

**QUANTIFYING THE CONFIDENTIAL REPORTS**  
**OVERALL ASSESSMENT**

1. Confidential Reports (CRs) in respect of present grade or present and preceding grades/post (BS) will be quantified for promotion to posts carrying basic pay scales 18 to 20 or equivalent.

2. a) The overall grading in the CRs is allocated the following marks:-

<u>Overall grading</u>	<u>Marks</u>
1. Outstanding	10
2. Very Good	8
3. Good	7
4. Average	5
5. Below Average	1
6. Poor	0

b) Separate grading of Outstanding had been introduced for the ACRs 1988 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 PART-II and PART-III of ACR FORM in use from 1976 - 1988 and PART-II or PART-A (particular remarks) etc. in the previous format are Very Good (A-1) and (ii) accelerated promotion was recommended. However, numerical grading ranging from 145 – 150 in the ACRs form 1976 – 1988 will be termed as Outstanding.

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 on the basis of weighted average / proportionately instead of 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 post carrying the same basic pay scale and a weighted aggregate score will be worked out as follows: -

a. **First Step**

Weighted average will be calculated for each calendar year containing two or more CRs vide 2(e) to derive the ACRs score for that year as follows:-

$$Wa = \frac{\sum (M \times Pr)}{12}$$

Where

Wa = Weighted Average.

M = Marks vide para 2 (a) for each CR recorded in one Calendar year.

Pr = No. of months covered by parts reports.

$\sum$  = Stands for summation

b. **Second Step**

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

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

Where

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

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

c. **Third Step**

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 70 marks of OEI for promotion:-

to post carrying BS 18	10 x A
to post carrying BS 19	(6xB) + (4xA)
to post carrying BS 20	(6xC) + (4xB)
to the post of GM	(6xD) + (4xB)

Where

A= Average marks for reports in post carrying BS 17

B= Average marks for reports in post carrying BS 18

C= Average marks for reports in post carrying BS 19

D= Average marks for reports in post carrying BS 20 & BS 19  
(by including BS-20 ACRs in BS-19)

d. **Fourth Step**

The following additions/deductions shall be made in the total marks worked out in the third Step:-

1). Addition:

For serving in a Government/WAPDA training institution, including those meant for specialized training in any particular cadre for a period of 2 years or more, in grades being considered for calculating officer's quantification 2 marks

**Note:**

1 mark on account of securing 80% or more marks in mandatory training courses will not be granted as Training Evaluation Score is being calculated separately.

2). Deductions:

Deductions will be made for Penalties imposed and Adverse remarks contained in Confidential Reports earned in the grades being considered for quantification as under:

- a) **Major Penalty**  
(Reduction to lower post / time scale / lower stage in time scale) 5 marks
- b) **Minor Penalty**
  - i) Censure 1-½ marks
  - ii) Recovery due to negligence or breach of orders other than fraud or embezzlement 2 marks
  - iii) Recovery due to fraud or embezzlement, etc. 3 marks
  - iv) Withholding promotion or increment 3 marks
- c) For adverse remarks (deductions be made for such remarks only as were duly conveyed CR containing to the concerned officer & where not expunged adverse on his representation, or the officer did not remarks represent). ½ mark per
- d) For securing less than 45% marks i.e. minimum passing score in any mandatory training. 3 marks

e. **Fifth Step**

Final CR Score = 0.7 x E

Where E = Score calculated in Third Step + Addition - Deductions

**EXAMPLE I**

An officer is being considered for promotion to a post carrying Basic Pay Scale 20. He earned the following grading during his service against posts carrying:-

- BS- 17 4 Good and 1 average
- BS- 18 2 Very Good, 6 Good and 1 Average of which the average report and two good reports were earned in one calendar year for the period of 4 months, 5 months and 3 months respectively. The other reports covered full calendar years.
- BS-19 1 Outstanding and 4 Good.

The Officer has served for 3 years in training institution in BPS-17. His/her results in SMC and MMC were 70.6% & 75.4% respectively.

His/her marks for the CRs & trainings will be worked out as follows: -

**First Step:**

Weighted Average for 1 'Average' and 2 'Good' reports earned in one Calendar year for the period of 4, 5 & 3 months respectively:

$$\frac{(4 \times 5) + (5 \times 7) + (3 \times 7)}{12} = 6.33$$

**Second Step:**

For promotion from BS-19 to BS-20, CRs earned in BS-18 & BS-19 will be quantified as:

Average marks for post carrying Basic Scale 18.

$$\frac{(2 \times 8) + (4 \times 7) + 6.33}{7} = 7.19$$

Average marks for post carrying Basic Scale 19.

$$\frac{(1 \times 10) + (4 \times 7)}{5} = 7.60$$

**Third Step**

$$(6 \times 7.60) + (4 \times 7.19) = 74.36$$

**Fourth Step**

Marks for CRs and for service in a training institution (The officer served in BS-17, which is not being considered for quantification)

$$\begin{array}{r} 74.36 \\ +0.00 \\ \hline 74.36 \end{array}$$

Final CR Score =  $0.7 \times 74.4 = 52.05$

**Fifth Step**

Result in MMC: 75.4%  
Result in SMC: 70.6%

Training Evaluation Marks =  $\frac{(9 \times 70.6) + (6 \times 75.4)}{100} = 10.87$

Final OEI prior to Board's Evaluation will be =  $52.05 + 10.87 = 62.92$ .

## EXAMPLE II

An officer is being considered for promotion to a post carrying Basic Scale 19. He/she earned the following gradings during service against post carrying:-

- BS-17: 4 Good and 2 Average, where 1 Good CR was earned for 8 months in one calendar year. CR for rest of the 4 months is not available.
- BS-18: 5 Good and 2 Average CRs.

A minor penalty of 'Censure' was imposed on the officer and he/she also earned adverse remarks in 2 reports. His/her results in JMC and MMC were 79.5% and 82.4% respectively.

His/her marks for the CRs and Trainings will be worked out of follows:-

### First Step:

Weighted Average for 1 'Good' CR for the period of 8 months.  
(Grading of 4 months has been taken as average being not available)

$$\frac{(8 \times 7) + (4 \times 5)}{12} = 6.33$$

### Second Step

Average marks for posts carrying Basic Scale 17.

$$\frac{(3 \times 7) + (2 \times 5) + 6.33}{6} = 6.22$$

Average marks for posts carrying Basic Scale 18.

$$\frac{(5 \times 7) + (2 \times 5)}{7} = 6.43$$

### Third Step

$$(6 \times 6.43) + (4 \times 6.22) = 63.46$$

### Fourth Step

Marks for CRs		63.46
Less		
(1) for Censure	1.50	
(2) for 2 adverse remarks	1.0	
		<u>-2.50</u>
		60.96

Final CR Score =  $0.7 \times 60.96 = 42.67$

### Fifth Step

Result in JMC: 79.5%  
Result in MMC: 82.4%

Training Evaluation Marks =  $\frac{(9 \times 82.4) + (6 \times 79.5)}{100} = 12.19$

Final OEI prior to Board's Evaluation will be =  $42.67 + 12.19 = 54.86$ .

### **EXAMPLE III**

An officer is being considered for promotion to the post of GM (BS-20). The officer earned the following grading during his/her service against post carrying:-

BS-17:	2 Very Good, 2 Good and 1 Average
BS-18:	2 Outstanding, 5 Very Good and 2 Good. ACR for 2 years are not available. 1 Outstanding and 1 Good CRs were earned in one year for the period of 4 months and 8 months respectively.
BS-19:	2 Outstanding and 3 Very Good. ACR for 1 year is not available.
BS-20:	2 Very Good. ACR for 1 year is not available.

A minor penalty of 'Censure' was imposed on him in BS-17. One Major penalty and Minor penalty of withholding increment was imposed in BS-18. The officer also earned one adverse remark in BS-17. His/her result in MMC is not available and in SMC was 83.5%.

His/her marks for the CRs and Trainings will be worked out of follows:-

#### **First Step:**

Weighted Average for 1 'Outstanding' and 1 'Good' report earned in one Calendar year for the period of 4 & 8 months respectively:	$\frac{(4 \times 10) + (8 \times 7)}{12} = 8.00$
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#### **Second Step**

Average marks for posts carrying Basic Scale 18.	$\frac{(1 \times 10) + (5 \times 8) + (1 \times 7) + (2 \times 5) + 8.00}{10} = 7.50$
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Average marks for posts carrying Basic Scale 19. (By including BS-20 ACRs)	$\frac{(2 \times 10) + (5 \times 8)}{9} = 6.67$
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#### **Third Step**

$$(6 \times 6.67) + (4 \times 7.50) = 70.02$$

#### **Fourth Step**

Marks for CRs		70.02
Less		
(1) for Major Penalty	5.00	
(2) for Minor Penalty	3.00	
		<u>-8.00</u>
		62.02

Final CR Score =  $0.7 \times 62.02 = 43.41$

### **Fifth Step**

Result in MMC: Not Available  
Result in MMC will be calculated in proportion to ACRs score for that grade:  
=  $7.50 \times 10 = 75\%$

Result in SMC: 83.5%

Training Evaluation Marks =  $\frac{(9 \times 83.5) + (6 \times 75)}{100} = 12.02$

Final OEI prior to Board's Evaluation will be:  $43.41 + 12.02 = 55.43$

4. The weightage in the second step at para-3 will be modified to correspond to the number of levels actually served in WAPDA / PEPCO in case where:-

The officer joined WAPDA / PEPCO service directly in a post carrying Basic Scale 18 or above, Or

The officer has not served against any post carrying an intervening Basic Scale.

### **EXAMPLE – IV**

An officer who has joined WAPDA service in a post in Basic Scale 18 is being considered for promotion to a post carrying Basic Scale-20. The officer earned the following grading during service against the posts carrying:-

BS-18: 2 Very Good, 3 Good and 2 Average.  
BS-19: 2 Very Good and 3 Good.

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

### **First Step**

Average marks for posts carrying Basic Scale 18.  $\frac{(2 \times 8) + (3 \times 7) + (2 \times 5)}{7} = 6.71$

Average marks for posts carrying Basic Scale 19.  $\frac{(2 \times 8) + (3 \times 7)}{5} = 7.40$

### **Second Step**

$(6 \times 7.40) + (4 \times 6.71) = 71.24$

### **Third Step**

Final Score for CRs =  $0.7 \times 71.24 = 49.87$

### **EXAMPLE – V**

An officer is being considered for promotion to a post carrying Basic Scale 19 in a cadre where no post exists in Basic Scale 18. The officer has earned 1 Very Good, 7 Good, 5 Average and 1 Below Average reports (with adverse entries) in his/her present post carrying BS-17. His/her marks for CRs will be worked out as follows:

**First Step:**

$$\begin{array}{l} \text{Average marks for posts} \\ \text{carrying BS-17} \end{array} \quad \frac{(1 \times 8) + (7 \times 7) + (5 \times 5) + (1 \times 1)}{14} = 5.93$$

**Second Step:**

$$(10 \times 5.93) = 59.3$$

**Third Step:**

$$\begin{array}{l} \text{Marks for CRs} \\ \\ \text{Less} \\ \text{For adverse remarks} \end{array} \quad \begin{array}{l} 59.30 \\ \\ -0.50 \\ \hline 58.80 \end{array}$$

$$\text{Final score for CRs will be} \quad = 0.7 \times 58.80 = 41.16.$$

5. Where only two reports or less are available on an officer against posts in a particular Basic Scale, these CRs will be added to the CRs earned in the lower posts 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 – VI**

An officer is being considered for promotion to a post carrying Basic Scale 20. The officer earned the following grading during service against posts carrying:-

BS-17: 4 Very Good, 4 Good, and 2 Average.  
BS-18: 1 Average and 1 Below Average.  
BS-19: 2 Very Good, 5 Good and 1 Average.

His/her marks for CRs will be worked out as follows:-

**First Step:**

$$\begin{array}{l} \text{Average marks for post} \\ \text{carrying BS-17} \end{array} \quad \frac{(4 \times 8) + (4 \times 7) + (2 \times 5) + (1 \times 5) + (1 \times 1)}{12} = 6.33$$

$$\begin{array}{l} \text{Average marks for post} \\ \text{carrying BS-19} \end{array} \quad \frac{(2 \times 8) + (5 \times 7) + (1 \times 5)}{8} = 7.0$$

**Second Step:**

$$(6 \times 7.0) + (4 \times 6.33) = 67.32$$

**Third Step:**

$$\text{Marks for CRs} \quad = 67.32$$

$$\text{Final score for CRs will be} \quad = 0.7 \times 67.32 = 47.12$$

**Note:** Independent weight-age for only 2 reports against the post in Basic Scale -18 would have shown score to 37.80.



## QUALITY AND OUTPUT OF WORK AND INTEGRITY

7. The respective entries under 'Quality & Output of Work' and 'Integrity' are allocated following marks:-

AI	(Outstanding / V.Good)	10
A	Good	7
B	Average	5
C	Below Average	1
D	Poor	0

### **Note:-**

- 1). Calculation of score for 'Quality & Output of Work' and 'Integrity' is based upon the number of due ACRs. Grading of the same in missing ACRs prior to five years will be taken as Average. However, in case of non-availability of ACRs for the last five years grading for the period will not be taken as Average but it will be counted and quantified as per formula if the officer fails to timely submit ACR to IO. If the officer has submitted ACR to his/her IO within due time i.e. he/she is not at fault, the score for 'Quality & Output of Work' and 'Integrity' for missing ACR will be quantified as per average of 'Quality & Output of Work' and 'Integrity' in the rest of the ACRs earned in the last five years.
- 2). In case of difference of grading between 'Quality of Work' & 'Output of Work' or 'Moral Integrity' & 'Intellectual Integrity' lower will be considered.

## QUALITY AND OUTPUT OF WORK

8. The aggregate score for Quality and Output of Work for the CRs earned in the grades under consideration will be calculated as follows:-

Aggregate Score =

$$\frac{\sum (\text{Marks} \times \text{No. of CRs containing the respective Grading})}{\text{Total No. of CRs earned}} \times 10$$

### EXAMPLE - IX

In 17 'CRs' an officer earned the following Grading against the entry for Quality and Output of Work:

Very Good	5
Good	8
Average	4

His/her aggregate score in 'Quality and Output of Work' will be as follows:-

$$\text{Aggregate score} = \frac{(5 \times 10) + (8 \times 7) + (4 \times 5)}{17} \times 10 = 74.1$$

## **INTEGRITY**

9. Similarly, the aggregate score of Integrity for the CRs earned in the grades under consideration will be calculated as follows:-

Aggregate score =

$$\frac{\sum (\text{Marks} \times \text{No. of the CRs containing the respective Grading}) \times 10}{\text{Total No. of CRs earned}}$$

### **EXAMPLE - X**

In 22 'CRs' an officer earned the following gradings against the entry for Integrity:-

Very Good	5
Good	12
Average	6

His/her aggregate score in 'Integrity (Moral & Intellectual)' will be as follows:-

$$\text{Aggregate score} = \frac{(5 \times 10) + (12 \times 7) + (6 \times 5)}{23} \times 10 = 71.30$$