
1.	कार्य परिणाम (Work performance)					
2.	बुद्धिमत्ता (Intelligence)					
3.	अनुशासन जिसमें समयपालन सम्मिलित है (Discipline including punctuality)					
4.	कर्तव्य परायणता (Devotion to duty)					
5.	कार्य निष्पादन में तत्परता (Promptness in disposal)					
6.	पहल करने की योग्यता (Ability to take initiative)					

- 2[क] सामान्य मूल्यांकन- अधिकारी के व्यक्तित्व, गुणों तथा दोषों, मानसिक गुणवत्ता, परिश्रम और निष्ठा आदि का मूल्यांकन व समीक्षाधीन अवधि के दौरान अधिकारी के कार्यों का समग्र मूल्यांकन ।

- 2[ख] वर्ष के दौरान किये गये कार्यों के लिए लिखित सलाह/भर्त्सना [यदि कोई हो] का संक्षिप्त उल्लेख:

- 2[ग] क्या आप किसी अभ्युक्ति को प्रतिकूल मानते हैं ? यदि हाँ तो उसके लिए संक्षिप्त, किन्तु ठोस कारण भी दें ।

3. क्या प्रतिवेदित अधिकारी/कार्मिक अनुसूचित जाति/अनुसूचित जन जाति/समाज के कमजोर वर्गों के लोगों के प्रति संवेदनशील है ? यदि नहीं तो कारण बतायें ।
हाँ/नहीं

4. क्या आपकी जानकारी में ऐसी कोई बात आई है जो अधिकारी/कार्मिक की सत्यनिष्ठा अथवा उसके द्वारा कर्तव्य का ईमानदारी से पालन करनेकी योग्यता पर प्रतिकूल प्रभाव डालती है ? यदि हाँ तो उसके बारे में विवरण दें ।
हाँ/नहीं

5. कॉलम सं. 1 व 2 में दी गई टिप्पणी के आधार पर प्रतिवेदित अधिकारी/कार्मिक का समग्र मूल्यांकन [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें]

उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद

- टिप्पणी- कृपया सुनिश्चित करें कि बिन्दु सं. 1 से 2 तक में की गई अभ्युक्ति एवं बिन्दु सं. 5 में किये गये समग्र मूल्यांकन में एक रूपता हो । बिन्दु सं. 1 से 2 तक में कहीं पर भी प्रतिकूल अभ्युक्ति नहीं होने पर बिन्दु सं. 5 में तदनुक्रम ही समग्र मूल्यांकन किया जाए । यदि कहीं पर भी कोई प्रतिकूल अभ्युक्ति हो तो समग्र मूल्यांकन भी असंतोषप्रद ही किया जाए ।

प्रतिवेदक अधिकारी के हस्ताक्षर
(नाम, पदनाम स्पष्ट अक्षरों में)

समीक्षक प्राधिकारी को प्रस्तुत किये जाने का दिनांक:



भाग-III [समीक्षक (REVIEWING) प्राधिकारी के लिए]

1. प्रतिवेदक अधिकारी द्वारा की गई अभ्युक्तियों के बारे में सामान्य टिप्पणी व समग्र मूल्यांकन करते हुए अभ्युक्तियों अंकित की जाएं। यदि आप प्रतिवेदक अधिकारी से सहमत नहीं हैं तो उसके लिए संक्षिप्त, किन्तु ठोस कारण दें।
[टिप्पणी: निजी सहायकों/वैयक्तिक सचिवों के लिए यह भाग लागू नहीं होगा]

प्रतिवेदित अधिकारी/कार्मिक का समग्र मूल्यांकन [कृपया उपयुक्त खाने में लघु हस्ताक्षर करें]

उत्कृष्ट	बहुत अच्छा	अच्छा	संतोषप्रद	असंतोषप्रद

टिप्पणी:- कृपया सुनिश्चित करें कि उपर्युक्त विवरणात्मक अभ्युक्तियों एवं समग्र मूल्यांकन में एक रूपता हो। विवरणात्मक अभ्युक्तियों में कहीं पर भी प्रतिकूल अभ्युक्ति होने पर ही समग्र मूल्यांकन को असंतोषप्रद किया जाए।

समीक्षक (REVIEWING) प्राधिकारी के हस्ताक्षर
[नाम एवं पदनाम स्पष्ट अक्षरों में]

स्वीकारकर्ता प्राधिकारी को प्रस्तुत किये जाने का दिनांक:

भाग- IV [स्वीकारकर्ता (ACCEPTING) प्राधिकारी के लिए]

2. स्वीकारकर्ता प्राधिकारी की अभ्युक्तियों। यदि आप प्रतिवेदक अधिकारी/समीक्षक अधिकारी से सहमत नहीं हैं तो उसके लिए संक्षिप्त, किन्तु ठोस कारण दें।

दिनांक

स्वीकारकर्ता (ACCEPTING) प्राधिकारी के हस्ताक्षर
[नाम एवं पदनाम स्पष्ट अक्षरों में]



वार्षिक कार्ययुक्तकान प्रतिवेदन प्रपत्र-1, II तथा III का परिशिष्ट [प्रपत्र का पृ. 4]

वर्ष [I जनवरी को] के लिये प्रथम नियुक्ति के समय की स्थावर सम्पत्ति सहित सम्पूर्ण स्थावर सम्पत्ति का विवरण

1. अधिकारी/कार्यक का नाम तथा पद जिससे वह संबंधित है : 3. किस सेवा संवर्ग से है

2. वर्तमान में धारित पद : 4. वर्तमान वेतन

उस जिले उप-खण्ड	सम्पत्तियों का नाम तथा विवरण	वर्तमान मूल्य	यदि स्वर की नहीं है तो बताएं कि वह किसके नाम में धारित है तथा उस सदस्य के साथ आयाका क्या संख्या है।	कैसे अधिस्त की। यदि क्रय गृह द्वारा या बंधक उत्तराधिकार दान या अन्यथा रूप से अधिस्त की गई हो तो अधिस्त की तारीख तथा नाम संख्या ही उस व्यक्ति/व्यक्तियों का विवरण जिनसे अधिस्त की गई है।	सम्पत्ति से आय [वार्षिक]	अन्युक्ति
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हस्ताक्षर
दिनांक