

Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700 001

Memo. No.3101-F(P)

17th April, 2013.

MEMORANDUM

It has come to the notice of the Finance Department that some departments are still continuing with the old format of the Annual Performance Report (APR) in respect of reporting of annual performance of officers of certain State Services. As per the old APR, comprising of 4 types of grading viz. Very Good, Good, Average and Poor, the maximum attainable rating of performance is 3. However, such departments for the purpose of determining the eligibility for movement of the officers belonging to State Services to the pre-revised Scale No. 19 are using minimum threshold rating of 3.20 mandated as per the new APR format comprising of 5 types of grading viz. Outstanding, Very Good, Good, Average and Below Average. Due to this anomaly many officers of such Services are being deprived of movement to pre-revised Scale No. 19.

In view of the above, the Governor is pleased to fix up the eligibility rating norm in the manner as detailed below for departments where APRs of officers are in old and new format:

No. of APRs	Minimum rating required
All old	2.40
1 new + 4 old	2.56
2 new + 3 old	2.72
3 new + 2 old	2.88
4 new + 1 old	3.04
5 new	3.20

The Governor is also pleased to direct that all departments, where old APR format is still in vogue for officers of State Services, to immediately adopt the new APR format.

The above rating norms will take immediate effect.

Principal Secretary to the
Government of West Bengal

Ex to Pnl Secy, H FW.

*Relevant for 25 yrs'
benefit to WBHS.*

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WBHS*

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