

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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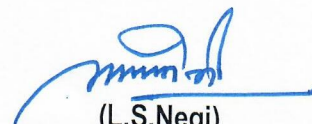
No. 16-1(50)/2022-CCOACR

Dated: 24.08.2023

OFFICE MEMORANDUM

Sub: Guidelines for filling of PAR with numerical grading-reg.

1. Guidelines & format for filling of PAR with numerical grading for non-technical cadre in SPARROW system was notified vide CSIR letter of even number dated 16.08.2022 and 20.03.2023. New PAR format provides for numerical grading with reference to quality of output, accomplishment of work allocated and functional competence of the officer reported upon. Marks are to be awarded on a scale of 1-10 by reporting and reviewing and accepting authority.
2. CSIR HQ. have been receiving queries regarding the formula for converting numerical scores into grading (Excellent, Very Good, Good and Average). The issue has been considered by the Competent Authority and in view of DOPT OM No.2/011/1/2005-Estt(A)(Pt.II) dated 23.07.2009, which inter alia, lays down a formula for converting numerical marks into grading, it has been decided that the following guidelines shall be followed for the purpose of converting numerical marks into grading for the purpose of calculating average scores for empanelment/promotion etc. :-
 - a. PARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9.
 - b. PARs graded between 6 and 8 short of 8 will be rated as 'Very Good' and will be given a score of 7.
 - c. PARs graded between 4 and 6 short of 6 will be rated as 'Good' and given a score of 5.
 - d. PARs graded below 4 will be given a score of zero.
3. Further, 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 accomplishment. 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.
4. The above provisions would be applicable for the PAR from the reporting year 2022-23 onwards.
5. The above guidelines shall be kept in mind while awarding the numerical grades. This may be brought to notice of all concerned for information and compliance.


(L.S.Negi)
Sr. Deputy Secretary

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