

## CHAPTER 6

# Annual Performance Appraisal Report & Service Books

### 1. Channels of Writing APARs

1.1. IFS Officers working in the Department<sup>1</sup>

Name of the cadre post	Reporting Authority	Reviewing Authority	Accepting Authority
PCCF (Head of Forest Force)	Pr. Secretary, Forest	Chief Secretary	Chief Minister
PCCF & Chief Wildlife Warden	Pr. Secretary, Forest	Chief Secretary	Chief Minister
Addl. Principal Chief Conservator of Forests	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest/C.M.
Addl. PCCF (Admn)	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest/C.M.
Addl. PCCF (WL)	PCCF (WL)	Pr. Secretary, Forest	Minister Forest/C.M.
Addl. PCCF (Production)	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest/C.M.
Addl. PCCF(Forest Protection) and Nodal Officer, Forest (Conservation) Act, 1980	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest/C.M.
Addl. PCCF (Soil Conservation)	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest/C.M.

<sup>1</sup> GO No. F.5(10)Pers/A.179 dt.20<sup>th</sup> May, 2010

CCF (Jaipur)	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest
CCF (Estt)			
CCF (Kota)			
CCF (Udaipur)			
CCF (NTFP)			
CCF (PF&RT)			
CCF (DO Scheme)			
CCF (Ajmer)			
CCF (Bharatpur)			
CCF (Forest)			
CCF & Wildlife Warden	PCCF & Chief Wild Life Warden	Pr. Secretary, Forest	Minister Forest
CCF (WP& FS)	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest
CCF (Environment)	Pr. Secretary, Environment	Chief Secretary	Minister Forest/C.M.
CCF Flood Prone River Project	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest
CCF River Valley Project, Kota	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest
CCF (Plan)	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest
CCF (Protection)	Addl. PCCF, (Protection)	Pr. Secretary, Forest	Minister Forest
CCF (Research & Trg)	PCCF under whose direct control the officer is working	Pr. Secretary, Forest	Minister Forest
Regional Conservator of Forests (Monitoring & Evaluation) cum Chairperson, FDA, Jaipur, Kota, Jodhpur, Bikaner, Udaipur, Ajmer and Bharatpur	CCF, Under whose direct control the officer is working	PCCF	Pr. Secretary, Forest

CF, Training, Jaipur CF (Research) CF (Medicinal Plants) CF, (Ecotourism), Jaipur CF (Project Tiger), Alwar, Kota CF (Jr. Forest Management), Jaipur CF&TA to PCCF CF (Territorial)	CCF (Under whose direct control the CF is working)	PCCF	Pr. Secretary, Forest
DCF (Territorial) (District Hqrs). All Districts	CF (Under whose direct control the DCF is working)	CCF	PCCF
DCF (WL)	CF (Under whose direct control the DCF is working)	CCF	PCCF & Chief Wildlife Warden
Working Plan Officer	CF (Under whose direct control the WPO is working)	CCF	PCCF
ACF	Deputy Conservator of Forests	Conservator of Forests	Chief Conservator of Forests.

### 1.2. IFS Officers working outside the Department<sup>2</sup>

Name of the post	Reporting Authority	Reviewing Authority	Accepting Authority
OSD & Addl. Secy. to Govt., Environment Deptt., Raj., Jaipur	Pr. Secretary, Environment	Chief Secretary	Chief Minister
CCF & Member Secy., Rajasthan State Medicinal Plants Board, Jaipur	Pr. Secy., Ayurveda	Chief Secretary	Chief Minister
CCF & Addl. Secy., Forest Deptt., Raj., Jaipur	Pr. Secy., Forest	Chief Secretary	Chief Minister
DCF & Ex-officio Dy. Secy., to Govt., Environment Deptt., Raj., Jaipur	Pr. Secy., Environment	Chief Secretary	Chief Minister

<sup>2</sup> GO No. F.5(10)Pers/A-1/79 dt.22<sup>nd</sup> June, 2010 & Aug 2011.

Executive Director, Rural Non Farm Dev. Agency (RUDA)	Chairman & M.D., RUDA	Chief Secretary	Chief Minister
Member Secy., Raj., State Pollution Control Board, Jaipur	Pr. Secy., Environment	Chief Secretary	Chief Minister
Executive Director, Raj. State Beverage Corp. Ltd., Jaipur	M.D.	Pr. Secy., Finance	Chief Minister
O.S.D., Programme Implementation., Raj., Jaipur	Pr. Secy., Programme Implementation	Chief Secretary	Chief Minsiter
Director, ICDS & Ex-officio Dy. Secy. to Govt., Jaipur	Pr. Secy., Women & Child Development	Chief Secretary	Chief Minsiter
Mission Director, 12 <sup>th</sup> Finance Commission, Jaipur	Pr. Secy., LSG	Chief Secretary	Chief Minsiter
Director cum Dy. Secy., Environment, Deptt., Raj., Jaipur	Secretary, Environment	A.C.S., Environment	Minster in charge, Environment
Member Secy. Raj. State Biodiversity Board	Chairman, Raj. State Biodiversity Board	Minister-in-charge, Environment	Chief Minister

### 1-3. RFS Officers<sup>3</sup>

<b>Cadre</b>	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Accepting authority</b>
<b>Deputy Conservator of Forests</b>	<b>CF / concerned CCF / PCCF</b>	<b>PCCF</b>	<b>Pr. Secy. Forest / Secretary Forest / Hon.Forest Minister</b>
1. Technical Assistant			
2. Soil Conservation Officer, Senior Planning, Research and Extension Officer, Deputy Director, W.F.P. Programme	Conservator of Forests	PCCF	Pr. Secy. Forest / Secretary Forest / Hon.Forest Minister
3. Dy. Chief Wildlife Warden, DCF, Wildlife	Conservator of Forests	PCCF (concerned)	Pr. Secy. Forest / Secretary Forest / Hon.Forest Minister
<b>Assistant Conservator of Forests</b>			<b>Pr. Secy. Forests/Secretary Forests</b>
1. Asst. Conservator of Forests	Deputy Conservator of Forests	CF / PCCF	

2. Asst. Director, W.F.P.	Deputy Director	CF/PCCF	Pr. Secy. Forests/Secretary Forests
3. Wildlife Warden	Deputy Conservator of Forests	CF/PCCF	Pr. Secy. Forests/Secretary Forests
4. Research Officer/Asst. Field Director	DCF/Conservator of Forests	CF/CCF/PCCF	Pr. Secy. Forests/Secretary Forests
Asst. Soil Conservation officer	DCF/SCO/Ex.EN	CF/PCCF	Pr. Secy. Forests/Secretary Forests
Asst. Horticulturist	Deputy Conservator of Forests	CF/PCCF	Pr. Secy. Forests/Secretary Forests

#### 1.4. Subordinate Staff<sup>4</sup>

Ranger Grade I	DCF/ACF and officers of their level	CF / DCF officer and of their level	PCCF / CCF / CF
Ranger Grade II			
Forester	DCF / ACF / Ranger Gr. I / Ranger Gr. II / Soil Conservation Assistant	CF / DCF / ACF and officer of their level	CCF / CF
Asst Forester / Forest Guard / Tractor Guard		CF / DCF and officer of their level	CF / DCF and officer of their level
Junior Engineer / Overseer / Soil Conservation Assistant	DCF / ACF and officer of their level	CF / DCF and officer of their level	PCCF / CCF / CF
Research Assistant	CF / DCF / ACF and officer of their level	CCF / CF / DCF & officer of their level	PCCF / CCF / CF
Surveyor / Fieldman / Amin / Tracer / Ferroman	DCF / ACF and officer of their level	CF / DCF and officer of their level	CCF / CF
Chainman / Khallasi cum Chokidar	DCF / ACF and officer of their level / FSO / Ranger gr. I / Junior Engineer / Overseer / Soil Conservation Assistant	CF / DCF / ACF and officer of their level	CCF / CF / DCF & officer of their level
Silt Analyst/Silt Observer/Lab Assistant	CF/DCF/ACF and officers of their level	CCF / CF / Dy.CF & officers of their level.	PCCF / CCF / CF.

Draftsman / Inspector	CF / Dy.CF / ACF and officers of their level / F.S.O.	CCF / CF / Dy.CF & officers of their level.	PCCF / CCF / CF.
Foreman / Carpenter	Dy.CF / ACF / and officers of their level.	CF / Dy.CF.	CCF / CF
Motor Mechanic	-do-	-do-	-do-
Driver / Pump Driver / Bulldozer Operator	CF / Dy.CF / ACF and officers of their level	CCF / CF / Dy.CF & officers of their level.	PCCF / CCF / CF.
Project Operator	-do-	-do-	-do-

## 1.5. Ministerial Staff<sup>5</sup>

a) Office Superintendent	CF / Dy.CF and officers of their level	CCF / CF	PCCF / CCF.
b) Office Assistant / UDC cum Steno	CF / Dy.CF / ACF and officers of their level.	CCF / CF / Dy.CF and officers of their level	PCCF / CCF
c) Private Secretary	T.A. to Principal Chief Conservator of Forests	PCCF	PCCF
d) Sr.P.A. / PA / Stenographer	CCF / CF / Dy.CF and officers of their level	Adtl.PCCF / CCF / CF	PCCF / CCF
e) LDC / LDC cum -Steno	CF / Dy.CF / ACF and officers of their level. Administrative officer (for PCCF office)	CCF / CF / Dy.CF & officers of their level	PCCF / CCF / CF.

- Note : 1. Reporting officer means under whom the reportee has directly worked in the reporting period.  
 2. Reviewing officer means who had been controlling officer of Reporting officer.  
 3. Accepting officer means officer who had been the controlling officer of the reviewing officer.

## 2. Time Schedule: -

### 2.1. IFS Officers<sup>6</sup>

Category of cases	When CR is to be given to	Time Schedule for Officer	Time Schedule of
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<sup>5</sup> PCCF Order No. F.2.C(32)/76/Con./PCCF/7144 dated 5.12.98

<sup>6</sup> GC No. C.3/13 (6)/Pers/A-1/69 dated 15.2.2001

	<b>the Officer reported upon</b>	<b>reported upon for completing Part-II</b>	<b>Reporting Officer to complete CR</b>
(a) Report at the end of Reporting Year	March / December depending on reporting year	30 <sup>th</sup> April / 31 <sup>st</sup> January	31 <sup>st</sup> May / 28 <sup>th</sup> February
(b) Report in the event of relinquishment of charge by officer reported upon.	Along with the communication regarding relinquishment of post.	Within 15 days of receipt of CR Format	Within 15 days of receipt of self assessment
(c) Report in the event of relinquishment of charge by Reporting Officer	Along with the communication regarding relinquishment of post	Within 15 days of receipt of CF format	Within 15 days of receipt of self-assessment but not later than 1 month after relinquishment.
(d) Report in the event of retirement of officer reported upon	The month preceding the month in which the Officer reported upon is due to retire	Within 15 days of receipt of CF Format	Before the retirement of the Officer reported upon
(e) Report in the event of retirement of Reporting Officer	The month preceding the month in which the Reporting Officer is due to retire	15 days before the retirement of Reporting Officer	Before retirement of Reporting Officer

**Note :** If the officer reported upon does not submit the CR after duly completing Part-II within the time schedule prescribed in column 3 above, the Reporting Authority shall write the report without the self-assessment and submit to the Reviewing Authority.

## 2.2. RFS Officers

Submission of filled by APAR form, by the reportee, of preceding year, to CCF (Administration)	By 30 <sup>th</sup> April. (e.g. APAR form of 2001-02 by 30.4.2002)
CCF (Adm.) will send the APAR form to Reporting officer	Within 7 days of the receipt of form latest by 7 <sup>th</sup> May.
Reporting officer after duly filling the APAR form shall send the form to Reviewing officer under intimation to CCF (Adm.)	Within 7 days of the receipt of APAR form CCF (Adm.). Latest by 25 <sup>th</sup> May.
Reviewing officer after duly filling the APAR form shall send the form to accepting officer under intimation to CCF (Adm.)	Within 7 days of receipt of APAR form from reporting officer. Latest by 7 <sup>th</sup> June.
Accepting officer after duly filling the form shall send the form to CCF (Adm.)	Within 7 days of receipt of APAR form from Reviewing officer. Latest by 25 <sup>th</sup> of June.
Sending of completed APAR form to State Government	By 30 <sup>th</sup> June.

2.3. Subordinate & Ministerial Staff.

Submission of APAR form by reportee, to the reporting officer.	By 30 <sup>th</sup> April. (e.g. APAR form of 2001-02 by 30.4.2002)
Reporting officer after duly filling the APAR form shall send the form to reviewing officer.	By 25 <sup>th</sup> May.
Reviewing Officer after duly filling the APAR form shall send the form to accepting officer.	By 7 <sup>th</sup> June.
Accepting officer after duly filling the form shall send the APAR form to the officer maintaining the dossier of the reportee.	By 30 <sup>th</sup> June.

2.4. Official on Deputation:

- (a) The APAR form of the officials who are on deputation to Forest Department from other departments shall be completed as per the level prescribed by the concerning department, and shall be completed in prescribed time frame for RFS / Subordinate staff of this department.

3. Maintenance of A.P.A.R. Dossiers :

- 3.1. The APAR dossiers of the officials of Forest Department are maintained as under :

Cadre	APAR Dossier maintained
IFS Officers	Department of Personnel, Government of Rajasthan
RFS Officers	-do-
Subordinate Staff:	PCCF office.
a) Ranger Grade I / Soil Conservation Assistant.	PCCF office
b) Ranger Grade II	PCCF office
c) Junior Engineer / Overseer	PCCF office
d) Inspector	CF office / Higher office in which reportee is working.
e) Amin / Surveyor / Fieldman / Tracer	-do-
f) Silt Analyst	-do-
g) Silt Observer	-do-
h) Draftsman	-do-
i) Forester	-do-
j) Asstt. Forester	Dy.CF office / Higher office in which reportee is working.



k) F.G. / Tractor Guard / Game watcher / Tracker etc.	Dy.CF office / Higher officer in which reportee is working.
l) Driver / Pump Driver / Bulldozer Operator	CF Office / Higher office in which reportee is working
m) Ferroman	Dy.CF office / Higher office in which reportee is working
n) Lab Assistant	CF office / Higher office in which reportee is working.
o) Foreman	CF office / Higher office in which reportee is working
p) Chainman / KCC / Carpenter / Labour / Mistri / Motor Mechanic / Project operator	Dy.CF office / Higher office in which reportee is working.

### 3.2. Ministerial Staff :

a) Administrative officer	Department of personnel
b) Office Superintendent	PCCF office
c) Office Assistant	PCCF office
d) UDC (including UDC-cum Steno)	PCCF office
e) LDC (including LDC-cum Steno)	CF office / Higher office in which reportee is working
f) P.S.	PCCF office
g) Sr.P.A.	PCCF office
h) P.A.	PCCF office
i) Stenographer	PCCF office

### 4. Filling of APARs:

#### 4.1. APAR form :

I.F.S.	As prescribed by Department of Personnel, Government of Rajasthan, from time to time.
RFS / Subordinate / Ministerial staff	As prescribed by Department of personnel, Government of Rajasthan, from time to time.

#### 4.2. Filling of form :

IFS	APAR form shall be filled adhering to guidelines issued by M.O.E.F., Government of India & Department of Personnel, Rajasthan from time to time.
RFS / Subordinate / Ministerial staff	APAR form shall be filled adhering to the guidelines issued by Department of Personnel, Rajasthan from time to time.

## **5. Service Books**

- 5.1. Service Book of IFS officers of his deptt. is kept in DOP, Government of Rajasthan.
- 5.2. Service books of RFS officer is maintained by concerning head of office. Service record is also maintained by PCCF, Raj.
- 5.3. A service Book, in Form A.T.C.4, is maintained for every non-gazetted Government servant.

## **6. Maintenance of Service Books**

- 6.1. The Rules regarding the maintenance of Service Books are contained in Rules 159 to 163 of the Rajasthan Service Rules and Articles 65 of General Financial and Accounts Rules.

## **7. F.D. Instructions regarding maintenance of Service Books<sup>7</sup>.**

- 7.1. Service Rolls and Service Books in the prescribed form may be maintained for every non-gazetted Government Servant holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post with the exceptions of Class IV Servants and other Government Servants of the categories specified in the Rules. According to Rule 161 of the R.S.R. every step in a Government Servant's official life must be recorded in his Service Book and each entry must be attested by the head of his office or if he himself is the Head of an office, by his immediate supervisor. The Head of the office has to ensure that all entries in the Service Book are duly made and attested. Non-observance of this elementary duty is the main cause of post-retirement troubles of the Government servants and it has been found that one of the principal factors responsible for the delay in the settlement of pension cases is the incompleteness of the Service records. Rule 162 of the R.S.R. casts a duty on every Government Servant to see that his Service Book is properly maintained as prescribed in Rule 161 in order that there may be no difficulty in verifying service for pension.

The Finance Department had advised<sup>8</sup> all Government servants to check up from time to time whether their Service Records are complete and up to date. The Government have reason to believe, however, that despite the clear provisions contained in the rules and the directions issued the requirements of the rules are not being

7. GO No.F.13(47)-F.II/54 dated 21st October 1954

8. FD Memo No. F.21(2)Fin/II/53 dated the 19th Feb. 1953

properly observed. It has accordingly been decided that the requirements of rule 162 of the Rajasthan Service Rules be made obligatory. The record of service will be made upto the 31<sup>st</sup> March of each year and must be shown to the Government Servants to whom they relate by the 30<sup>th</sup> of June. A compliance report must be submitted by the Head of Office direct to the Government so as to reach at the latest by the 15<sup>th</sup> July next following one copy being simultaneously endorsed by him to his next higher authority. The report must clearly indicate that the service books of the office of the Head of Office have been made up to the 31<sup>st</sup> March of the year and have been examined by each of the Government Servants concerned. The names of the Government Servants who have examined their Service Books and the substance of their remarks as to the completeness of the record of Service must be given in the report. Names of the Government Servants who have for any reason not been shown their Service Books should be given separately with a statement of reasons as to why the Service Books were not shown to them.

- 3.2. The following instructions for the maintenance of the Service records of all the Non-Gazetted Government Servants in the Forest Department should be followed by all Forest Officers:-
- (a) All old service books should be closed and new Service Books opened in the prescribed form for all classes of Non-Gazetted servants and all future entries should be made in the next books. The old Service Books should be tagged on to them so that the old service records may not be lost.
  - (b) Verification of Service should be recorded under the signature of the Head of the office once every year with out fail. When a Govt. Servant is transferred, the period of service before transfer should be verified and recorded under the initials of the Head of office of the Station to which the Govt. Servant is transferred. Attestation of signature, thumb impression should be made periodically once every 5 years and for this purpose service verification and attestation slips should be pasted on the Service Books.
  - (c) All dates should be recorded by Christian era and not by Samvat or any other era.
  - (d) A leave account in the prescribed form should be prepared and tagged to the Service Book and whenever any kind of leave

(except causal leave) is availed of, it should be recorded in this form under the initials of the Head of Office.

#### **4. Date of Birth**

4.1. According to Note 2 of Rule 239 of R.S.R.:-

- (a) In the case of a Government Servant whose year of birth is known but not the exact date, the 1st July should be treated as the date of birth for the purpose of determining the date on which he should be held to have attained the age of 58 years. And similarly when the month of birth, but not the exact date, is known, the 16th of the month should be taken as the date of birth.
- (b) No officer can change the recorded date of birth of an employee without approval of Finance Department.

#### **5. Adverse Entries**

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



Similarly, remarks about the physical defects of the persons noted in the APR need not be communicated.

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

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

authority itself has recorded the adverse remarks, then the final decision regarding them will be taken by the officer immediately superior to the appointing authority.

- (d) The matter shall be examined with reference to the rules and regulations keeping in mind the duties and responsibilities attached to the post held by the person concerned, the targets, if any, fixed and achieved, during the period under report
- (i) If it is found that the remarks were justified and the representation was frivolous, a note will be made in the report of the representations that he did not take the correction in good spirit;
- (ii) If there is no sufficient ground for interference, the representation should be rejected and the person informed accordingly;
- (iii) If it is felt that the adverse remarks should be toned down, necessary entries should be made separately at the appropriate place of the report; the correction should not be made in the earlier entries themselves; and
- (iv) In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or are entirely incorrect or unfounded, and therefore, deserved expunction, he should score through the remark, paste it over, or obliterate it otherwise, and should make an entry, with his signature and date, stating that he had done so.

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

5.13. No appeal/Review No appeal/review against the rejection of the representation against the adverse entry is allowed.