

No.11059/23/2008-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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New Delhi, the 4<sup>th</sup> June, 2009

To

The Chief Secretaries of All States/Union Territories.

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

Sir/Madam,

With the implementation of the All India Services (Performance Appraisal Report) Rules, 2007, the conventional gradings awarded to the members 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 instruction 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 Service Officers working under your charge.

Yours faithfully,

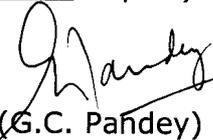


(G.C. Pandey)

Under Secretary to the Government of India  
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Copy to:

1. All Ministries/Departments of the Government of India
2. The Ministry of Home Affairs (Attn: Joint Secretary-Police), North Block, New Delhi
3. The Ministry of Environment and Forests (Attn: Joint Secretary, Forests), Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
4. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
5. All officers/Sections of the Department of Personnel and Training.
6. Website of the Ministry of Personnel, Public Grievances and Pensions.  
([www.persmin.nic.in](http://www.persmin.nic.in)>circulares>service>PerformanceAppraisal Report)



(G.C. Pandey)

Under Secretary to the Government of India