GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

- - -

No.A.28012/1/2019/DPAR/SS-I(3) Puducherry, dated: 05.04.2019

I.D. NOTE

Sub: Developing of Work Plan for the PAR period 2019-20 by AIS officers – Reg.

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As per the All India Service (PAR) Rules, 2007, the AIS officers (who are filing PAR Form-I) 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. The Work Plan agreed upon at the beginning of the year has to be reviewed again during the month of September/ October as a mid-year exercise and finalized by 31st October. 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.

2.   Hence, the AIS officers are requested to develop a work plan for the PAR period 2019-20 as per the annexure and submit the same to their Reporting Authority before **30.04.2019**.

/ BY ORDER /

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

To

All I.A.S./ I.P.S./ I.F.S. officers concerned.

ANNEXURE

Annual Work Plan for the period 2019-2020

Tasks to be performed	Deliverables1[1]		Actual Achievement 2[2]
	Initial3[3]	Mid year4[4]	

Signature of Officer reported upon

1[1] Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

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

3[3] Initial listing of deliverables are to be finalized within 1 month of the start of the financial year.

4[4] Mid-year listing of deliverables are to be finalized within 6 months of the start of the financial year.