

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. Service \_\_\_\_\_ 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 :

	Name & 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. 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 filing 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).** \_\_\_\_\_

## 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 :**

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

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

<sup>2(2)</sup> 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.

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 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 filed 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 your transfer and posting 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 \_\_\_\_\_



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 Functional Competency</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 medial incident. A copy of Part 'C' of the health check up report is to be attach 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 even 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 will 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 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 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 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**

Activity	Cut-off dates
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.