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#### NOTIFICATION

**No. A. 28011/1/2005-P&AR(GSW), the 26th February, 2010.** In exercise of the powers conferred by Article 309 of the Constitution of India, the Governor of Mizoram is pleased to make the following rules, namely:-

**1. Short title, commencement and application –**

- (1) These rules may be called the Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.
- (2) They shall apply to all Group 'A' officers under the Government of Mizoram including members of Mizoram Judicial Service who are on deputation to the State Government.
- (3) These Rules shall not apply to members of Mizoram Engineering Service and other Technical Services.
- (4) They shall come into force on the date of their publication in the official Gazette.

**2. Definitions -** In these rules, unless the context otherwise requires:-

- (a) **“accepting authority”** means the authority which supervises the performance of the reviewing authority as may be specifically empowered in this behalf by the Government;
- (b) **“benchmark score”** shall mean the minimum numerical weighted mean score arrived at for overall grading above which an officer shall be regarded as fit for promotion to the next higher grade;
- (c) **“Cadre controlling Department”** is the Administrative Department which issue order of appointment of the officers concerned and which controls the officer in the matter of career advancement, transfer and posting, disciplinary cases, etc.
- (d) **“dossier”** means performance appraisal dossier;
- (e) **“Government”** means the Government of Mizoram.
- (f) **“member of the service”** means a member of service(s) or holding a post to whom these Rules are applicable
- (g) **“performance appraisal report”** means the performance appraisal report referred to in rules 4 and 5.
- (h) **“Performance appraisal dossier”** means the compilation of the performance appraisal reports written on a member of the Service, referred to in rule 3, and includes such other documents as may be specified by the Govt. of Mizoram by general or special order, in this behalf;

- (i) **“Promotion”** means appointment of a member of the Service to the next higher grade over the one in which he is serving at the relevant time;
- (j) **“referral board”** means a board consisting of officers of the Service designated by the Government of Mizoram for cases relating to all officers of the services governed by these rules.
- (k) **“reporting authority”** means such authority or authorities supervising the performance of the member of the Service reported upon as may be specifically empowered in this behalf by the Government;  
*(Note: When the officer reported upon is looking after more than one Department, the Reporting Officer shall obtain a note from the head of the other Department(s) concerned indicating the performance of the officer reported upon in respect of that department and enclose the same with the Performance Appraisal Report )*
- (l) **“reviewing authority”** means such authority or authorities supervising the performance of the reporting authority as may be specifically empowered in this behalf by the Government;
- (m) **“schedule”** means the Schedule annexed to these rules;

**3. Maintenance and custody of performance appraisal dossier**

A comprehensive performance appraisal dossier shall be maintained for each member of the Service by the Government in the manner specified under these rules and the performance appraisal dossier shall consist of the documents specified in Schedule 1. The dossier shall be kept in the custody of Secretary of the cadre controlling Department.

**4. Form of the performance appraisal report (1)** The reporting authority shall write the performance appraisal report in such form as may be specified by the Government in Schedule 2 and the officer reported upon and the reporting, reviewing and accepting authority shall ensure that the portions of the forms which are to be filled in by them are completed by them within the time limit specified in this behalf by the Government.

**5. Performance appraisal reports-**

- (1) A performance appraisal report assessing the performance, character, conduct and qualities of every Govt. servant governed by these rules shall be written for each financial year or as may be specified by the Government in the Schedule.  
Provided that a performance appraisal report may not be written in such cases as may be specified by the Government, by general or special order:  
Provided further that if a performance appraisal report for a financial year is not recorded by 31<sup>st</sup> December of the year in which the financial year ended, no remarks may be recorded thereafter and the officer may be assessed on the basis of the overall record and self assessment for the year, if he has submitted his self-assessment on time.
- (2) Subject to the provisions of sub-rule (4), a performance appraisal report shall also be written when either the reporting or reviewing authority or the member of a Government servant reported upon relinquishes charge of the post, and, in such a case, it shall be written at the time of the relinquishment or ordinarily within one month of such relinquishment.
- (3) Where more than one performance appraisal reports are written on a Government servant during the course of a financial year each such report shall indicate the period to which it pertains:

Provided that only one report shall be written on a Government servant for a particular period during the course of the financial year and there shall be a single reporting, reviewing and accepting authority at each level of assessment which shall be specified in the channel for writing performance appraisal reports by the concerned Department and in no circumstances more than one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time:

Provided further that if more than one person of the same superior level supervises the performance of the Government servant, the Government shall identify the person to report or review well in advance of the relevant assessment year.

- (4) Where the reporting authority has not seen, but the reviewing authority has seen the performance of a Government servant for at least three months during the period for which the performance appraisal report is to be written the reviewing authority shall write the performance appraisal report of any such Government servant for any such period.
- (5) Where, both the reporting authority and the reviewing authority have not seen and the accepting authority has seen, as referred to in sub-rule(4), the performance of any such Government servant, the accepting authority shall write the performance appraisal of any such Government servant during such period.
- (6) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a Government servant for at least three months during the period for which the report is to be written, the Government shall make an entry to that effect in the performance appraisal report for any such period.
- (7) Notwithstanding anything contained in sub-rules(1),(2),(4) and (5), it shall not be competent for the reporting authority, the reviewing authority or the accepting authority to write a performance appraisal report after he demits office when he is no longer a Government servant

**Explanation** - For the purposes of this rule, "Minister" shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in 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.

- (8) Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted

**6. Review of the performance appraisal report -**

- (1) The reviewing authority shall record his remarks on the performance appraisal report, within the timeframe specified in the Schedule 2.
- (2) Where the report is written by the reviewing authority under sub-rule (4) of rule 5, or where the reviewing authority has not seen, and the accepting authority has seen, the performance of a Government servant for at least three months during the period for which the performance appraisal report of any such member for any such period within the timeframe specified in the Schedule 2.
- (3) It shall not be competent for the reviewing authority, or the accepting authority, to review any such performance appraisal report unless it has seen the performance of a Government servant for at least three months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the performance appraisal report.
- (4) Notwithstanding anything contained in sub-rules (1) and (2), it shall not be competent for the reviewing authority or the accepting authority to review or accept any such performance appraisal report-

- (a) Where the authority reviewing the performance appraisal report is a Government servant, after one month of this retirement from service, and
- (b) In other cases, after one month of the date on which he demits office.

**Explanation** - For the purposes for this rule, “Minister” shall not be construed as having demitted the office if he continues to be a Minister in the Council of Ministers with a different portfolio or in the Council of Ministers immediately reconstituted after the previous Council of Ministers of which he was Minister with the same or a different portfolio provided the Chief Minister continues in office.

**7. Acceptance of the Performance Appraisal Report –**

- (1) The accepting authority shall within the timeframe specified in Schedule 2, record his remarks on the performance appraisal report and may accept it, with such modifications as may be considered necessary, and sign the report.

Provided that where the accepting authority has not seen the performance of any Government servant for at least three months during the period for which the performance appraisal report has been written, it shall not be necessary for the accepting authority to accept any such report and an entry to this effect shall be made in the performance appraisal report.
- (2) Notwithstanding anything contained in sub-rule(1), it shall not be competent for the accepting authority to accept and countersign any such performance report-
  - (a) where the accepting authority is a Government servant, after one month of this retirement from Government service, and
  - (b) in other cases, one month after the date on which he demits the office.
- (3) When the performance appraisal report is not written or revised. Notwithstanding anything contained in rule 5 or rule 6, where the accepting authority writes or reviews the performance appraisal report of any member of the Service, it shall not be necessary to review or accept any such report.

**8. Disclosure of performance appraisal report to the officer reported upon and procedure for representation to the Referral Board –**

- (1) The full annual performance appraisal report, including the overall grade and assessment of integrity, shall be disclosed to the officer reported upon after finalization by the accepting authority to enable the officer reported upon to represent his case.
- (2) The officer reported upon may have the option to give his comments on the performance appraisal report in writing to the authority within fifteen days of the receipt of the Performance Appraisal Report.
- (3) The comments shall be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes work output and competency.
- (4) The accepting authority shall within fifteen days of receipt of comments from the officer reported upon forward the same to the reviewing and the reporting authority and call for their views on the comments.
- (5) The reporting authority shall within fifteen days of receipt of comments from the officer reported upon forward his own views on the comments to the reviewing authority failing which it shall be presumed that he has no views thereon..
- (6) The reviewing authority shall forward the comments of the officer reported upon along with the views of the reporting authority and his own views to the accepting authority within fifteen days of receipt of the views of the reporting authority.

- (7) The accepting authority shall consider the comments of the officer reported upon, the views of the reporting authority and the reviewing authority and after due consideration may accept them and modify the performance appraisal report accordingly and the decision and final grading shall be communicated to the officer reported upon within fifteen days of receipt of the views of the reviewing authority.
- (8) (a) In case the officer reported upon chooses to represent against the final assessment conveyed to him according to this procedure, he may represent his case through the accepting authority for a decision by the Referral Board, specified in the Schedule 3, within one month, provided that such representation shall be confined to errors of facts.  
(b) The representation of the officer reported upon along with the views of the reporting authority, the reviewing authority and the accepting authority shall be forwarded to the Referral Board on the request of the officer reported upon within a period of fifteen days of receipt of communication.
- (9) (a) The Referral Board shall consider the representation of the officer reported upon in the light of the comments of the reporting authority, the reviewing authority and the accepting authority and confirm or modify the performance appraisal report, including the overall grade and the decision of the Referral Board shall be confined only to errors of facts and the decision of the Referral Board shall be final.  
(b) In case an entry or assessment is upgraded or down graded, reasons for the same shall be recorded in the performance appraisal report.
- (10) The entire performance appraisal report, including the overall grade, shall thereafter be communicated to the officer reported upon which shall conclude the process of assessment and no further representation of any kind shall be entertained thereafter.
9. **General** - The Government may issue instruction, not inconsistent with the provisions of these rules, or as it may consider necessary, with regard to the writing of the performance appraisal reports, the maintenance of the performance appraisal dossier and the effect of the performance appraisal reports on the conditions of service of a member of the Service.

Sd/-

**Lalthansanga,**

Addl. Secretary to the Government of Mizoram,  
Deptt.of Personnel & Adve.Reforms.

**SCHEDULE 1**

[See rule 3]

**Forms for performance Appraisal Report****Documents to be maintained in the Performance Appraisal Dossier**

- (i) A curriculum Vitae to be updated annually on the basis of the performance appraisal reports and a five-yearly Curriculum Vitae update submitted by the officer reported upon
- (ii) The performance appraisal reports earned throughout the career
- (iii) Certificates of training, academic courses attended after joining service, study leave
- (iv) Details of books, articles and other publications made by the officer concerned.
- (v) Appreciation letters from Government or Secretary or Head of Department or special bodies or Commissions.
- (vi) Copy of order imposing any of the penalties specified the CCS(CCA) Rules, 1965 and final result of inquiry into allegations and charges against a Government servant.
- (vii) Warnings or displeasure or reprimands of the Government

**SCHEDULE 2**

[See rule 4]

**Forms for Performance Appraisal Report****Appendix- Performance Appraisal Report Forms and Proforma for Health Check Up**

- **Form I** and general guidelines for filling up the Performance Appraisal Report.
- **Form I (A)** and general guidelines for filling up the Performance Appraisal Report (for Mizoram Police Service only)
- **Form II** Performance Report on study leave/leave for study.
- **Form III** Performance report on training.
- **Form IV** for Health check up of the Officers.

**SCHEDULE 3**

[See rule 2(j)]

**Composition of the Referral Board**

- (i) Chief Secretary, Government of Mizoram. - Chairman
- (ii) Secretary of the Department concerned - Member
- (iii) Secretary, DP & AR, Government of Mizoram. - Member Secretary

**Note:** *The Referral Board may co-opt any one senior officer to participate in the deliberation of the Board as and when considered necessary.*

**FORM – I**  
( See rule – 4)

**The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.**

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

**Section I – Basic Information.**

*(To be filled in by the Administration Division / Personnel Department)*

1. **Name of the Officer reported upon:** \_\_\_\_\_
2. **Services** \_\_\_\_\_ 3. **Year of entry** \_\_\_\_\_ 4. **Date of Birth** \_\_\_\_\_
5. **Present Grade** \_\_\_\_\_ 6. **Present post** \_\_\_\_\_
7. **Date of appointment to present post** \_\_\_\_\_
8. **Reporting, Reviewing and Accepting Authorities :**

	<b>Name &amp; Designation</b>	<b>Period Worked</b>
Reporting Authority		
Reviewing Authority		
Accepting Authority		

9. **Period of absence on leave, etc.**

	<b>Period</b>	<b>Type</b>	<b>Remarks</b>
On Leave (specify type)			
Others (specify)			

10. **Training Programs attended**

<b>Date from</b>	<b>Date to</b>	<b>Institute</b>	<b>Subject</b>

11. **Awards / Honours**
12. Details of Performance Appraisal Reports of Officers not written by the Officer as reporting / reviewing authority for the previous year.
13. **Date of filling the property return for year ending December** \_\_\_\_\_

(Note: Unless the officer reported upon submit his property return, his PAR shall not be initiated, reviewed and accepted.)

14. Date of last prescribed medical examination (for officers over \_\_\_\_\_ 40 years of age) (Attach copy of Part 'C' of Report).

Date : \_\_\_\_\_

Signature on behalf of \_\_\_\_\_  
Admn / Personnel Deptt.

**Section – II – Self Appraisal**

1. **Brief description of duties :**  
(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

2. **Annual work plan and achievement :**

<b>Tasks to be performed</b>	<b>Deliverables 1(1)</b>	<b>Actual Achievement 2(2)</b>

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or; major systemic improvement (resulting in \_\_\_\_\_).

1(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

(2) Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.

**Significant benefits to the public and / or reduction in time and costs? If so, please give a verbal description (within 100 words) :**



4. **What are the factors that hindered your performance?**

5. **Please indicate specific areas in which you feel the need to upgrade your skills through training programs:**

*For the current assignment*

*For your future career*

**Please Note** : You should send an updated CV, including educational qualifications acquired / training programs attended / publications / special assignments undertaken, in a prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with the Cadre Controlling Authority remain updated.

6. **Declaration :**

Have you filled your immovable property return, as due. If yes, please mention date.	Yes / No	Date
Have you undergone the prescribed medical check up?	Yes / No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?	Yes / No	

7. Whether any order for transfer and posting of the officer was issued by the Government during the period under report.

Yes/No

7.(a) If yes, please indicate order No & date and date of joining at the new place of posting .

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

**Section – III - Appraisal**

1. **Please state whether you agree with the responses relating to the accomplishment of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details**

2. **Please comment on the claim (if made) of exceptional contribution by the officer reported upon.**

3. **Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.**

4. **Do you agree with the skill upgraded or needs as identified by the officer?**

5. **Assessment of work output** (This assessment should rate the officer vis-à-vis his peers and not the general population Grades should be assigned on a scale of 1 – 10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%.

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work			
ii.	Quality of output			
iii.	Accomplishment of exceptional work/unforeseen tasks performed			
<b>Overall Grading on 'Work Output'</b>				

6. **Assessment of Personal Attributes (on a scale of 1-10 weightage to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv.	Emotional stability			
v.	Communication skills			
vi.	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
<b>Overall Grading on Personal Attributes</b>				

7. **Assessment of Functional Competency (on a scale of 1 – 10 Weightage to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of laws / rules / procedures / IT skills and awareness of the local norms in the relevant areas			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Coordination ability			
vi.	Ability to motivate and develop subordinates / work in a team			
<b>Overall Grading on Personal Attributes</b>				

8. **Integrity**

Please comment on the integrity of the officer:

9. **Pen picture by Reporting Officer** : Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.
10. Whether any order for transfer and posting of the officer was issued by the Government during the period under report? = Yes/No
- (a) If yes, please comment whether the officer complied with the orders in time/without delay.
- (b) If No, reason for not complying with the orders.

11. **Overall grade** (on a score of 1 – 10) \_\_\_\_\_

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

**Section – IV - Review**

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

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

Yes / No.

2. **In case of difference of opinion details and reasons for the same may be given.**

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

4. **Overall grade on a scale of 1 – 10** \_\_\_\_\_

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

**Section – V - Acceptance**

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

Yes / No

2. **In case of difference of opinion details and reasons for the same may be given.**

3. **Overall grade** (on a score of 1 – 10) \_\_\_\_\_

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

### **General Guidelines for filling up the PAR form**

#### **1. Introduction :**

- 1.1 The performance Appraisal Report is an important document. It provides the basic and total inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should therefore, undertake a duty of filling up the form with a high sense of responsibility.
- 1.2 Performance Appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he / she realizes his / her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, The Reviewing Authority and the Accepting Authority should not shy away from Reporting shortcomings in performance, attitude or overall personality of the officer reported upon.
- 1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
- 1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the reporting authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

#### **2. Section - I**

- 2.1 This Section should be filled up in the Administration Division / Personnel Department. Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of reporting is a full year, it should be indicated accordingly; for example, 2007 – 2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September, 2007 - 31<sup>st</sup> March, 2008.
- 2.2 Information on the present grade (pay scale) as well as present post (actual designation and organization) and the date from which he / she has been on his/her present post needs to be mentioned.
- 2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he / she is required to send the report.
- 2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of a training attended, date of filling of property returns and whether the officer reported upon as reported / review and the annual performance report of all his / her subordinate officers for the previous year should be mentioned in the table for the purpose.
- 2.5 This Section provides for regular annual medical examination. The health check is mandatory for all officers above the age of 40 and may be totally dispensed with officers below the age of 40, except in case of medical incident. A copy of Part 'C' of the health check up report is to be attached to the PAR Form by the Administration / Personnel Department and a copy provided to the member of the service. The format of the health check up is given at Schedule 2.

#### **3. Section - II**

- 3.1 The officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed above 100 words, ideally, this should be in bullet form.

- 3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30<sup>th</sup> April, positively. In case of a change of reporting officer during the year, the work plan agreed with the previous reporting officer with continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of Sept/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from that originally prepared.
- 3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.
- 3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed in mid-year. The officer reported upon is required to fill up the table provided for the purpose in Section – II.
- 3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.
- 3.6 Section – II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event like the Kumbh Mela or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earthquake / flood) would certainly be an exceptional contribution.
- 3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.
- 3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section-II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades in such programs, details of professional papers published. These would be taken into account in the future career progression.
- 3.9 This Section also requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up and setting up of annual work plan for whom he/she would be the reporting authority.
- 4. Section – III**
- 4.1 Section III requires the reporting authority to comment on Section –II as filled out by the officer reported upon, and specifically state whether he/she agrees the responses relating to the accomplishment. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.
- 4.2 This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.

- 4.3 Thereafter, this Section requires the reporting authority a numerical grade in respect of the work out-put of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the “quality” of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.
- 4.4. The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.
- 4.5 Section – III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity :
- (i) If the Officer’s integrity is beyond doubt, it may be stated.
  - (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
    - (c) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer’s work for sufficient time to form a definite judgment or that he/she has heard nothing against the officer, as the case may be.
    - (d) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer’s integrity should be certified and an entry made accordingly in the Performance Appraisal report.
    - (e) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
    - (f) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.
- 4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.
- 4.7 Reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.
- 4.8 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1 – 10, with 1 referring to the lowest grade and 10 to the highest.

## **5. Section - IV**

- 5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.

5.2 The reviewing authority is required to record a pen-picture, not exceeding about 100 words, on the overall qualities of the officer reported upon including areas of strengths and lesser strengths and his/her performance including his attitude towards weaker sections and recommendations relating to domain assignment. Finally he/she is required to record and overall grade in the scale of 1 - 10.

**6. Section – V**

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

**7. Numerical Grades**

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1 – 10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1 – 2 or 9 – 10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

**7.2 Weightage & Mean**

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on; the addition of the mean value of each group of indicators in proportion to weightage assigned.

**8. Disclosure**

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

**Representation :**

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting / Reviewing / Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down graded with, reasons for same maybe recorded in the PAR and the same communicated to the officer reported upon. The decision of the Referral Board shall be final.

**9. Schedule for completion of Performance Appraisal Reports.**

9.1 The following schedule should be strictly followed :-

**Reporting Year – Financial Year**

<b>Activity</b>	<b>Cut-off dates</b>
Blank PAR form to be given to the officer reported upon by the Administration Division / Personnel Deptt, specifying the reporting and reviewing authority.	1 <sup>st</sup> April
Self appraisal for current year	30 <sup>th</sup> April
Appraisal by reporting authority	31 <sup>st</sup> May
Appraisal by reviewing authority	30 <sup>th</sup> June
Appraisal by accepting authority	31 <sup>st</sup> July
Disclosure to the officer reported upon	15 <sup>th</sup> August
Comments of the officer reported upon. If any (If none, transmission of the PAR)	31 <sup>st</sup> August
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
Comments of reporting authority	30 <sup>th</sup> September
Comments of reviewing authority	15 <sup>th</sup> October
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31 <sup>st</sup> October
Representation to the Referral Board by the officer reported upon	30 <sup>th</sup> November
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	15 <sup>th</sup> December
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority	15 <sup>th</sup> January
Disclosure to the officer reported upon	31 <sup>st</sup> January
End of entire PAR Process	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 Department and the Chief Secretary.
- 9.3 Secretary (DP&AR) shall be the Nodal Officer to ensure that the PARs of the members of the 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 officer 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.
- 9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The officer will be assessed on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.
- 9.5 The officer reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.
- 9.6 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.



- 9.7 In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

**GUIDELINES FOR REPORTING AUTHORITIES WHICH MAY BE KEPT IN MIND  
WHILE AWARDING NUMERICAL GRADINGS :**

1. Officers graded from **8 to 10** will be rated as outstanding and will be given a score of **9** for the purpose of calculating average scores for empanelment/promotion.
2. Officers graded from **6 to 7** will be rated as 'Very good' and will be given a score of **7**.
3. Officers graded from **4 to 5** will be rated as 'good' and given a score of 5.
4. Officers graded **below 4** will be given a score of zero.

**Note** (i) High credit should not be given to the officers in a routine manner by the Reporting/Reviewing Authorities and this should be restricted to **20 %** of the officers under their supervisor.  
(ii) Any grading more than 8 for each attribute must be justified by giving reasons in writing in a separate sheet.

**FORM 1 (A)**  
**(See Rule 4)**

**The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010**  
**(Applicable for Mizoram Police Service)**  
**Performance Appraisal Report for the period from.....to .....**

**SECTION I Basic information**

*(To be filled in by the Administration Division/Home Department)*

1. **Name of the officer reported upon:** .....
2. **Service:** ..... 3. **Year of entry** .....
4. **Date of Birth:** ..... 5. **Present Grade:** .....  
*{with Pay Band + Grade Pay}*
6. **Present post:** .....  
*{Actual designation with place of posting}*
7. **Date of appointment to present post:** .....
8. **Reporting, Reviewing and Accepting Authorities**

	Name and designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

**9. Period of absence on leave, etc.**

	Period	Type	Remarks
On leave(Specify type)			
Others (Specify)			

**10. Training Programs attended**

Date from	Date to	Institute	Subject

**11. Details of PARs of Officers not written by the officer as reporting, reviewing authority for the previous year.**

**12. Date of filling the property return for the ending December:**

**13. Date of last prescribed medical examination (Mandatory for all Mizoram Police Officers) Attach summary of the medical report**

*Dispensed with for the current year vide DP&AR(GSW) letter  
No.A.28011/1/2002-P&AR(GSW)/pt dt. 16.12.2011*

**Date:**

**Signature on behalf of \_\_\_\_\_  
Admve. / Cadre Controlling Deptt.  
(i.e. Home Department)**

## Section –II- Self Appraisal

**1. Brief description of duties:**

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words).

**2. Annual work plan and achievement:**

<b>Tasks to be performed</b>	<b>Deliverables(1)</b>	<b>Actual Achievement 2(2)</b>

3. During the period under report, do you believe that you have made any exceptional contribution, eg. Successful completion of an extraordinarily challenging task or major systematic improvement ? If so, please give a verbal description (within 100 words);

1(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs,

2(2) Actual achievement refers to achievement against the specified deliverables in respect of each task (as up dated at mid-year). No explanations for divergences are to be given in this table.

**3. What are the factors that hindered your performance?**

4. *Please indicate specific areas in which you feel the need to upgrade your skills through training programs :  
For the current assignment*

*For your future career*

*Please note:* You should send an updated CV, including additional qualifications acquired/training programs attended/publications/Special assignment undertaken, in a prescribed proforma, to the Cadre controlling Authority, once in 5 years , so that the records available with the Cadre Controlling Authority remain updated.

**5. Declaration**

Have you filed your immovable property return, as due, If Yes, Please mention date.	Yes/No	Date
Have you under gone the prescribed medical check up?	Yes/No	
Have you set the annual work plan for all officers for the current year, in respect of whom you are the Reporting Authority?	Yes/No	

7. Whether any order for transfer and posting of the officer was issued by the Government during the period under report? = Yes/No

7. (a) If yes, please indicate order No & date and date of joining at the new place of posting.

**Date:**

**Signature of Officer reported upon .....  
(with full name, Designation & Place of Posting)**

**SECTION –III  
APPRAISAL**

- 1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section –II. If not, please furnish factual details.**
  
- 2. Please comment on the claim (If made) of exceptional contribution by the officer reported upon.**
  
- 3. Has the officer reported upon met with any significant failure in respect of his works?**
  
- 4. Do you agree with the skill –gradation needs as identified by the officer?**
  
- 5. Assessment of work output (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1(one) referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work including training courses for various ranks.			
ii.	Quality of output and effectiveness in areas like supervising, investigation.			
iii.	Accomplishment of exceptional work/ unforeseen tasks performed			
	Overall Grading on ‘Work output’			

**6. Assessment of Personal Attributes (on a scale of 1-10. weightage to this Section will be 30%)**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
Iv	Emotional stability			
V	Communication skills			
Vi	Moral courage and willingness to take a professional stand.			
Vii	Leadership qualities			
vii	Capacity to work			
	Overall Grading on Personal Attributes			

**7. Assessment of functional competency (on a scale of 1-10. weightage to this Section will be 30% )**

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i	Knowledge of laws/Police rules/ Procedures/Knowledge of area and terrain/ IT skills and awareness of the local norms in the relevant area			
ii	Strategic planning ability			
iii	Decision making ability			
Iv	Initiative			
V	Interest in welfare of Policemen and their families and appraising ability			
Vi	Ability to motivate and develop sub ordinates/work in a team			
	Overall Grading on Functional Competency			

**8. Integrity**

*Please comment on the integrity of the officer*

**9. Pen picture by Reporting Officer. Please comment ( In about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.**

**10. Whether any order for transfer and posting of the officer was issued by the Government during the period under report? = Yes/No**

**(a) If yes, please comment whether the officer complied with the orders in time/without delay.**

**(b) If No, reason for not complying with the orders.**

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

	Anti-corruption & Vigilance		Police Research and Development
	Criminal investigation(CBI,CID)		Security Related Communication Network/IT
	Para Military Forces		Intelligence
	Railways		Counter Insurgency
	Economic offences		Security (VIP & Industrial)
	Traffic		Armed Police Bn.
	Law & Order		Metropolitan & Urban Policing
	Police training		Anti Terrorism
	Personnel Administration		Cyber Crimes
	Border Management		Others
	Forests & Wildlife Related Crimes		

**12. Overall Grade (on a scale of 1-10)**

**Date:**

**Signature of Reporting Authority \_\_\_\_\_  
(with full name and seal)**



## SECTION –IV

### REVIEW

1. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in Section – III Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/or significant failures of the Mos/officer reported upon?  
( In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.)

2. In case of deference of opinion details and reasons for the same may be given

3. Comments, if any, on the pen picture written by the Reporting Authority.

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

	Anti-corruption & Vigilance		Police Research and Development
	Criminal investigation(CBI,CID)		Security Related Communication Network/ IT
	Para Military Forces		Intelligence
	Railways		Counter Insurgency
	Economic offences		Security (VIP & Industrial)
	Traffic		Armed Police Bn.
	Law & Order		Metropolitan & Urban Policing
	Police training		Anti Terrorism
	Personnel Administration		Cyber Crimes
	Border Management		Others
	Forests & Wildlife Related Crimes		

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

Date:

Signature of Reviewing Authority \_\_\_\_\_  
(with full name and seal)

**SECTION – V**

**ACCEPTANCE**

- 1. Do you agree with the remarks of the Reporting/reviewing Authorities?**
- 2. In case of difference of opinion details and reasons for the same may be given.**
- 3. Overall grade (on a scale of 1-10)**

**Date:**

**Signature of Accepting Authority \_\_\_\_\_**  
**(with full name and seal)**

## **General guidelines for filling up the PAR form for Mizoram Police Service**

### **1. Introduction**

The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

Performance appraisal should be used as a tool for career planning and training, rather than a mere judgment exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a development tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgment exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

### **Instructions on filling up the different sections**

#### **2. Section –I**

This Section should be filled up in the Administration Division/Home Department Period of report could either be the entire reporting year, namely, from 1<sup>st</sup> April to 31<sup>st</sup> March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10<sup>th</sup> September 2007 -31<sup>st</sup> March 2008.

Information on the present grade(pay-scale) as well as present post(actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting and reviewing authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report.

The period of absence from duty, on leave, training or for other reasons, should also be mentioned in this section in the provided for the purpose. Details of the training attended, date of filling of property returns and whether the officer reported upon has reported/reviewed and the annual performance report of all his/her subordinate officers for the previous year should be mentioned in the table for the purpose.

The Section provides for regular annual medical examination. The health check is mandatory for all Mizoram police Service Officer. A copy of the summary of medical report is to be attached to the PAR Form by the Admin./Home Department. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

### **3. Section –II**

The Officer reported upon is first required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

- 3.2 All Officers are required to develop a work plan for the year and agree upon the same with the reporting Officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30th April, positively. In case of a change of the reporting Officer during the year, the work plan agreed with the previous reporting Officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31<sup>st</sup> October. Based on this review the work plan may undergo some changes from the originally prepared.
- 3.3 After the work plan is prepared, it is possible that the Officer reported upon is transferred out. There need not more than one work plan for one post each year. The period spent by the Officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile; in the first quarter should be taken into consideration.
- 3.4 The work plans, duly signed by the Officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-a-vis the work plan agreed at the commencement of the year and reviewed mid-year. The Officer reported upon is required to fill up the table provided for the purpose in Section-II
- 3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc./
- 3.6 Section II also provides an opportunity for the Officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year. It is always possible for any Officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event like the Kumbh Mela or

successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earthquake/flood) would certainly be an exceptional contribution.

3.7 The Officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/She has taken or proposes to take to upgrade his/her skills in the identified area.

3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all Officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.

3.9 This Section also required the Officer reported upon to record certain certificates about submission of property returns, annual medical check up and setting up of annual work plan for whom he/she would be the reporting authority.

#### **4. Section-III**

Section III requires the reporting authority to comment on S Section II as filled out by the Officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

This Section then required the reporting authority to comment on the skill upgradation needs as identified by the Officer.

Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the workout put of the Officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the 'quality' of the output. In doing so, the reporting authority should take into account the costs Incurred(Whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

The reporting authority is also required to record a numerical grade in respect of work out put, personal attributes and functional competencies.

4.5. Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

- (i) If the Officer's integrity is beyond doubt, it may be stated.

- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under.
  - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgment or that he/she has heard nothing against the officer, as the case may be.
  - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and entry made accordingly in the Performance Appraisal Report.
  - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
  - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement of the quantitative assessments made earlier part of this section.

4.7 Reporting authority is then required to make recommendations relating to domain assignment.

4.8 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10 with 1 referring to the lowest grade and 10 to the highest.

## **5. Section –IV**

5.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables; finally he/she is required to record an overall grade in the scale of 1-10 .

## **6. Section-V**

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In

case of difference of opinion, he/she required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

## **7. Numerical Grades**

7.1 At several places, numerical grades are to be awarded by reporting and review authorities, there should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

## **7.2 Weightage & Mean**

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on; the addition of the mean value of each group of indicators in proportion to weightage assigned.

## **8. Disclosure**

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

## **Representation:**

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting / Reviewing / Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a final decision on the assessment, including the overall grading in regard to the parameters affected thereby. The decision along with details in case an entry is upgraded or down graded with, reasons for same maybe recorded in the PAR and the same communicated to the officer reported upon. The decision of the Referral Board shall be final.

## **9. Schedule for completion of Performance Appraisal Reports.**

9.1 The following schedule should be strictly followed :-

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Disclosure to the officer reported upon	15 <sup>th</sup> August
Comments of the officer reported upon. If any (If none, transmission of the PAR)	31 <sup>st</sup> August
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
Comments of reporting authority	30 <sup>th</sup> September
Comments of reviewing authority	15 <sup>th</sup> October
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon.	31 <sup>st</sup> October
Representation to the Referral Board by the officer reported upon	30 <sup>th</sup> November
Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority	15 <sup>th</sup> December
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority	15 <sup>th</sup> January
Disclosure to the officer reported upon	31 <sup>st</sup> January
End of entire PAR Process	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 Department and the Chief Secretary.
- 9.3 Secretary (DP&AR) shall be the Nodal Officer to ensure that the PARs of the members of the 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 officer 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.
- 9.4 If a PAR relating to a financial year is not recorded by the 31<sup>st</sup> of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The officer will be assessed on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.



- 9.5. The officer reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.
- 9.6. The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.
- 9.7. In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.

\* \* \* rc \* \* \*

**GUIDELINES FOR REPORTING AUTHORITIES WHICH MAY BE KEPT IN MIND WHILE AWARDING NUMERICAL GRADINGS:**

1. Officers graded from **8 to 10** will be rated as outstanding and will be given a score of **9** for the purpose of calculating average scores for empanelment/promotion.
2. Officers graded from **6 to 7** will be rated as 'Very good' and will be given a score of **7**.
3. Officers graded from **4 to 5** will be rated as 'good' and given a score of 5.
4. Officers graded **below 4** will be given a score of zero.

**Note** (i) High credit should not be given to the officers in a routine manner by the Reporting/Reviewing Authorities and this should be restricted to **20 %** of the officers under their supervisor.

(ii) Any grading more than 8 for each attribute must be justified by giving reasons in writing in a separate sheet.

**Form II**  
**[See rule 4]**  
**The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010**

**PERFORMANCE REPORT ON TRAINING**

(For the year/period ending \_\_\_\_\_ )

**A. PERSONAL DATE**

1. Name of the Officer
  2. Cadre/year of allotment
  3. Date of Birth
  4. Present Grade
  5. Study Leave/Leave Details
    - a) Course
    - b) Institution
    - c) Duration
  6. Period of Sanctioned Leave
  7. Details of Degree/Certificate/Diploma and Evaluation obtained during the Period (copies to be enclosed).
  8. Date of Filing Annual Property Returns.

**B. SELF ASSESSMENT**

Officer's Signature \_\_\_\_\_

Date : \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities.

**Form III**  
**[See rule 4]**  
**The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010**

**PERFORMANCE REPORT ON STUDY LEAVE/LEAVE FOR STUDY**

(For the year/period ending \_\_\_\_\_ )

**A. PERSONAL DATE**

<ol style="list-style-type: none"><li>1. Name of the Officer</li><li>2. Cadre/year of allotment</li><li>3. Date of Birth</li><li>4. Present Grade <span style="float: right;">Date</span></li><li>5. Study Leave/Leave Details<ol style="list-style-type: none"><li>a) Course</li><li>b) Institution</li><li>c) Duration</li></ol></li><li>6. Period of Sanctioned Leave</li><li>7. Details of Degree/Certificate/Diploma and Evaluation obtained during the Period (copies to be enclosed).</li><li>8. Date of Filling Annual Property Returns.</li></ol>
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**B. SELF ASSESSMENT**

Officer's Signature \_\_\_\_\_

Date : \_\_\_\_\_

To be filled in duplicate and submitted to Cadre Controlling Authorities.

Ex-50/2010

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**Form – IV  
(See Rule – 4)**

**The Mizoram State Government Employees (Performance Appraisal Report) Rules, 2010.  
PROFORMA FOR HEALTH CHECK UP**

**Date :**

**Name:** .....

**Age :** .....

**Sex :** M/F

**Brief clinical history, if any :**

**A : Examination**

Physical

Systematic

**Investigations :**

**Haemogram**

Hb%

TLC

DLC

Peripheral Smear

Blood Sugar

F

P.P.

**Lipid Profile**

Total cholesterol

HDL cholesterol

LDL cholesterol

VLDL cholesterol

Triglyceride

**Liver Function Test**

Total Bilirubin

Direct Bilirubin

Indirect Bilirubin

SGOT

SGPT

ALK Phosphatase

**Kidney Function Test**

Urea

Creatinine

Uric Acid

Electrolytes

Na+

K

Calcium

Inorganic Phosphates

**Cardiac Profile**

CPK

CK-MB

LDH

SGOT

**Urine**

Routine

Microscopic

Sugar

Albumin

**E.C.G.**

**+X-Ray Chest**

**Ultra Sound Abdomen**

**Any other Investigation**

**Advise**

**B : Medical Report of the Officer**

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

**C : Summary of Medical Report (copy to attached to PAR)**

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

Date :

Signature of Medical Authority  
Designation