

## Addendum

### QUANTIFYING THE CONFIDENTIAL REPORTS

#### I. OVERALL ASSESSMENT

1. All Confidential Reports (CRs) recorded during service as an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall grading in the CRs are allocated the following marks:

##### *Overall Grading Marks*

(i)	Outstanding	10
(ii)	Very Good	8
(iii)	Good	7
(iv)	Average	5
(v)	Below Average	1
(vi)	Poor	0

(b) Separate grading of 'outstanding' has now been introduced but for past reports, a Very Good grading will be considered outstanding and carry 10 marks only if (i) all except 1 or 2 entries in parts II to IV of the current ACR form or part-II in the previous format are Very Good (A-1) or (ii) accelerated promotion was recommended.

(c) If the overall grading in a CR is ambiguous *e.g.* placed between Good and Average, the quantification will be based on the lower rating.

(d) In case the assessment of the countersigning officer differs from that of the reporting officer in any CR, the quantification will be based on the overall grading recorded by the countersigning officer.

(e) Where two or more confidential reports were initiated in a calendar year, the marks for that year will be worked out as their average or arithmetic mean unless the officer was promoted during the year when the relevant part reports or their arithmetic mean, where required, would be treated as independent ACRs for the respective levels.

3. The marks for CRs will be computed separately for each level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

#### **First Step**

Arithmetic mean will be calculated for each calendar year containing 2 or more CRs *vide* 2(e) to derive the ACR score for that year as follows:

$$M = \frac{\sum M_y}{N_y}$$

**Where**

$M_y$  = marks *vide* para 2 (a) for each CR recorded in calendar year `y'.

$N_y$  = Number of CRs recorded in year `y'.

and  $\sum$  stands for summation.

**Second Step**

Average marks for each level will be calculated according to the following formula:

$$\text{Average marks} = \frac{\sum M}{T}$$

**Where**

M = Marks for ACRs *vide* paras 2(a) and 2(e); and

T = Total number of ACRs in posts at that level.

**Third Step**

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 100 marks for promotion :

(i) to post carrying basic pay scale 18  $10 \times A$

(ii) to post carrying basic pay scale 19  $(6 \times B) + (4 \times A)$

(iii) to post carrying basic pay scale 20  $(5 \times C) + (3 \times B) + (2 \times A)$

(iv) to post carrying basic pay scale 21  $(5 \times D) + (3 \times C) + (A + B)$

**Where**

A = Average marks for reports in posts carrying basic pay scale 17

B = Average marks for reports in posts carrying basic pay scale 18

C = Average marks for reports in posts carrying basic pay scale 19

D = Average marks for reports in posts carrying basic pay scale 20

**Fourth Step**

The following additions/deductions shall be made in the total marks worked out in the \*[third step.]

**A. Additions:**

(i) for serving in a Government training institution, including those meant for specialized training in any particular cadre, for a period of 2 years or more 2 marks

**B. Deductions:**

(i) for each major penalty imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973 5 marks

(ii) for each minor penalty imposed under the 3 marks

Government Servants (Efficiency and Discipline) Rules, 1973

(iii) for adverse remarks (deductions be made  
For such remarks only as were duly conveyed  
To the concerned officer and were not expunged  
On his representation, or the officer did not represent)

1 mark per  
CR contain-  
ing adverse  
remarks.

Amended vide Estt. Division O.M.No.10(10)/85-CP-I dated 4-2-1986.

**Example I**

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following grading during his service against posts carrying:

pay scale 17 4 Good and 1 Average

pay scale 18 2 Very Good, 6 Good and 1 Average of which the average report and two good reports were earned in one calendar year. The other reports covered full calendar years.

pay scale 19 1 Outstanding and 4 Good.

He has served for 3 years in a training institution. His marks for the CRs will be worked out as follows: -

**First Step**

Average/arithmetic mean, for 2 'Good' and 1 Average report earned in one calendar year.

$$\frac{(7 \times 2) + (5 \times 1)}{3} = 6.3$$

**Second Step**

Average marks for posts carrying basic pay scale 17.

$$\frac{(7 \times 4) + (5 \times 1)}{5} = 6.6$$

Average marks for posts carrying Basic pay scale 18.

$$\frac{(8 \times 2) + (7 \times 4) + 6.3}{7} = 7.1$$

Average marks for posts carrying basic pay scale 19.

$$\frac{(10 \times 1) + (7 \times 4)}{5} = 7.6$$

**Third Step**

$$(5 \times 7.6) + (3 \times 7.1) + (2 \times 6.6) = 72.5$$

**Fourth Step**

Marks for CR's  
add for service in a training institution.

$$\begin{array}{r} 72.5 \\ 2.0 \\ \hline \end{array}$$

Total

$$\begin{array}{r} \hline 74.5 \\ \hline \end{array}$$

His final score for CRs will be.

$$\begin{array}{r} \hline 74.5 \\ \hline \end{array}$$

*Example II*

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19. He earned the following gradings during his service against posts carrying;

pay scale 17                                    3 Good and 2 Average.  
pay scale 18                                    5 Good and 2 Average.

A minor penalty under the Government Servants (Efficiency and Discipline) Rules, 1973 was imposed on him. He also earned adverse remarks in 2 reports. His marks for the CRs will be worked out as follows:

**First Step:**

Average marks for posts carrying basic pay scale 17.  $\frac{(7 \times 3) + (5 \times 2)}{5} = 6.2$

Average marks for posts carrying basic pay scale 18.  $\frac{(7 \times 5) + (5 \times 2)}{7} = 6.4$

**Second Step**

$(6 \times 6.4) + (4 \times 6.2) = 63.2$

**Third Step**

Marks for CRs                                    63.2

*Less*

(i) for minor penalty                                    3  
(ii) for adverse remarks                                    2  
-----  
5

-5  
-----  
58.2  
-----

His final score for CRs will be **58.2.**

4. The weightage in the second step at para 3 will be modified to correspond to the number of levels actually served in Government in cases where:

- (i) the officer joined Government service directly in a post carrying basic pay scale 18 or above; or
- (ii) the officer has not served against any post carrying an intervening basic pay scale.

*Example III*

A Civil Servant who has joined Government service in a post in pay scale 18 is being considered for promotion to a post carrying Pay Scale 20. He earned the following gradings during his service against posts carrying:

pay scale 18                                    2 Very Good, 3 Good and 2 Average.  
pay scale 19                                    2 Very Good and 3 Good.

His marks for the CRs will be worked out as follows:

**First Step:**

Average marks for posts carrying basic pay scale 18  $\frac{(8 \times 2) + (7 \times 3) + (5 \times 2)}{7} = 6.7$

Average marks for posts carrying basic pay scale 19  $\frac{(8 \times 2) + (7 \times 3)}{5} = 7.4$

**Second Step**

$$(6 \times 7.4 + (4 \times 6.7)) = 71.2$$

**Third Step**

Marks for CRs 71.2

His final score for CRs will be **71.2**

**Example IV**

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19 in a cadre where no post exists in basic pay scale 18, he has earned 1 Very Good, 7 Good, 5 Average and one Below Average reports (with adverse entries) in his present post carrying basic pay scale 17. His marks for CRs will be worked out as follows:

**First Step**

Average marks for post carrying basic pay scale 17  $\frac{(8 \times 1) + (7 \times 7) + (5 \times 5) + (1 \times 1)}{14} = 5.9$

**Second Step**

$$(10 \times 5.9) = 59$$

**Third Step**

Marks for CRs 59

Less

for adverse remarks -1

58

His final score for CRs will be **58**.

5. Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

**Example V**

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

pay scale 17 4 Very Good, 4 Good and 2 Average.

pay scale 18 1 Average and 1 Below Average.

pay scale 19 2 very Good, 5 Good and 1 Average.

His marks for CRs will be worked out as follows:

**First Step**

Average marks for posts carrying basic pay scale 17  $\frac{(8 \times 4) + (7 \times 4) + (5 \times 2) + (5 \times 1) + (1 \times 1)}{12} = 6.3$

Average marks for posts carrying basic Pay scale 19  $\frac{(8 \times 2) + (7 \times 5) + (5 \times 1)}{8} = 7.0$

**Second Step**

$$(6 \times 7) + (4 \times 6.3) = 67.2$$

**Third Step**

Marks for CRs 67.2  
His final score for CRs will be **67.2**

*Note:* Independent weightage for only 2 reports against the post in basic pay scale 18 would have skewed his score to 58.

**Example VI**

A Civil Servant being considered for promotion to a post in basic pay scale 18 has earned only 2 reports against his present post but had served for 6 years against a post in basic pay scale 16. He earned the following gradings in his CRs:

pay scale 17 2 Good.  
pay scale 16 4 Good and 2 Average.  
His marks for CRs will be worked out as follows:

**First Step**

Average marks  $\frac{(7 \times 2) + (7 \times 4) + (5 \times 2)}{8} = 6.5$

**Second Step**

$$(10 \times 6.5) = 65$$

**Third Step**

Marks for CRs = 65  
His final score for CRs will be **65**.

6. Where an officer appointed to a higher post on *acting charge basis* is considered for regular promotion to that post, the CRs earned during his acting charge appointment will be added to the CRs *earned in the lower post* for calculating average marks.

**Example VII**

A Civil Servant appointed on acting charge against a post carrying basic pay scale 19 is to be considered for regular promotion against that post. He has earned 2 good reports in his assignment on acting charge and the following gradings against earlier posts:

Pay scale	17	3 Good and 2 Average
Pay scale	18	2 Very Good, 4 Good and 2 Average

His marks for CRs will be worked out as follows:

**First Step**

$$\frac{\text{Average marks for Posts carrying basic Pay scale 17}}{(7 \times 3) + (5 \times 2)} = \frac{5}{5} = 6.2$$

$$\frac{\text{Average marks for posts carrying basic pay scale 18}}{(8 \times 2) + (7 \times 4) + (5 \times 2) + (7 \times 2)} = \frac{10}{10} = 6.8$$

**Second Step**  $(6 \times 6.8) + (4 \times 6.2) = 65.6$

**Third Step** Marks for CRs = 65.60

His final score for CRs will be **66**

**Quantification of two or more confidential reports pertaining to a calendar year:**

Reference Establishment Division’s D.O. No.10(10)/85-CP-1, dated 15.5.1985, the question of quantification of two or more confidential reports initiated in a calendar year on the basis of average or arithmetic mean has been under consideration in the Establishment Division. It has been observed that quantification of part report of smaller period overrides the report of larger portion of the year, when calculated on the basis of average or arithmetic mean as is illustrated in the following example:-

- a) Report for 9 months as “Average” : Marks= 05
- b) Report for 3 months as “Outstanding” : Marks= 10

Mean: Total

$$\frac{\text{marks for each CR recorded in the year}}{\text{Number of CRs recorded in the year}} = \frac{5 + 10}{2} = \frac{15}{2} = 7.50$$

2. With a view to make the formula of quantification more realistic, it has been decided with the approval of the competent authority that, in future, part reports written on an officer in a calendar year will be quantified on the basis of weighted average/proportionately instead of their average or arithmetic mean. The same is illustrated in the following example:-

- a) Report for 9 months as “Average” : Marks= 05
- b) Report for 3 months as “Outstanding” : Marks= 10

**Weighted Average:**  $\frac{\text{Marks for each CR multiplied by No of months as covered by part reports.}}{12}$

( Number of months a calendar year)

$$\frac{5 \times 9}{12} = \frac{45}{12} \dots\dots\dots 3.75$$

$$\frac{10 \times 3}{12} = \frac{30}{12} \dots\dots\dots 2.50$$

Total: **6.25**



**ESTABLISHMENT DIVISION**  
**(CP-8- SECTION)**

The following additions are proposed in the brief for making quantification of the officers for promotion of BS-17 and above.

- (i) The officer can only quantify when he has earned a report in the feeding cadre.
- (ii) Para-5 of a addendum for guideline of quantification state as under:-

“Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks at that level and the principle laid down in para-4 will apply to the weightage to avoid any undue bias attaching to the reports in question”.

This was further clarified para-3 of O.M. No.10(1)/97-CP-II(pt) dated 20.09.2003 state as under:-

“It has been noted that provision of Para-5 may come times work to the disadvantage of officers who have earned two or less reports in a particular basic pay scale. Since the intention of the policy makers was to ensure that the negative bias enters into the quantification of an officer, it is hereby clarified that ht provision of Par-5 of Addendum shall be applied only if it works to the advantage of an officer. If however, the quantification of an officer gets reduced as a result of the provision Para-5, the procedure specified in para-5 of the Addendum shall not be followed”.

- (iii) Para-6 of O.M. No. also taken into consideration while making quantification that deduction of marks due to penalty or adverse remarks shall be done only once i.e. when an officer’s case comes up for consideration for promotion to the next higher grade. Once the officer has been promoted to the higher grade, no deduction shall be made subsequently.