

Copy of letter No.11059/23/2008-AIS-III dated 4<sup>th</sup> June, 2009 from Shri G.S. Pandey, Under Secretary, Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training, New Delhi to the Chief Secretaries of all States/Uts.

**Subject:- The All India Services (Performance Appraisal Report) Rules, 2007—Instructions regarding numerical grading.**

With the implementation of the All India Services (Performance Appraisal Report) Rules, 2007, the conventional gradings awarded to the member of the All India Services in the old All India Services (Confidential Roll) Rules, 1970 has been changed to numerical gradings in a scale of 1 to 10, where 1 refers to the lowest grade and 10 to the highest. The Government of India instructions issued on 18<sup>th</sup> July, 2008 envisages that high credit should not be given to the members of the Service in a routine manner by the Reporting/Reviewing Authorities and this should be restricted to 20% of the officers under their supervision. Further, the Government of India instructions issued on 3<sup>rd</sup> December, 2008 provides that any grading of more than 8 for each attribute must be justified by giving reasons in writing in a separate sheet.

2- For the adoption of the new system of Performance Appraisal, it has been observed that in the absence of commonly understood benchmark, there is wide disparity in awarding numerical grading amongst reporting authorities. In order to bring about uniformity in the interpretation of numerical grades, the following guidelines are issued which Reporting Authorities may keep in mind while awarding numerical gradings:

- i Members of the Service graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- ii Members of the Service graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- iii Members of the Service graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- iv Members of the Service graded below 4 will be given a score of zero.

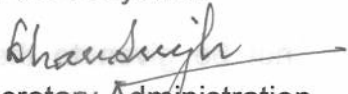
3- Assessment of numerical grading in the above manner will be done for the purpose of promotion/empanelment and for utilizing PAR document for any purpose pertaining to personnel management.

4- These instructions may be brought to the notice of all the All India Services Officers working under your charge.

Endst. No.30/13/2003-S(I) Dated Chandigarh, the 24<sup>th</sup> June, 2009

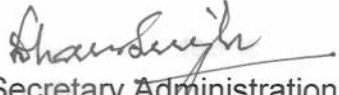
A copy, each, is forwarded to the following for information and necessary action:-

1. All the IAS officers in the Haryana.
2. All the Heads of the Departments in the Haryana.

  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana.

Endst. No.30/13/2003-S(I) Dated Chandigarh, the 24<sup>th</sup> June, 2009

A copy, each, is forwarded to the Principal Secretary to Chief Minister, Haryana and Senior Secretaries/Secretaries/Private Secretaries to Ministers/State Ministers, Haryana for information of Chief Minister/Ministers and State Minister.

  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana.