

GOVERNMENT OF KARNATAKA

No: DPAR 53 SCR 2020

Karnataka Government Secretariat,
Vidhana Soudha
Bengaluru, dated: 26.07.2021

NOTIFICATION

Whereas the draft of the following rules further to amend the Karnataka Civil Services (Performance Reports) Rules, 2000, was published as required by clause (a) of sub-section (2) of Section 3 read with Section 8 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990) in Notification No. DPAR 53 SCR 2020 dated: 02.07.2021 in Part IV-A of the Karnataka Gazette Extraordinary dated: 02.07.2021 inviting objections and suggestions from all persons likely to be affected thereby within fifteen days from the date of publication of the draft in the Official Gazette.

Whereas, the said Gazette was made available to the public on 02.07.2021.

And whereas no objection / suggestion have been received by the State Government.

Now, therefore, in exercise of the powers conferred by sub-section (1) of Section 3 read with Section 8 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990), the Government of Karnataka hereby makes the following rules, namely;

RULES

1. Title and Commencement.- (1) These rules may be called the Karnataka Civil Services (Performance Reports) (Amendment) Rules, 2021.

(2) They shall come into force from the date of their final publication in the Official Gazette.

2. Amendment of rule 4.- In the Karnataka Civil Services (Performance Reports) Rules, 2000, in rule 4, after sub-rule (4), the following shall be inserted, namely,-

“(5) In respect of Government servants whose performance reports are required to be recorded electronically under sub-rule (1), the process of recording such entries shall be initiated and concluded in accordance with provisions specified in the table below,-

TABLE

Sl. No	Stage of Performance Report	Activity	Time Limits
(1)	(2)	(3)	(4)
1	Generation of electronic performance report by the authority specified in column (3).	The custodian of performance report file referred in subrule (3) of rule 3, that is, the Appointing Authority or such authority as may be specified by the Appointing Authority shall generate performance report in the Electronic Performance Reporting System.	30th April of the year immediately succeeding the year for which the performance report is to be recorded.
2	Initiation of performance report	The Government servant concerned shall initiate his performance report by recording his self-assessment: Provided that, in case the Government servant concerned fails to initiate his performance report within the time limit specified in column (4), the performance report shall automatically escalate to the Reporting Authority after the said time limit.	30th June of the year immediately succeeding the year for which the performance report is to be recorded.
3	Submission of performance report to Reviewing Authority by Reporting Authority.	On receipt of performance report in accordance with column (3) of serial number 2 above, the Reporting Authority shall record its assessment and forward the same to the Reviewing Authority: Provided that, in case	31st July of the year immediately succeeding the year for which the performance report is to be recorded.

		<p>the Reporting Authority fails to record its assessment within the time limit specified in column (4), the performance report shall automatically escalate to the Reviewing Authority after the said time limit: Provided further that, in case a Reporting Authority fails to record his assessment in respect of the Government Servants for whom he is the Reporting Authority, the Reviewing Authority shall make the following adverse entry-</p> <p>"Sri/Smt. has failed to record his assessment in respect of the following for whom he was, Reporting Authority for the year..... He has thus, failed to perform his duty as the Reporting Authority".</p>	
4	Submission of performance report to Accepting Authority by Reviewing Authority.	<p>On receipt of performance report in accordance with column (3) of serial number 3 above, the Reviewing Authority shall record its assessment and forward the same to the Accepting Authority: Provided that in case the Reviewing Authority fails to record its assessment within the time limit specified in</p>	31st August of the year immediately succeeding the year for which the performance report is to be recorded.

		<p>column (4), the performance report shall automatically escalate to the Accepting Authority after the said time limit:</p> <p>Provided further that, in case a Reviewing Authority fails to record his assessment in respect of the Government Servants for whom he is the Reviewing Authority, the Accepting Authority shall make the following adverse entry-</p> <p>"Sri/Smt. has failed to record his assessment in respect of the following for whom he was Reviewing Authority for the year He has, thus, failed to perform his duty as the Reviewing Authority".</p>	
5	Acceptance of performance report by Accepting Authority.	<p>The Accepting Authority shall consider the assessment recorded by the Reporting or Reviewing Authority and record its remarks, if any, with regard to acceptance of the assessment with such modifications as it deems appropriate:</p> <p>Provided that in case the Accepting Authority fails to consider the assessment recorded by</p>	<p>30th September of the year immediately succeeding the year for which the performance report is to be recorded.</p>

		the Reporting or Reviewing Authority within the time limit specified in column (4), the assessment recorded by the Reporting or Reviewing Authority shall be deemed to be a complete report.	
6	Disclosure of the entire Performance report to the Government servant concerned.	The entire performance report shall be disclosed to the Government servant concerned by the Accepting Authority or any other authority specified by Government in this behalf.	31st October of the year immediately succeeding the year for which the performance report is to be recorded.
7	Submission of representation by the Government servant concerned.	A Government servant, to whom the performance report is disclosed in accordance with column (3) of serial number 6, may, if he so desires, submit his representation to the Authority immediately superior to the Accepting Authority or any other superior Authority empowered by Government in this behalf through the Accepting Authority which sent him a copy of the performance report.	31st December of the year immediately succeeding the year for which the performance report is to be recorded.
8	Consideration of representation by the superior or empowered authority and communication of its orders.	The superior or empowered authority shall take action in accordance with sub-rule (2) of rule 10.	As expeditiously as possible.

(6) The provisions contained in these rules, to the extent they are not inconsistent with the provisions of sub-rule (5), shall mutatis mutandis apply for the purpose of recording entries in the performance reports required to be recorded electronically under sub-rule (1).”

By Order and in the name of the
Governor of Karnataka

(Thejavathi. N)

Under Secretary to Government
Department of Personnel and
Administrative Reforms
(Service Rules-Special Cell)

