

8. THE ALL INDIA SERVICES (CONFIDENTIAL ROLLS) RULES, 1970

In exercise of the powers conferred by sub-section (1) of Section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the Governments of the States concerned, hereby makes the following rules, namely :—

1. **Short title, commencement and application.**—(1) These rules may be called the All India Services (Confidential Rolls) Rules, 1970.

(2) They shall come into force on the date of their publication in the official Gazette.

(3) They shall apply to the writing and the maintenance of the confidential reports on the members of the Service.

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

- (a) “*accepting authority*” means such authority or authorities supervising the performance of the reviewing authority as may be specially empowered in this behalf by the Government”;
- (aa) “*confidential report*” means the confidential report referred to in Rule 5 ;
- (b) “*confidential roll*” means the compilation of the confidential report written on a member of the service and includes such other documents as may be specified by the Central Government, by general or special order, in this behalf ;
- (c) “*Government*” means—
 - (i) in the case of a member of the service serving in connection with the affairs of the Union or of a Union Territory, or serving under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government, or serving under a local body set up by an Act of Parliament, or serving under an international organisation, an autonomous body not controlled by the Central Government or a State Government, or a private body, the Central Government ;
 - (ii) in the case of a member of the service serving in connection with the affairs of a State, or serving under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Government of a State, or serving under a local body set up by an Act of the Legislature of a State, the Government of that State ;
- (d) “*member of the service*” means a member of an All-India Service as defined in Section 2 of the All India Services Act, 1951 (61 of 1951) ;

- (e) "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 ;
- (f) "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; and
- (g) "State" means a State specified in the First Schedule to the Constitution and includes a Union Territory ;
- (h) "State Government" means the Government of the State on whose cadre the member of the service is borne and in relation to a member of an All India Service borne on a Joint Cadre, the Joint Cadre Authority.

Explanation.—The authority or authorities supervising the performance referred to in clauses (a), (e) and (f) shall not necessarily mean an authority or authorities belonging to the same service to which the reviewing authority, the member of the service reported upon or the reporting authority, as the case may be, belongs.

Government of India's Orders

In pursuance of clause (b) of Rule 2 of the All India Services (Confidential Rolls) Rules, 1970, the Central Government hereby specifies the following documents to be included in the confidential roll, as defined in that clause, namely :—

- (i) Letters of Appreciation/Resolution issued by the Government to a member of the All India Service; record about any medals, award etc., awarded to him in recognition of his services.
- (ii) Copy of order imposing on the member of the service any of the penalties, specified in the All India Services (Discipline and Appeal) Rules, 1969.
- (iii) Copy of the Communication addressed to a member of the service warning him or conveying the displeasure or reprimand of Government, to which a reference is made in the Confidential Report for the relevant period.
- (iv) Record of final result of the inquiry into the charges or allegations against a member of the service; mentioned in his confidential report.
- (v) Copies of certificates regarding languages learnt by the member of the service.
- (vi) Copies of certificates regarding educational qualifications acquired by the members of the service after entering the service.
- (vii) Copies of certificates regarding training received by a member of the service.
- (viii) Record about any books, articles and other publications brought out by a member of the service or for the publication of which he may be responsible.

Note 1.—Mention of items (v) and (vi) may also be made on the first page of the C.R. Dossier in the Columns "Languages Known" and "Educational Qualifications."

Note 2.—Details of the training under item (vii) may also be mentioned on the first page of the C.R. Dossier below the column "Educational Qualifications."

Note 3.—Information relating to item (viii) may be entered in a separate list to be kept in the C.R. Dossier, Copies of the articles, books and other publications need not be kept in the C.R. Dossier. No distinction is to be made between articles, books and other publications of a professional and those of a non-professional nature.

3. Maintenance and custody of confidential rolls.—(1) A confidential roll shall be maintained in respect of every member of the service by the State Government as well as by the Central Government.

(2) The State Government as well as the Central Government may specify the manner in which the aforesaid confidential rolls shall be maintained and kept by it.

4. Form of the confidential report.—The confidential report shall be written by the reporting authority in such form as may be specified by the Central Government ¹[and the officer reported upon as well as the reporting, reviewing and accepting authorities shall ensure that the portions of the forms which are to be filed in by them are completed by them within the time limit as specified in this behalf by the Central Government] :

Provided that the Government may make such additions in the form so specified as may be considered necessary or desirable by it to suit local conditions or requirements.

NOTE

Chief Minister reviewing authority and accepting authority. High Court was held justified to quash confidential report of I.G.C. written by Home Secretary. [*State of Haryana v. P.C. Wadhawa*, AIR 1987 SC 1201 : 1988 (2) UJ (SC) 195 : (1988) 3 SCC 539].

5. Confidential reports.—(1) A confidential report assessing the performances, character, conduct and qualities of every member of the Service shall be written for each financial year, or calender year, as may be specified by the Government ordinarily within two months of the close of the said year :

Provided that where a member of the service is on deputation to an international organisation, confidential reports in respect of such member may be written—

- (i) for the entire period of his tenure with the said organization even in a case where the period of such tenure exceeds one year ; or
- (ii) for such shorter period as may be considered convenient or necessary by the reporting authority having regard to the circumstances of each case, ordinarily within three months of the close of the said period.

Provided further that a confidential report may not be written in such cases as may be specified by the Central Government, by general or special order :

1. Subs. by G.S.R. 385, dated 12.7.1993 (w.e.f. of 21.3.1992).

(2) A confidential report shall also be written when either the reporting authority or the member of the Service reported upon relinquishes charge of the post, and, in such case, it shall be written at the time of relinquishment of his charge of the post or ordinarily within one month thereafter :

Provided that a confidential report may not be written in such cases as may be specified by the Central Government, by general or special order.

(3) Where more than one confidential reports are written on a member of the service during the course of a financial year or a calender year, as the case may be, each such report shall indicate the period to which it pertains.

(4) Where the reporting authority has not seen, and the reviewing authority has seen, the performance of a member of the Service for at least three months during the period for which the confidential report is to be written, the confidential report of any such member for any such period shall be written by the reviewing authority, and where, both the reporting authority and the reviewing authority have not seen, and not the accepting authority has seen, the performance as aforesaid of any such member during any such period, the confidential report shall be written by the accepting authority.

(5) Where the authority writing the confidential report under sub-rule (2) or sub-rule (4) is a Government servant, such report shall be written before he retire from service.

(6) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a member of the service for at least three months during the period for which the report is to be written, an entry to that effect shall be made in the confidential report for any such period by the Government.

(7) Notwithstanding anything contained in sub-rules (1), (2) and (4), it shall not be competent for the reporting authority, the reviewing authority or the accepting authority, as the case may be, where the authority writing the confidential report is not a Government servant, to write a confidential report after he demits office.

Explanation.—For the purpose of this rule, a Minister shall not be treated as having demitted 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.

NOTE

Promotion—Delay in communication.—Application of applicant not considered by DPC due to pendency of representation on adverse entry in ACRs of 91-92, 92-93. Remark of entry in 91-92 impugned but remarks of 92-93 remained intact hence denial of promotion review by D.P.C. has to be done. Communication of adverse entry by delay of 2 years is inordinate. [*Dr. Aruna Basu Sarkar v. State of Tamil Nadu and others*, 2000 (2) SLJ 263 (CAT) (Mad)].

Government of India's Decisions

(1) F. No. 11059/13/82-AIS (III), dated 11th January, 1984.—According to the provisions contained in sub-rule (1) of Rule 5 of the Indian Administrative Service (Confidential Rolls) Rules, 1970, confidential report assessing the performances, character,

conduct and qualities of every member of the service shall be written for each financial year, or calendar year, as may be specified by the Government, ordinarily within two months of the close of the said year. Further sub-rule (2) of Rule 5 *ibid* overrides that a confidential report shall also be written when either the reporting authority or the member of the service reported upon relinquishes charge of the post and, in such case, it shall be written at the time of relinquishment of his charge of the post or immediately thereafter. Instances have come to notice wherein the provisions contained in the above-said sub-rules (1) and (2) of Rule 5 *ibid* are not being strictly followed. The delay in writing of the confidential reports defeats the very object of writing confidential reports inasmuch as it deprives the affected officers concerned to improve their performance and rectify the defects, if any pointed out by the reporting officers.

It is, therefore, requested that special efforts should be made to ensure that the provisions contained in sub-rules (1) and (2) of Rule 5 of the All India Services (Confidential Report) Rules, 1970 are strictly complied with.

(2) F. No. 11059/1/81-AIS (III), dated 18th March, 1981.—A question has been raised as to what exactly is meant by the term "immediately thereafter" in sub-rule (2) of Rule 5. It is clarified that the confidential report in such cases may ordinarily be written within a period of two months from the date of relinquishment of charge of the reporting authority or the officer reported upon as the case may be.

6. Review of the confidential report.—(1) ¹[The reviewing authority shall within one month of the receipt of the Confidential Report, record his remarks on the said report].

(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 member of the service for at least three months during the period for which the confidential report is written, the confidential report of any such member for any such period shall be reviewed by the accepting authority, ordinarily within one month of its being written.

(3) It shall not be competent for the reviewing authority, or the accepting authority, as the case may be, to review any such confidential report unless it has seen the performance of the member of the service 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 confidential report.

²[(4) Notwithstanding anything contained in sub-rules (1) and (2) it shall not be competent for the review authority or the accepting, as the case may be, to review any such confidential report—

- (a) where the authority reviewing the confidential report is a Government servant after one month of the retirement from service, and
- (b) in other cases after one month of the date on which demits office.]

Explanation.—For the purpose of this rule, a Minister shall not be treated as having demitted office if he continues to be a Minister in the Council of

1. Ins. by G.S.R. 385, dated 12.7.1993 (w.e.f. 21.3.1992).

2. Ins. by G.S.R. 385, dated 12.7.1993.

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.

6-A. Acceptance of the confidential report.—¹[(1) The accepting authority shall within one month of its review, record his remarks on the confidential report and may accept it, with such modifications as may be considered necessary, and countersign the report.]

Note.—An entry to this effect shall be made in the confidential report.

(2) Notwithstanding anything contained in sub-rule (1), it shall not be competent for the accepting authority to accept and countersign any such confidential report—

²[(a) where the accepting authority is a Government servant after one month of his retirement from service, and

(b) in other cases, one month after the date of which he demits office.]

Explanation.—For the purpose of this rule a Minister shall not be treated as having demitted 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.

NOTES

Explanatory notes.—³[1. Rules 6 and 6-A of the All India Services (Confidential Rolls) Rules, 1970 are being amended with retrospective effect that is on and from the 1st March, 1992 because the amendment enabling reporting officers to record their remarks on the confidential report of officers within one month after their retirement was brought into effect on and from 21st March, 1992. It has therefore been proposed that reviewing and accepting authorities should also be enabled to record their remarks from the same date.

2. It is certified that this amendment shall not affect prejudicially the interest of any person to whom such rules may be applicable.]

6-B. Cases in which the accepting authority writes or reviews the confidential report.—Notwithstanding anything contained in Rule 5 or Rule 6, where the accepting authority writes or reviews the confidential report of any member of the service, it shall not be further necessary to review or accept any such report.

7. Communication of the confidential report to the Central Government and the State Government.—A certified true copy of the confidential report shall be sent to the Central Government or the State Government or both to the Central Government and the State Government, according as the member of the service is serving in connection with the affairs of the State, on whose cadre he is borne, or the Union, or a State to which he has been deputed :

1. Ins. by G.S.R. 385 dated 12.7.1993 (w.e.f. 12.3.1992).
2. Ins. by G.S.R. 385, dated 12.7.1993.
3. Subs. by G.S.R. 385, dated 12.7.1993.

Provided that, if the confidential report is written in a language other than Hindi or English, it shall be accompanied by an authentic certified translation in Hindi or English.

8. Communication of adverse remarks.—(1) Where the confidential report of a member of the service contains an adverse remarks, it shall be communicated to him in writing together with a substance of the entire confidential report by the Government or such other authority as may be specified by the Government ordinarily within two months of the receipt of the confidential report and a certificate to this effect shall be recorded in the confidential report.

(2) Where the reporting authority or the reviewing authority or the accepting authority records an adverse remark, he shall record a note to the effect that the remark is an adverse remark :

Provided that the question whether a particular remark recorded in the confidential report of a member of the service is an adverse remark or not shall be decided by the Government :

Provided further that in the event of any difference of opinion between the Central Government and the Government of a State whether a particular remark is to be deemed an adverse remark or not, the opinion of the Central Government shall prevail.

Explanation.—For the purpose of these rules an adverse remark means a remark which indicates the defects or deficiencies in the quality of work or performance or conduct of an officer, but does not include any word or words in the nature of counsel or advice to the officer.

9. Representation against adverse remarks.—A member of the Service may represent to the Government against the remark communicated to him under Rule 8 within 45 days of the date of its receipt by him :

Provided that the Government may entertain a representation within three months of the expiry of the said period if it is satisfied that the member of the service had sufficient cause for not submitting the representation in time.

10. Consideration of representation against adverse remarks.—(1) The Government shall, and if it considers necessary, in consultation with the reporting authority, the reviewing authority or the accepting authority, consider the representation made under Rule 9 by a member of the Service and pass orders as far as possible within three months of the date of submission of the representation—

- (a) rejecting the representation, or
- (b) toning down the remark, or
- (c) expunging the remark :

Provided that where an order toning down or expunging the remark is passed a copy of such order, and if the order is passed beyond twelve months after the close of the financial year or calendar, as the case may be, to which the remark pertains, the reasons therefore, together with the certified true copies of the representation made and the remarks of the reporting authority and the reviewing authority, shall be endorsed to the Central Government or

the State Government or both to the Central Government and the State Government according as the member of the Service is serving in connection with the affairs of a State on whose cadre he is borne or the Union or a State to which he has been deputed.

(2) The order so passed on the representation shall be final and the member of the Service concerned shall be informed suitably.

10-A. General.—The Central Government may issue such instructions, not inconsistent with the provisions of these rules, as it may consider necessary, with regard to the writing of the confidential reports, the maintenance of the confidential rolls and the effect of the confidential reports on the conditions of service of a member of the Service.

11. Interpretation.—Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Central Government who shall decide the same.

[Ministry of Home Affairs, Notification No. 36/1/69-AIS-III, dated 15.7.1970].

EXECUTIVE INSTRUCTIONS

FORM OF CONFIDENTIAL REPORT

[See Rule 4 of the All India Services (Confidential Rolls) Rules, 1970]

Report for the year/period ending—

PART I

A Personal Data

1. Name of the Officer.
2. Name of the Service to which the officer belongs.
3. Date of birth.
4. Date of continuous appointment to the present grade.
5. Present post held and the date of appointment thereto.
6. Period of absence from duty on leave, training *etc.*, during the year.

PART II

Assessment by the Reporting Authority

1. State of Health
2. General Assessment.

(This should contain an overall assessment of the officer's personality, his good qualities and shortcoming and should in particular touch on the following points *viz.*, quality of mind (originality and comprehension) knowledge of work : power of expression (on paper and in discussion) power of acquiring general information, attention to detail, industry and conscientiousness, judgment, speed of disposal, willingness to accept responsibility and take decisions, relation with subordinates and colleagues, public relations and, in addition, in case of Indian Administrative Service and Indian Police Service officers only, communal harmony and welfare of the Scheduled Castes, and the Scheduled Tribes, in case they were dealing with them, and in case of Indian Forest Service Officers only, wild-wife conservation and social forestry.

If the officer has been reprimanded for indifferent work or for other causes during the period under review brief particulars should be given, if the officer has done any outstanding notable work meriting commendation brief mention should be made.)

3. Integrity.

(See Note 2 below the form)

Signature of the Reviewing Authority

Name in Block letters

Designation

Date

PART III

Remarks of the Reviewing Authority

1. Length of Service under Reviewing Authority.
2. Do you agree or disagree with the assessment of the officer given by the Reporting Authority ? Is there anything you wish to modify or add ?
3. General remarks with specific comments about the general remarks given by Reporting Authority and remarks about the outstanding work of the officer.
4. (a) Fitness for promotion to higher grade(s) in his turn :
 - (i) Fit
 - (ii) Not yet fit
 - (iii) Unit
- (b) Has the officer any special characteristics, and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn ? If yes, please mention these characteristics briefly.
- (c) Recommendations regarding suitability for other spheres of work.

Signature of the Reporting Authority

Name in Block letters

Designation

Date

PART IV

Remarks of the Accepting Authority
(i.e. Next Superior Officer)

Signature of the Accepting Authority

Name in Block letters.....

Designation

Date.....

Note 1.—Where an adverse entry is made, whether it relates to a remediable or to an irreparable defect, it should be communicated, but while doing so, the substance of the entire report including what may have been said in praise of the officer reported upon should be communicated.

Note 2.—The following procedure should be followed in filing up the column relating to integrity :

- (i) If the officer's integrity is beyond doubt, it may be so 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 be sent together with the Confidential 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 had not watched the officer's work for sufficient time to form a definite judgment or that he 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 an entry made accordingly in the confidential 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 officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs, O.M. No. 51/4/64-Estt. (A), dated 21.6.1965].

EXECUTIVE INSTRUCTIONS

1. Copy of Department of Personnel letter No. 34/7/70-AIS-III, dated 2.7.1971.—I am directed to invite your attention to the provisions of sub-rule (1) of Rule 8 of the All India Services (Confidential Rolls) Rules, 1970 which provides that the adverse remarks, recorded in the confidential report on a member of an All India Service, together with a substance of the entire confidential report should be communicated to him and to say that a question has been raised whether the word 'substance' used in this sub-rule means that an extract, and not the full text of the report as should be communicated to the officer.

(2) The Government of India have considered the matter and are of the view that, in case the *gist of the good points and the entire adverse remarks* are communicated to the officer reported upon, it would meet the requirements of the Rules. I am, therefore, to suggest that this procedure may be followed by all the State Governments while communicating adverse remarks, under Rule 8 of the All India Services (Confidential Rolls) Rules, 1970.

2. Copy of DP & AR Letter No. 34/5/71-AIS-III, dated 9.8.1972.— Clarifications have been sought for by some of the State Governments about the operation of Rules 8 to 10 of the All India Services (Confidential Rolls) Rules, 1970. Clarifications for the guidance of the State Governments :

1. *Rule 8.*—(i) An adverse entry in the confidential report of a member of an All India Services, whether it relates to a remediable defect or an irremediable defect, should be communicated to him in full, but, while doing so, the gist of the goods points should also be communicated. An adverse remark about integrity should also be communicated.
 - (ii) Where a confidential report on a member of an All India Services shows that he has made effort to remedy or overcome defects mentioned in a preceding report, the fact should also be communicated to him in a suitable form and a copy of such communication should be added to the confidential roll.
 - (iii) The object is to let a member of the Service know that his good qualities as well as his defects had been recognised, and that notice had been taken of the improvement made by him.
 - (iv) It is not necessary to disclose the identity of the authority, which has recorded the adverse remark since what the member of the Service should be interested in are the defects/shortcomings which his superior authorities have found in his work and conduct and not the particulars of the superior authority which recorded them in the confidential report. Apart from this, the disclosure of the identity of the superior authority is also likely to lead to unpleasantness and personal Animosity. It is, therefore, desirable that while communicating the adverse remarks to the member of the Service concerned, the identity of the superior authority making such remarks should not normally be disclosed.
 - (v) If, however, in a particular case, it is considered necessary to disclose the identity of the superior authority, it may be communicated.
 - (vi) The adverse remarks should be communicated under the orders of, and, wherever possible by an officer superior in status to the one to whom the remarks are being communicated.
- II *Rules 9 and 10.*—(i) Representation against adverse remark should be objective, pertaining to the shortcomings noticed. It is found that the remarks were justified and not representation was frivolous, a note should be made in the confidential report of the member of the Service to the effect that he did not take correction in good spirit.
- (ii) If, after consideration of the representation of the member of the Service against the adverse remarks it is felt that the remarks should be toned down, the necessary entry should be made separately within proper attestation at the appropriate place of the report. Correction should not be made in the earlier entries

themselves. In the rare event of a conclusion being reached that the adverse remark was inspired by malice or was entirely incorrect or unfounded, and, therefore, deserved expunction, the remark should be scored through, pasted over, or obliterated otherwise, and an entry made with proper attestation and date to the effect that the remark has been expunged.

- (iii) Representation against or explanations of adverse entries should not be added to the confidential roll. If the representation was well-founded, it would have resulted in the toning down or the expunction of the adverse remarks. If the representation was without substance, it has to be rejected. In either case, no useful purpose is served by adding the representation itself to the confidential roll.

3. Copy of letter No. 8/6/73-AIS-III, dated 15.12.1973.—I am directed to say that a question has been raised whether in view of the provisions of Rule 10(2) of the All India Services (Confidential Rolls) Rules, 1970, a member of an All India Service is entitled to submit a memorial to the President against the order passed by the competent authority, on representation made by the officer against the adverse remarks in his CR, communicated to him. In this connection attention of his department has also been invited to Government of India's decision below Rule 20 of the All India Service (Discipline and Appeal) Rules, 1955.

2. The Government of India's decision referred to above was taken before the commencement of the All India Services (Confidential Rolls) Rules, 1970. Under Rule 8 of these Rules, adverse remarks recorded in the confidential report of a member of the service have to be communicated to him and under Rule 9 thereof he is entitled to submit a representation against the adverse remarks communicated to him. The words "the order so passed on the representation shall be final" occurring in sub-rule (2) of Rule 10 *ibid* refer the order passed under in provisions of the All India Services (Confidential Rolls) Rules, 1970 by the appropriate authorities. A memorial to the President stands on a different footing and will not be barred by the provisions of this rules. Under Rule 25 of the All India Services (Discipline and Appeal) Rules, 1969, a member of the Service is entitled to submit a memorial to the President against any order of the Central Government or the State Government by which he is aggrieved, including an order passed by them under sub-rule (1) of Rule 10 of the All India Services (Confidential Rolls) Rules, 1970. This being the position, the Government of India's decision under Rule 20 of the All India Services (Discipline and Appeal) Rules, 1955 referred to above, is no longer valid and may, therefore, be treated as cancelled.

4. Copy of DP and AR order 11059/1/75-AIS-III dated 28.7.1975.—In pursuance of the proviso to sub-rule (1) of Rule 5 of the All India Services (Confidential Rolls) Rules, 1970, the Central Government hereby specifies that in the case of a member of an All India Service who is disputed for service under a foreign Government, except the Government of Bhutan, writing of confidential report is required under sub-rule (1) aforesaid, is dispensed with.

5. Copy of DP and AR Letter No. 11059/3/75-AIS-III, dated 16th September, 1975.—I am directed to refer to para 2 of this Department's letter No. 10(2)EO(PR)/75 dated the 24th January, 1975 wherein the State Governments were requested to adhere strictly to the definition of this terms "reporting", "reviewing" and "accepting" authorities as given in the All India Services (Confidential Rolls) Rules, 1970. In order to ensure uniformity in writing the confidential reports, it is requested that the State Governments may issue detailed instructions prescribing the reporting, reviewing and accepting authorities for various posts under the State Government to which normally members of the All India Services are appointed. A copy of such order may be endorsed to this Department for record.

6. Copy of Letter No. 11059/2/77-AIS-III, dated 24th February, 1977.—
Subject : AIS (CR) Rules, 1970—Representation against adverse remarks in confidential reports of IAS Officers—Comments from retired officer—Clarification regarding—

Rule 10(1) of the AIS (CR) Rules, 1970 does not bar the State Government from calling for the comments of the reporting officer, if the circumstances of the comments of the reporting officer, if the circumstances of the case so warrant. While doing so, however, the State Government would no doubt consider the convenience of the retired officer, the expediency of such a course and other relevant circumstances.

7. Copy of DP and AR letter No. 11059/16/76-AIS-III, dated 26.2.1977.—
I am directed to say that enquiries in the recent past have been received from certain State Government as to the period for which the confidential rolls of the members of the All India Services who retired and/or who die while in service should be retained. It is hereby clarified that the confidential rolls relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired officer, five years after his date of retirement.

8. Copy of letter No. 11059/14/75-AIS-III, dated 7.4.1977.—I am directed to invite attention to this Department's letter No. 34/5/71-AIS (III), dated 9.3.1972, containing instructions regarding communication of adverse remarks and procedure for expunction of such remarks in the confidential reports of the members of All India Services.

2. It has been decided that whenever a member of an All India Service is exonerated by any commission of enquiry, which resulted in the change in his confidential report, relevant extracts from the report of the Commission of enquiry may be added to CR dossiers of the officer concerned.

9. Copy of letter No. 11059/7/77-AIS-III, dated 31.5.1977.—I am directed to invite attention to item (i) of this Department's Order No. 11059/7/77-AIS(III), dated 26th April, 1976 and to say that some State Governments have sought clarifications as to the nature of letters of appreciation which could be included in the confidential reports of the members of All India Services.

2. The matter has been considered and it is clarified that the general policy in this regard should be to discourage the practice of placing letters of

appreciation or notes of commendation granted to members of the All India Services in their confidential roll dossiers. However, exceptions may be made in the following types of cases :—

- (i) Letters of appreciation issued by Government or Secretary or Head of Department in respect of any outstanding work done by a member of the Service.
- (ii) Letters of appreciation issued by special bodies or Commissions or Committees, or excerpts of reports of such bodies expressing appreciation for a member of the Service by name.
- (iii) Letters of appreciation from individual non-officials or from individual officials (other than a Secretary or Head of Department) if confined to expressing appreciation of service rendered by the member of the Service far beyond the normal call of duty, and provided the Secretary or the Head of the Department so directs.

3. Appreciation of an officer's work should more appropriately be recorded in the annual confidential report rather than in a letter of appreciation which does not give a complete perspective of his good and bad points. The mere fact that a stray letter of appreciation goes into his confidential roll dossier does not give the officer undue advantage in the matter of promotion which is governed more by consideration of general and consistently high performance than by occasional flashes of good work.

10. Copy of letter No. 11059/5/77-AIS-III, dated 8.7.1977.—I am directed to say that there is an impression in some quarters that according to clause (e) of Rule 2 of the All India Services (Confidential Rolls) Rules, 1970, the reporting authority can be either the authority immediately superior to the member of the Service reported upon or such other authority as may be specifically empowered in that behalf by the Government. It is hereby clarified that subject to the provision of sub-rule (6) of Rule 5 of the said Rules, the authority who was, during, the period for which the confidential reports is written, immediately superior to the member of the Service, has necessarily to record his report on the performance of the member of the Service. In addition, any other authority may be specially empowered by the Government to act as the reporting authority. The use of the conjunction "and" to join two sub-clauses in clause (e), *ibid* makes the above position abundantly clear.

2. It is requested that the above clarification may be brought to the notice of all concerned so that the procedure followed in the matter of writing confidential reports on the members of the All India Services is in consonance with the rules.

11. Copy of DP and AR letter No. 11059/6/77-AIS-III, dated 9.11.1977.—I am directed to say that instances have come to the notice of the Central Government of adverse remarks in the confidential reports of members of the All India Services being expunged by the State Governments long after these were recorded in the confidential rolls and finalised under sub-rule (2) of Rule 10 of the All India Services (Confidential Rolls) Rules, 1970, sometimes, the offending remarks are expunged *suo moto* by the State Governments under the

impression that they have inherent powers of reviewing their orders under sub-rule (1) of Rule 10 of the said rules.

2. Apart from the fact that any impression that may be created that adverse remarks have been recorded and confirmed could be expunged at any time may give rise to many undesirable practices, the procedure followed has no legal sanction. Sub-rule (2) of Rule 10 of the said Rules makes it clear that the order passed by the State Government on the representation made by a member of the Service against adverse remarks is final, in so far as the State Government are concerned. In the absence of any provision in the rules for a review by the State Governments of an order under sub-rule (1) of Rule 10 *ibid* there is no provision whereby a State Government can review such an order.

3. The only remedy available to a member of the Service aggrieved by an order of the State Government under sub-rule (1) of Rule 10 *ibid* is that of a memorial to the President under Rule 25 of the All India Services (Discipline and Appeal) Rules, 1969. Where fresh facts are brought to the notice of the State Government, in the light of which their order on the representation of a member of the Service appears to be unjustified, the State Government, instead of reviewing their order, should make an appropriate recommendation to the Central Government while forwarding the memorial of the concerned member of the Service.

4. These instructions are being issued in exercise of the powers of the Central Government under Rule 10-A of the All India Services (C.R.) Rules, 1970.

12. Copy of DP and AR Letter No. 11059/11/78-AIS-III, dated 16th May, 1978.—I am directed to refer to this Department's letter No. 11059/16/76-AIS (III), dated the 26th February, 1977, a copy of which is enclosed, and to say that the confidential dossiers of members of All India Services, who are retired from service in public interest under Rules 16(3) of All India Services (DCRB) Rules, 1958 should not be destroyed five years after the date of their retirement from service if the officer concerned has submitted representation/memorial against the order of his retirement from service or if he has challenged the order of his retirement in a Court of law. In such cases, the confidential dossiers should be retained till the representation/memorial is finally disposed of or, if the officer has gone to the Court, the judicial proceedings, including possible appeal against the ruling of the lower Court, are over.

13. Copy of letter No. 11059/16/76-AIS (III), dated the 26th February, 1977, from the Department of Personnel and Administrative Reforms, New Delhi, to the Chief Secretaries to Government of all States.—Subject : All India Service (Confidential Rolls) Rules, 1970—Retention schedule of C.R. dossiers of retired/deceased officers—

I am directed to say that enquiries in the recent past have been received from certain State Governments as to the period for which the confidential rolls of the members of the All India Services, who retired and/or who die while in service should be retained. It is hereby clarified that the confidential rolls relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired officer, five years after his date of retirement.

5. (a) Please state briefly the shortfalls with reference to the targets/goals/objectives referred to in col. 4. Specify the constraints, if any.

(b) Please indicate items under which there have been significantly better higher achievements compared to targets and your contribution thereto.

PART IV

(To be filled in by the Reporting Authority—Kindly read carefully the instructions given at the beginning of the form before the entries are filled)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets/goals/objectives, achievements and shortfalls. Also specify constraints. If any, in achieving the objectives.

2. Knowledge of sphere of work.

Please comment specifically on the following :

Knowledge of Law

Knowledge of Police Rules/Procedures

Knowledge of Area of terrain.

B. ATTRIBUTES

3. Attitude to work.

(Please comment on the extent to which the officer is dedicated and motivated on his/her willingness and initiative to learn and systematise his/her work).

4. Decision-making ability.

(Please comment on the quality of decision making and on ability to weigh pros and cons of alternative).

5. Initiative.

(Please comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work).

6. Ability to inspire and motivate.

(Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence).

7. Communication skill (written and oral).

(Please comment on the ability of the officer to communicate and on his/her ability to present arguments).

8. Inter-personal relations and teamwork.

(Please comment on the quality of relationship with superiors, colleagues and subordinate, and on the ability to appreciate

others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team).

9. Relations with the public.

(Please comment on the officers accessibility to the public and responsiveness to their needs).

10. Attitude towards Scheduled Castes/Scheduled Tribes/ Weaker Sections of Society.

11. Personnel Management.

(Please comment on the officer's willingness to assume responsibility, organising capacity, quality of leadership, ability to provide timely and guidance and regard for training and development of subordinates).

12. Effectiveness in supervising Investigation.

13. Effectiveness in maintaining communal harmony.

14. Interest in Policemen's welfare & their families.

(Please comment on any tangible work done in this regard).

15. Aptitude and Potential.

(Please indicate three fields of work from amongst the following for possible specialisation and career development of the officer):

- (i) General Administration.
- (ii) Personnel Administration.
- (iii) Training.
- (iv) Planning Research and Development.
- (v) Staff duties.
- (vi) Secretariat work.
- (vii) Law & Order.
- (viii) Intelligence.
- (ix) Vigilance/Anti-corruption work.
- (x) Investigation of Crime.
- (xi) Metropolitan Policing.
- (xii) Traffic Management.
- (xiii) Anti-dacoity/counter insurgency operations.
- (xiv) Para Military/Armed Police.
- (xv) Security (including V.I.P. Airport and Industrial Security).
- (xvi) Special units/Tech. Services like wireless, Scientific Acids Computer services etc.
- (xvii) Any other field of work (Please specify).

16. Traits/Special Abilities.

- (i) General bearing and personality :
- (ii) Sociability :
- (iii) Dedication to duty :
- (iv) Appreciation of situations and quickness of response :
- (v) Attention to detail :
- (vi) Ability to withstand pressure/stress :
- (vii) Ability to take a principled/stand :
- (viii) Any other traits/special abilities of the officer other than those mentioned above :

PART IV

General

17. State of Health.

(Please mention whether the officer is over weight or under weight and whether he is fit for field duties).

18. Integrity.

(Please see the note below the Instructions).

19. **General Assessment.**—Any action/aspect needing special mention.

(Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to qualities if any, not covered by the entries above).

20. **Grading.**—(Outstanding/Very good/Good Average/Below Average).

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed ; grounds for giving such a grading should be clearly thought out).

Signature

Date

Name

Designation

PART V

Remarks of the Reviewing Authority

1. Length of service under you.

2. Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material ?

3. Do you agree with the assessment of the officer given by the reporting authority ? (in case of disagreement, please specify the reason ; Is there anything you wish to modify or add ?).

4. General remark with specific comments about the general remarks given by the reporting authority & remarks about meritorious work of the officer.

5. Has the officer any special characteristics and/or any abilities which would justify his/her selection for assignment or/out of turn promotion ? If so, please specify.

6. Grading (Outstanding/Very Good/Good/Average/Below Average) (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

Signature of the Reviewing Authority

Date

Name in block letters

Designation

(During the period of report)

PART VI

Remarks of the Accepting Authority

Signature of the Reviewing Authority

Date

Name in block letters

Designation

(During the period of report)

FORM III

Confidential Report for Indian Police Service Officer

Above Supertime Scale

Name of Officer

Report for the year/period ending

Instructions

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the reporting authority, the reviewing authority and the accepting authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through confidential reports should be used as a tool for human resource development, reporting officers should realise that the objective is to develop an officer so that he/she realise his/her true potentials. It is not meant to be a fault-finding process but a developmental one. The reporting officer and the reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

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 higher authorities.

4. Performance evaluation by the reporting officer must not be done without having conducted at least one detailed inspection of the work of the subordinate unless the subordinate is one with whom his senior is inter-acting almost daily.

5. If the reviewing authority is satisfied that the reporting authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the confidential roll of the reporting authority.

6. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding' 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.

7. The reporting officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the Officers with respect of whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the reporting officer. The targets/goals/objectives be set at the commencement of the reporting year *i.e.* April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals/objectives shall be set at the time of assumption of the new assignment.

8. The targets/objectives/goals should be clearly known and understood by both the officers concerned. While fixing the targets for achievement, priority should be assigned itemwise taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.

9. Although performance appraisal is year-end exercise in order that it may be a tool for human resource development the reporting officer 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.

10. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

11. Some posts, of the same rank may be more exacting than others. The degrees of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

12. Aspects on which an appraisee is to be evaluated different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attribute.

Note.—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 so stated.
- (ii) If there is any doubt of suspicion, the column should be left blank and action taken as under :
 - (a) A separate secret note would be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the follow up action is taken expeditiously. When it is not possible either to certify the integrity or to record the secret note the reporting officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he 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 an entry made accordingly in the confidential 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 officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs, O.M. No. 51/4/64-Estt. (a) dated 21.6.1965].

FORM III

Confidential Report for Indian Police Service Officers

(Above Supertime Scale)

Report for the year/period pending

PART I

Personal Data

(To be filled by the Officer Reported Upon)

1. Name of officer
2. Cadre and Year of allotment
3. Date of Birth
4. Height :
 - Chest :
 - Weight :
 - Waist :
5. Date of continuous appointment to present grade.

Date	Grade
------	-------

6. Present post and date of appointment thereto.

Date

Post

7. Period of absence from duty (on leave, training *etc.*, during the year)

PART II

To be filled in by the Reporting authority

(Please read carefully the instructions given at the beginning of the form before filing the entries)

1. State of Health.

2. **General Assessments.**—(This should contain in a narrative form an overall assessment of the officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points *viz.*, quality of mind, conceptual ability, communication skill (written and oral) analytical and planning ability, leadership qualities and initiative, attention to detail industry and conscientiousness, judgment, speed of disposal, willingness to accept responsibility and take decisions, relations with subordinates and colleagues, public relations, interest in training and development of subordinates and in the development of Scheduled Castes/Scheduled Tribes and weaker sections of society.

3. **Integrity** (Please see note below the Instructions).

4. **Grading**—(Outstanding/Very Good/Good/Average/Below Average) (All officer should not be graded outstanding unless exceptional qualities and performance have been noted; grounds for giving such a grading should be clearly brought out).

Signature of the Reporting Authority

Date.....

Name in block letters

Designation

(During the period of report).

PART III

Remarks of the Reviewing Authority

1. Length of service under the Reviewing Authority.

2. In the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material ?

3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority ? Is there anything you wish to modify or add ?

4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about meritorious work of the officer.

5. Has the officer any special characteristics and/or any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointments ? If yes, please mention these characteristics briefly.

6. Grading (Outstanding/Very Good/Good/Average/Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed ; grounds for giving such a grading should be clearly brought out).

Signature of the Reviewing Authority

Date

Name in block letters

Designation

(During the period of report)

PART IV

Remarks of the Accepting Authority

Signature of the Accepting Authority

Date

Name in block letters

Designation

(During the period of report)

PART V

(To be filled in by the Reporting Authority)

(Please read carefully the instructions given at the beginning
of the form before filling the entries)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filed out by the officer and specifically state whether you agree with the answers relating to targets/goals/objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.
2. Quality of output.
(Please comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any).
3. Knowledge of sphere of work.
(Please comment specifically on each of these; level of knowledge of functions, related instructions and their application).

B. ATTRIBUTES

4. Leadership qualities.
(Please comment on the capacity of the officer to set targets and objectives, understand the environment, anticipate change and contribute new ideals and new methods of work towards achieving, the targets and objectives).
5. Management qualities.

- (Please comment on the officer's willingness to assume responsibility, organising capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates).
6. Initiative and planning ability.
(Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also comment on the capacity and resourcefulness of officer in handling unforeseen situations on his/her own and willingness to take additional and new areas of work).
 7. Decision making ability.
(Please comment on his/her ability to take decisions and to weigh *pros* and *cons* of alternatives).
 8. Communicated skill (written and oral).
(Please comment on the ability of the officer to communicate and on his/her ability to present arguments).
 9. (Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner).
 10. Inter-personal relations and team work.
(Please comment on the quality of relationship with superiors, colleagues and subordinates, on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team).
 11. Relation with the public.
(Please comment on the officer's accessibility to the public and responsiveness to their needs).
 12. Attitude towards Scheduled Castes/Scheduled Tribes/ Weaker Sections of society.
(Please comment on the officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them).
 13. Supervision of investigation.
(Please comment on the officer's ability to guide and to monitor the investigation work).
 14. Effectiveness in maintaining communal harmony.
 15. Interest in Policemen's welfare and their families.
(Please comment on the attitude of the officer towards Policemen's welfare and their families).
 16. Aptitude and Potential.
(Please indicate three fields of work from amongst the following possible specialisation and career development of the officer).

- (i) General Administration.
 - (ii) Personnel Administration.
 - (iii) Training.
 - (iv) Planning Research and Development.
 - (v) Staff duties.
 - (vi) Secretariat work.
 - (vii) Law & Order.
 - (viii) Intelligence.
 - (ix) Vigilance/Anti-corruption work.
 - (x) Investigation of Crime.
 - (xi) Metropolitan Policing.
 - (xii) Traffic Management.
 - (xiii) Anti-dacoity/counter insurgency operations.
 - (xiv) Para Military/Armed Police.
 - (xv) Security (including V.I.P. Airport and Industrial Security).
 - (xvi) Special units/Tech. Services like wireless, Scientific Aids, Computer services *etc.*
 - (xvii) Any other field of work (Please specify).
17. Traits/Special Abilities.
- (i) General bearing and personality.
 - (ii) Sociability.
 - (iii) Dedication to duty.
 - (iv) Appreciation of situations and quickness of response.
 - (v) Attention to detail.
 - (vi) Ability to withstand stress/pressures.
 - (vii) Ability to take a principled stand.
 - (viii) Any other traits/special abilities of the officer other than those mentioned above.

PART V

General

18. State of Health.
(Please mention whether the Officer is over weight or under weight and whether he is fit for field duties).
19. Integrity.
(Please see the note below the Instructions).
20. **General Assessment.**—Any action/aspect needing special mention.
(Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to qualities if any, not covered by the entries above).

21. **Grading**—(Outstanding/Very Good/Good/Average/Below Average).

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed ; grounds for giving such a grading should be clearly brought out).

Signature

Date

Name

Designation

PART VI

Remarks of the Reviewing Authority

1. Length of service under you.

2. Are you satisfied that the reporting authority has made his/her report with due care and attention and after taking into account all the relevant material ?

3. Do you agree with the assessment of the officer given by the reporting authority ? (In case of disagreement, please specify the reason, is there anything you wish to modify or add ?).

4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about meritorious work of the officer.

5. Has the officer any special characteristics and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion ? If so, please specify.

6. Grading (Outstanding/Very Good/Good/Average/Below Average) (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed ; grounds for giving such a grading should be clearly brought out).

Signature

Date

Name in block letters

Designation

(During the period of report)

PART VII

Remarks of the Accepting Authority

Signature of the Accepting Authority

Date

Name in block letters

Designation

(During the period of report)

FORM II

Confidential Report for Indian Police Service Officers

(Supertime scale)

Name of Officer

Report for the year/period ending

Instructions

1. The confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the reporting authority, the reviewing authority and the accepting authority should, therefore, undertake the duty of filing out the form with a high sense of responsibility.

2. Performance appraisal through confidential reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault-finding process but a developmental one. The reporting officer and the reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

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 higher authorities.

4. Performance evaluation by the reporting officer must not be done without having conducted at least one detailed inspection of the work of the subordinate unless the subordinate is one with whom his senior is inter-acting almost daily.

5. If the reviewing authority is satisfied that the reporting authority had made for report without due care and attention he shall record a remark to that effect in Part V column 2. The Government shall enter the remarks in the confidential roll of the reporting authority.

6. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good average', 'below average' while giving your comments against any of the attributes.

7. The reporting officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the officers with respect of whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the reporting officer. The targets/goals/objectives be set at the commencement of the reporting year *i.e.* April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals/objectives shall be set at the time of assumption of the new assignment.

8. The targets/objectives/goals should be clearly known and understood by both the officers concerned. While fixing the targets for achievement, priority should be assigned itemwise taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.

9. Although performance appraisal is year-end exercise in order that it may be a tool for human resource development the reporting officer 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.

10. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

11. Some posts, of the same rank may be more exacting than others. The degrees of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

Note.—The following procedure should be followed in filling the column relating to Integrity.

- (i) If the officer's integrity is beyond doubt, it may be so 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 would be recorded and followed up. A copy of the note should also be sent together with the confidential 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 had not watched the officer's work for sufficient time to form a definite judgment or that he 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 an entry made accordingly in the confidential report.

FORM I

Confidential Report for Indian Police Service Officers

Junior Time Scale

Senior Time Scale

Selection Grade

Name of Officer

Report for the year/period ending

Instructions

1. The confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the reporting authority, the reviewing authority and the accepting authority should, therefore, undertake the duty of filing out the form with a high sense of responsibility.

2. Performance appraisal through confidential reports should be used as a tool for human resource development. Reporting officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault-finding process but a developmental one. The reporting officer and the reviewing officer should not shy away from reporting short-comings in performance, attitude or overall personality of the officer reported upon.

3. The columns should be filed 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 higher authorities.

4. Performance evaluation by the reporting officer must not be done without having conducted at least one detailed inspection of the work of the subordinate unless the subordinate is one with whom his senior is inter-acting almost daily.

5. If the reviewing authority is satisfied that the reporting authority had made the report without due care and attention he shall record a remark to that effect in Part V column 2. The Government shall enter the remarks in the confidential roll of the reporting authority.

6. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding' 'very good', 'good' 'average', 'below average' while giving your comments against any of the attributes.

7. The reporting officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the Officers with respect of whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the reporting officer. The targets/goals/objectives be set at the commencement of the reporting year *i.e.*, April, in the case of the All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/ goals/objectives shall be set at the time of assumption of the new assignment.

8. The targets/objectives/goals should be clearly known and understood by both the officers concerned. While fixing the targets for achievement, priority should be assigned itemwise taking into consideration the nature and the area of work and any special features that may be specific to nature of the work of the officer to be reported upon.

9. Although performance appraisal is year-end exercise in order that it may be a tool for human resource development the reporting officer 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.

10. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to this/her performance, conduct, behaviour and potential.

11. Some posts, of the same rank may be more exacting than others. The degrees of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

Note.—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 so 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 would be recorded and followed up. A copy of the note should also be sent together with the confidential 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 had not watched the officer's work for sufficient time to form a definite judgment or that he 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 an entry made accordingly in the confidential 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 officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs, O.M. No. 51/4/64-Estt. (a), dated 21.6.1965].

FORM I

Confidential Report for Indian Police Service Officer
(Junior Time Scale, Senior Time Scale and Selection Grade)

Report for the year/period ending

PART I

Personal Data

(To be filled by the Officer Reported Upon)

1. Name of Officer.
2. Cadre and Year of allotment.
3. Date of birth.
4. Height : Weight :
Chest : Waist :
5. Date of continuous appointment to present grade. Date Grade
6. Present post and date of appointment thereto. Date Post
7. Period of absence from duty (on leave, training *etc.*, during the year)

(To be filed by the Officer Reported Upon)

PART II

**(Please read carefully the Instructions given at the beginning
of the form before filling the entries)**

1. Brief description of duties.
2. Particulars of training courses undergone during the year.
3. Medals or commendations received during the year.
4. (a) Please specify 8 to 10 targets/goals/objectives that were set for you and/or you set for yourself in order of priority.
(b) Wherever targets have been fixed how far have they been, achieved particularly in respect of inspections, visits to scenes of crime/sensitive spots, tours and supervision of crime work. You can also highlight any major law and order problems attended to, any improvements/innovation introduced in your area of work and any special work done relating to policemen's welfare.
(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 officer's conduct should be watched for further period and thereafter action taken as indicated at (b) and (c) above.

FORM II

Confidential Report for Indian Police Service Officers
(Super Time Scale)

Report for the year/period ending

PART I

Personal Data

(To be filled by the Officer Reported Upon)

1. Name of Officer.
2. Cadre and Year of allotment.
3. Date of birth.
4. Height : Weight :
Chest : Waist :
5. Date of continuous appointment to present grade. Date Grade
6. Present post and date of appointment thereto. Date Post
7. Period of absence from duty (on leave, training *etc.*, during the year).

PART II

(To be filed by the Officer Reported Upon)

**(Please read carefully the Instructions given at the beginning
of the form before filling the entries)**

1. Brief description of duties.
2. Particulars of training courses undergone during the year.
3. Medals or commendations received during the year.
4. (a) Please specify major targets/goods/objectives that were set for you and/or you set for yourself in order of priority.
(b) Whenever targets have been fixed how far have they been achieved particularly in respect of inspections, tours and supervision of crime work in general.
5. (a) Please state briefly the shortfalls w.r.t. the targets/goods/objectives referred to in col. 4(a). Also specify the constraints, if any.
(b) Please also indicate items in which there have been significant insert: amendment comcantly better/higher achievements compared to targets and your contribution thereto.