

महत्वपूर्ण परिपत्र / Important Circular

No. AN-I/1058/4/Vol-VII

कार्यालय रक्षा लेखा महानियंत्रक

Office of the Controller General of Defence Accounts

उलान बत्तर मार्ग, दिल्ली छावनी-110010

Ulan Batar Road, Delhi Cantt. -110010

Dated 03.05.2011

To

All CsDA/PCsDA/PIFAs/IFAs/PCA (Fys.) Kolkata

Subject : Performance Assessment Report IDAS officers

As you all are aware that the forms of the Performance Assessment Reports for IDAS officers have been revised and implemented with effect from the reporting year 2010-11. Some discrepancies were noted in reports which were received in this office duly reported/reviewed by respective authorities. This is with regard to the numerical gradings and distribution of forms. The following clarifications are issued which may be strictly adhered to and brought to the notice of the reporting/reviewing officers for future reference also.

NUMERICAL GRADINGS

1. Numerical grading is to be assigned to each attribute of the three assessments (i.e., Assessment of work output, Assessment of personal attributes and assessment of functional competence) . The grades given should be in **whole** numbers (1,2,3, etc. up to and including 10). No conventional gradings such as OS, VG, Good etc. should be used. {para 16 of instructions annexed with each APAR form}

2. The overall grading in each assessment should be the arithmetic mean (average of all elements of assessment). For example the overall grading on work output/personal attributes/functional competence, in PAR, as the case may be should be the sum of gradings of all elements of assessment divided by number of elements in respective assessment.

In simple terms for PARs for officers upto SAG level and below:

Overall grading on work output = arithmetic mean (average) of four elements i.e., sum of the grading of all four elements $\div 4$

Overall grading on personal attributes = arithmetic mean (average) of eight elements i.e., sum of the grading of all eight elements $\div 8$

Overall grading on functional competence = arithmetic mean (average) of five elements i.e., sum of the grading of all five elements $\div 5$

For PARs for officers of HAG level and above:

Overall grading on attributes = arithmetic mean (average) of seven elements i.e., sum of the grading of all seven elements $\div 7$

Overall grading on work output = arithmetic mean (average) of three elements i.e., sum of the grading of all three elements $\div 3$

3. For officers upto SAG level and below: the overall grading given to the officer is to be the sum total of

- a) 40% of overall grading of work output on a scale of 10
- b) 30% of overall grading of personal attribute on a scale of 10
- c) 30% of overall grading of functional competence on a scale of 10

For HAG and above officer: the overall grading given to the officer is to be the sum total of

- a) 70% of overall grading of attribute on a scale of 10
- b) 30% of overall grading of work output on a scale of 10

In simple terms

for PARs for officers upto SAG level and below:

Overall Grading given to the officer = Overall grading on work output x 0.4 + Overall grading on personal attribute x 0.3 + Overall grading on functional competence x 0.3

for PARs for officers HAG and above:

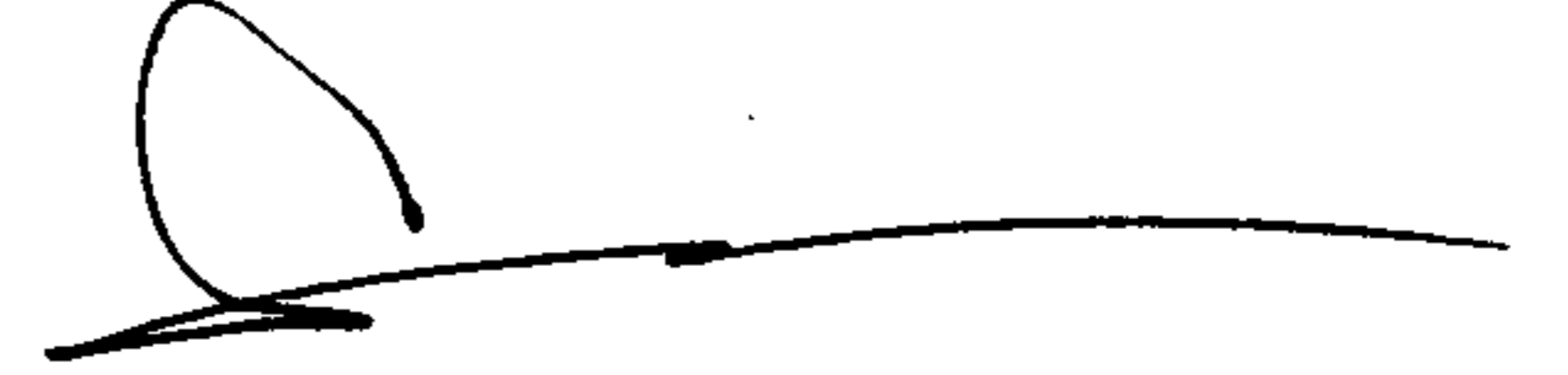
Overall Grading given to the officer = Overall grading on attribute x 0.7 + Overall grading on work output x 0.3

DISTRIBUTION OF FORMS

4. The PAR forms, it is observed were distributed by some sub offices without adhering to the colour codes/without reading the cover page of the forms. For instance in a case it was found that SAG form was issued to an officer who is presently in the grade of NFSG of JAG, and in another case a HAG and above form was issued to SAG grade officer. The forms should invariably be issued according to the grades of the officers as mentioned below.

| Colour of the form | Grade of officer for whom intended | Posts/Ranks held by the officers |
|--------------------|------------------------------------|--|
| Cream | HAG & above | PCDA, PIFA, Addl. CGDA, CGDA, SDF, (in dep. Cases) Addl. Secretary & above |
| Blue | SAG | CDA, IFA, CFA (Fys.), CIA(Fys) (in dep. Cases) Jt. Secy and equivalent. |
| Pink | NFSG of JAG, JAG, STS, JTS | Addl. CDA, Jt. CDA, DCDA, ACDA, Addl. IFA, Jt. IFA, Sr. Dy. IFA, Dy. IFA, JCA (Fys.), (in dep. Cases) Director/Dy. Secretary & below |

5. **Before starting to write the self appraisal/reporting/reviewing/accepting a report all the officers may kindly read the instructions annexed with each form.**
6. **In case of doubt this office should invariably be consulted for clarifications.**



(Rakesh Sehgal)
Jt. CGDA(AN)

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