

Copy of letter. No.11059/28/2008-AIS-III dated 29<sup>th</sup> December, 2008 from Smt. Harjot Kaur, Director (Services), Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, New Delhi to the Chief Secretaries All State Governments/UTs.

**Subject:- The All India Services (Performance Appraisal Report) Rules, 2007- Disclosure of Performance Appraisal Report to the officer reported upon.**

The rule 9 (1) of the All India Services (Performance Appraisal Report) Rules, 2007 prescribes that the full Performance Appraisal Report, including the overall grade and assessment of integrity, should be disclosed to the officer reported upon. The disclosure is at three stages – (i) after writing remarks of the Accepting Authority (ii) after consideration of the representation of the officer reported upon, the PAR communicated to him (iii) the decision of the Referral Board.

2- It has been observed from the Performance Appraisal Reports received in this Department that there is no indication about disclosure of the same to the officer reported upon.

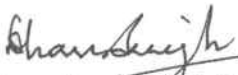
3- It has therefore been decided that while forwarding completed Performance Appraisal Reports to this Department, a certificate for each PAR in the enclosed proforma should be sent invariably. In the absence of the Certificate, the Performance Appraisal Reports received in this Department shall not be taken on record.

4- These instructions may be brought to the notice of all the concerned authorities.

Endst. No.30/13/2003-S(I)

Dated Chandigarh, the 3<sup>rd</sup> February, 2009

A copy alongwith its enclosure is forwarded to all IAS officers in the Haryana for information and necessary action.

  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana.

A copy, each, alongwith its enclosure is forwarded to the Principal Secretary to Chief Minister, Haryana and Senior Secretaries/Secretaries/Private Secretaries to Ministers/State Ministers, Haryana for information of Chief Minister/Ministers and State Minister.

  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana.

To

The Principal Secretary to Chief Minister, Haryana and Senior Secretaries/Secretaries/Private Secretaries to Ministers/State Ministers, Haryana.

U.O.No.30/13/2003-S(I)

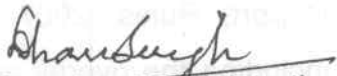
Dated Chandigarh, the 3<sup>rd</sup> February, 2009

Endst. No.30/13/2003-S(I)

Dated Chandigarh, the 3<sup>rd</sup> February, 2009

A copy alongwith its enclosure is forwarded to the following for information and necessary action:-

- i) The Financial Commissioner & Principal Secretary to Government, Haryana, Home Department.
- ii) Financial Commissioner & Principal Secretary to Government, Haryana, Forests Department.

  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana.

13/2/09

**CERTIFICATE FOR DISCLOSURE OF PERFORMANCE**  
**APPRAISALREPORT**

1. Name of the officer reported upon:
2. Year/period of Assessment:
3. Date of disclosure of PAR to the officer reported upon:
4. Whether comments received from the officer reported upon: 

|     |    |
|-----|----|
| Yes | No |
|-----|----|
5. If yes, date of disclosure to the officer reported upon   
After consideration of his comments:
6. Whether the officer has made representation to the Referral Board: 

|     |    |
|-----|----|
| Yes | No |
|-----|----|
7. If yes, the date of communication of final report after consideration by the Referral Board:

Signature of the forwarding authority

Date: