

### **Guidelines regarding filling up of APAR with numerical grading:**

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) 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 to specific accomplishments. Grades 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 and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as '*outstanding*' and will be given a score of 9 for the purpose of calculating average score for empanelment/ promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as '*very good*' and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as '*good*' and given a score of 5.
- (vi) APARs graded below 4 will be given a score of *zero*.