

Copy of letter No.11059/09/2008-AIS-III dated 3<sup>rd</sup> December, 2008 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.

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**Subject:- The All India Services (Performance Appraisal Report) Rules, 2007—Instructions regarding numerical grading.**  
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The All India Services (Performance Appraisal Report) Rules, 2007, replacing the All India Services (Confidential Roll) Rules, 1969 have been implemented for assessment of the performance of the members of the All India Services from the assessment year 2007-2008 onwards. The general guidelines for filling up the PAR form provide that at several places, numerical grades are to be awarded by reporting and reviewing authorities. These should be on a scale of 1-10, where 1 refer 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 of specific accomplishments. Grade 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.

2- Against the background given in the preceding paragraph, it has come to the notice of this Department that some of the reporting and reviewing authorities have generally been awarding a high score of 9-10 without giving any justification for the same under a misconception that empanelment/promotion of officers would depend solely on their getting high grades.

3- Through this communication it is clarified that the numerical grading would only be one of the grounds/inputs on which the empanelment or promotion of an officer is to be decided. The Empanelment or Promotion Committee would consider other information contained in the body of the report including past performance, notable achievements etc.

4- Further, in continuation of letter No. 11059/09/2008-AIS(III) dated the 18<sup>th</sup> July, 2008, it is clarified that numerical grading of 8 or above must be justified by giving reasons in writing for any numerical grading of 8 or above for any of the attributes listed in the PAR. A separate sheet may be attached to the PAR for this purpose.

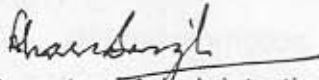
5- These instructions may be brought to the notice of all reporting and reviewing authorities of the members of the All India Services for strict compliance.

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Endst. No.30/13/2003-S(I)

Dated Chandigarh, the 1<sup>st</sup> Jan, 2009

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

1. All IAS officers in the Haryana.
2. All Heads of the Departments in the Haryana.
3. In charge, NIC, Haryana Civil Secretariat for email and putting in the name of all the IAS officers of Haryana Cadre and CS website.

  
Deputy Secretary Administration  
for Chief Secretary to Government, Haryana.

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.

To

The Principal Secretary to Chief Minister, Haryana and Senior Secretaries/Secretaries/Private Secretaries to Ministers/State Ministers, Haryana.

U.O.No.30/13/2003-S(I)

Dated Chandigarh, the 1<sup>st</sup> Jan, 2009