**MkW0 jktsUnz izlkn dsUnzh; d`f"k fo'ofo|ky;] iwlk ds iz'kklfud@ foÙkh; lsok ds dfeZ;ksa dk okf"kZd dk;Zfu"iknu ewY;kadu izfrosnu**

**Annual Performance Appraisal Report for the Administrative/ Financial Employees of Dr. Rajendra Prasad Central Agricultural University, Pusa.**

|  |  |  |
| --- | --- | --- |
| **1** | **uke****(Name)** |  |
| **2** | **inuke****(Designation)** |  |
| **3** | **ojh;rk Øekad****(Seniority No.)** |  |
| **4** | **izfrosnu dk o"kZ****(Year of the Reporting)** |  |
| **5** | **izfrosnu dh vof/k****(Period of Reporting)** |  |

dk;Z ewY;kadu fu"iknu izfrosnu dh vof/k (APAR for the period) ls (from) ....................... rd (to) .....................

**Part I - oS;fDrd tkudkjh ¼lacaf/kr foHkkx@dk;kZy; }kjk Hkjk tk;½**

**Personal Details: (To be filed by Concern Department/office)**

1. uke] inuke rFkk ojh;rk Øekad%

Name, Designation & Gradation No.- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. dehZ dk vkbZ0Mh0 la0 (Employee ID) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. tUe frfFk% Date of Birth: (DD/MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. D;k inkf/kdkjh vuq0tk0@vuq0t0tk0 ds vUrxZr vkrs gS\

Whether the officer belongs to SC/ST ?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ;ksxnku dh frfFk (Date of appointment in cadre) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. foHkkx@dk;kZy; dk uke%

Name of the Department/office:(presently posted) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. orZeku foHkkx esa inLFkkiu dh frfFk%

Date from which posted in the present department office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. NqV~Vh] izf'k{k.k vkfn M~;wVh ls vuqifLFkr jgus dh vof/k

Period of absence from duty on leave,

training etc, during the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Part II- Self Appraisal (To be filled by the official reported upon)**

1. Brief description of duties
2. Brief description of the work done by you during the year/period bringing out any

special achievements.

1. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the return should be given.

fnukad-------------------------- lwpuk nsus okys vf/kdkjh ds gLrk{kj

Date....................... (Signature of officer reporter upon)

**Part III- Assessment by Reporting Officer**

1. Period for which the officer

reported has served

under the reporting officer (months)

1. Does the Reporting Officer

agree with the Statement made

in Part-II ? If not, the extent of

disagreement and reasons therefore

1. Status of Health

Poor

Satisfactory

(Please tick appropriate box)

1. If classified "Poor', please comment

on the reasons for your assessment

1. Training if any given to the

employee during the period

Note:

\*\* Guidelines for rating: ¼ewY;kadu ds fy, fn'kk funsZ'k½

1. vad 10 ¼mRd`"V½ & y{; dk 80% ls 100% dh izkfIrA (Marks 10 (Excellent): Achieves 80% to 100% of the objectives.)
2. vad 08 ¼cgqr vPNk½ & y{; dk 70% ls 80% dh izkfIrA (Marks 08 (Very Good): Achieves 70% to 80% of the objectives)
3. vad 06 ¼vPNk½ & y{; dk 60% ls 70% dh izkfIrA (Marks 06 (Good): Achieves 60% to 70% of the objectives.)
4. vad 04 ¼vkSlr½ & y{; dk 40% ls 60% dh izkfIrA (Marks 04 (Average): Achieves 40% to 60% of the objectives)
5. vad 02 ¼vkSlr ls uhps½ & y{; dk 40% ls de dh izkfIrA (Marks 02 (Good): Achieves less than 40% of the objectives)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Below Average(2) | Average(4) | Good(6) | V. Good(8) | Excellent(10) |

1. General Intelligence and

keennes to lern

1. Knowledge of Office procedures
2. Knowledge of Rules, Regulations

and instruction in general and with

 particular reference to the work

allotted to him

1. Quality of work
2. Ability to apply the relevant Rules

and Regulations correctly

1. Capacity for examining cases

thoroughly

1. Quality of Noting and Drafting
2. Promptness in disposal of work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Below Average(2) | Average(4) | Good(6) | V. Good(8) | Excellent(10) |

1. Amenability to discipline
2. Punctuality in attendance
3. Relation with fellow employees/

Public Relations

(Wherever applicable)

1. Office Etiquettes
2. General Conduct
3. Integrity (please see instructions

in Annexure)

1. Has the officer been reprimanded

for indifferent work or for other

causes during the period under

report? If so, please give brief

particulars.

1. Has the officer done any

outstanding or notable work

meriting commendation?

Briefly mention them.

1. (a) Average score of Sl. No.

6 to 15)

(b) Grading on the basis of average score

1. Effectiveness in the development and protection of Scheduled Cast/ or Scheduled Tribes
2. Attitude towards SCs and STs
3. Sensitivity to social justice

Place: Signature of Reporting Officer:

Name in Block Letters:

Date: Designation (during period of report):

**Part IV – Remarks by Reviewing Officer**

1. Length of service under Reviewing Officer:
2. Do you agree with the assessment of the official

given by the Reporting Officer? (In case of

disagreement, please specify the reason) Is

there anything you wish to modify or add?

1. General remarks about the work of the official

including on the grading by the reporting officer.

1. Has the Official any special characteristics

and/or any abilities which would justify his/

her selection for special assignment or out

of turn promotion?

Place: Signature of Reviewing Officer:

Name in Block Letters:

Date: Designation (during period of report):

Part V – Remarks/ Comments by Accepting Officer

1. General remarks about the work of the official

including on the grading by the Reviewing Officer.

Place: Signature of Accepting Officer:

Name in Block Letters:

Date: Designation (during period of report):

**Note:-** Where an adverse entry is made, whether it relates to a remediable or an irremediable defect, it should be communicated; but while doing so, the substance of the entire report including what has been said in praise of the officer reported upon should be communicated.