**MkW0 jktsUnz izlkn dsUnzh; d`f"k fo'ofo|ky;] iwlk ds iz'kklfud@ foÙkh; lsok ds dfeZ;ksa dk okf"kZd dk;Z fu"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** | **dehZ igpku i= la[;k**  **(Employee ID No.)** |  |
| **5** | **izfrosnu dk o"kZ**  **(Year of the Reporting)** |  |
| **6** | **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. tUe frfFk% Date of Birth: (DD/MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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 reported 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:

**la[;kRed Js.khdj.k ds lkFk ,-ih-,- vkj- Hkjus laca/kh fn”kk funsZ”k**

**Guideline regarding filling up to APAR with numerical grading.**

1. ,-ih-,- vkj- ds LrEHk fof/kor lko/kkuh vkSj /;kuiwoZd rFkk i;kZIr le; nsrs gq, Hkjus pkfg,A

The columns in the APAR should be filled in with due care and after devoting adequate time in manuscript.

1. la[;kRed oxhZdj.k dk fu/kkZj.k izfrosnu rFkk iqufuZjh{k.k izkf/kdkjh }kjk fd;k tkrk gS tks 1&10 ds iSekus ij gksuk pkfg,] tgk¡ 1 ls de Js.kh dk rFkk 10 mPpre Js.kh dk mYys[k djrk gSA

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10,

where 1 refers to the lowest grade and 10 to the highest.

1. ;g vk”kk dh tkrh gS fd 1 vFkok 2 ds fdlh oxhZdj.k dks fof”k"V vlQyrkvksa ds ekxZ ls dye fp= esa Ik;kZIr :i ls vkSfpR; fn;k tk,xk vkSj blh izdkj 9 vFkok 10 ds fdlh Js.kh ds laca/k esa fof”k"V miyfC/k;kas ds laca/k esa vkSfpR; fn;k tk,xkA lkaf[;d Js.kh iznku djrs gq, izfrosnu ,oa iqufoZyksdu izkf/kdkfj;ksa dks fdlh vf/kdkjh dk ntkZ fu/kkZj.k muds v/khu cgh la[;k esa orZeku esa dk;Zjr lg;ksfx;ksa dh rqyuk esa djuk pkfg,A

It is expected that any grading of 1 or 2 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. 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.

1. ,-ih-,-vkj- dk 8 ls 10 ds chp dk oxhZdj.k ^^mRd`"V\*\* fy;k tk,xk rFkk lwphdj.k@izksUufr ds fy, vkSlr izkIrkad dh x.kuk djus ds fy, izkIrkad 9 fn;k tk,xkA

APAR graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for the empanelment/promotion.

1. ,-ih-,-vkj- dk 6 rFkk 8 ls NksVk ds chp dk oxhZdj.k ^^cgqr vPNk\*\* fy;k tk,xk izkIrkad 7 fn;k tk,xkA

APAR graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.

1. ,-ih-,-vkj- dk 4 rFkk 6 ls NksVk ds chp dk oxhZdj.k ^^vPNk\*\* fy;k tk,xk izkIrkad 5 fn;k tk,xkA

APAR graded between 4 and short of 6 will be rated as “Good” and will be given a score of 5.

1. ,-ih-,-vkj- dk 4 ls de oxhZdj.k ^^”kwU;\*\* fy;k tk,xkA

APAR graded below 4 will be given a score of “Zero”.

1. ,-ih-,-vkj- esa fHkUu@va”k xzsfMax ugha nh tk,xhA

Fraction grading in APAR will NOT be given.

1. **Assessment by Reporting and Reviewing Officer with numerical grading on a scale of 1-10 where 1 refers to the lowest and 10 refers to the highest**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.** | **Particulars** | **Reporting Officer** | **Reviewing Officer** | **Initial of Reviewing Officer** |
| i | General Intelligence and keennes to learn |  |  |  |
| ii | Knowledge of Office procedures |  |  |  |
| iii | Knowledge of Rules, Regulations and instruction in general and with particular reference to the work allotted to him |  |  |  |
| iv | **Quality of work** | | | |
|  | a) Ability to apply the relevant Rules and Regulations correctly |  |  |  |
|  | b) Capacity for examining cases thoroughly |  |  |  |
|  | c) Quality of Noting and Drafting |  |  |  |
|  | d) Promptness in disposal of work |  |  |  |
| v | Amenability to discipline |  |  |  |
| vi | Punctuality in attendance |  |  |  |
| vii | Relation with fellow employees/ Public Relations (Wherever applicable) |  |  |  |
| viii | Office Etiquettes |  |  |  |
| ix | General Conduct |  |  |  |
| x | Capacity to work in team spirit |  |  |  |

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 (i to x)

(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.