डा० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा (समस्तीपुर) - 848 125, बिहार

पत्रांक	O4 /110	शा० /	रा.प्र.के.क.वि.	पसा
प्रेषकः				6,

दिनांक 06/04/2022

उप कुलसचिव (स्था०),

सेवा में.

कुलसचिव / नियंत्रक / कुलपति कोषांग / सभी अधिष्ठाता / निदेशक / विभागाध्यक्ष / संस्था एवं इकाई प्रधान/ वरीय वैज्ञानिक एवं प्रधान, कृषि विज्ञान केन्द्र, रा.प्र.के.कृ.वि., पूसा ।

विषय :-

आपके अधिनस्त कार्यरत कर्मचारियों को वर्ष 2021–22 का वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Assesement Report) प्रपत्र उपलब्ध कराने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में सूचित करना है कि आपके संस्थान/ ईकाई में कार्यरत शिक्षक एवं शिक्षकेत्तर कर्मचारियों का वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Assesement Report) प्रतिवेदन प्रपत्र वर्ष 2021-22 बिन्दुवार भर कर जमा करने के लिए कोटिवार कर्मचारियों का प्रपत्र रा.प्र.के.कृ.वि., पूसा के वेवसाइट www.rpcau.ac.in पर उपलब्ध कराया जा रहा है। कृपया अपने स्तर से डाउनलोड कर कॉटिवार कर्मचारियों को प्रपत्र उपलब्ध करा दिया जाय तथा प्रपत्र जमा करने के लिए संलग्न कैलेन्डर में अंकित समयाविध का अनुपालन किया जाय।

वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Assesement Report) प्रतिवेदन में प्रतिवेदन अधिकारी के हस्ताक्षर (Signature of Reporting Officer) एवं पुनर्विलोकन अधिकारी के हस्ताक्षर (Signature of Reviewing Officer) को होना अनिवार्य है। इस संबंध में प्रतिवेदन अधिकारी के लिए दिशा-निर्देश भी उक्त वेबसाईट पर उपलब्ध है।

अन्0-प्रपत्र 6 प्रति कैलेण्डर 1 प्रति प्रतिवेदन अधिकारी के लिए दिशा निर्देश-1 प्रति।

विश्वासभाज

ज्ञापांक/गो० शा०/ रा.प्र.के.कृ.वि.

पूसा,

प्रतिलिपि प्रभारी पदाधिकारी, एरिस सेल, रा.प्र.के.कृ.वि., पूसा को सूचनार्थ एवं रा.प्र.के.कृ.वि., पूसा के वेवसाइट www.rpcau.ac.in पर पत्र के साथ अनुलग्नक सभी छः प्रपत्र-कैलेंडर एवं प्रतिवेदन अधिकारी के लिए दिशा-निर्देश प्रचारित (upload) करने हेत् प्रेषित।

Dr. Rajendra Prasad Central Agricultural University, Pusa

Time Schedule for Preparation/ Completion of APAR of Scientists/ Officers/ Officials

(Reporting Year - Financial Year)

S. No.	Activity	Date by which to be Completed
1.	Distribution of APAR form to the Scientists/ Officers/ Officials.	20 th May
2.	Submission of self-assessment by the Scientists/ Officers/ Officials upon to the Reporting Officer.	5 th June
3.	Submission of report by the Reporting Officer after general assessment and numerical grading or as the case may be to the Reviewing Officer.	20 th June
4.	Completion of report by the Reviewing Officer with critical remarks/numerical grading or as the case may be and sending it to Confidential Section	30 th June
5.	Disclosure of the evaluation including the numerical grade awarded by the Reporting and Reviewing Officers to the Scientists/ Officers/ Officials reported upon.	31 st July
6.	Receipt of representation, if any, on the completed APAR from the Scientist/ Officers/ Officials reported upon by the Confidential Section.	16 th August
7.	Forwarding of representation received from the Scientists/ Officers/ Officials reported upon by the Confidential Section to the Competent Authority.	31 st August
8.	Disposal of representation by the Competent Authority, with concurrence or rejection.	30 th September
9.	Communication of the decision taken by Competent Authority on the representation received to the Confidential Section.	15 th October
10.	End of entire process, after which the APAR will be finally taken on record.	30 th November

Reporting and Reviewing Officer of Annual Performance Assessment Report (APAR) of the employee under RPCAU, Pusa as the case may be

Sl.No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
1	2	3	4	5
1	Dean/ Director/ Registrar	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	12.84
2	HoD	Dean	Director, Education/ Director Research	Hon'ble Vice- Chancellor
3	Professor -cum- Chief Scientist	HoD/ Dean/ Director	Dean	Hon'ble Vice- Chancellor
4	Associate Professor -cum- Senior Scientist	HoD	Dean	
5	Assistant Professor -cum- Scientist	HoD	Dean	
6	Senior Scientist and Head (KVK)	Director Extension Education	Hon'ble Vice-Chancellor	V
7	SMS/ Non- Teaching(KVK)	Senior Scientist and Head	Director Extension Education	
8	Technical	Concern I/C Scientist	HoD	
9	Administrative/ Financial Staff/ Section Officer	Officer-In-charge/ Concern Officer Group 'A'/Head of the Office/ HoD/ Asstt. Registrar/ Asstt. Comptroller/ Section Officer / Administrative Officer	Controlling Officer like Deputy Comptroller / Deputy Registrar/ Comptroller/ Registrar/ Dean/ Director	
10	Administrative / Financial Officer (Assistant Registrar/ Assistant Comptroller	Concern Section In-charge, Dy. Registrar, Comptroller	Hon'ble Vice-Chancellor	
11	Comptroller	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
12	Dy. Comptroller	Comptroller	Hon'ble Vice-Chancellor	
13	Assistant Comptroller (Unit)	Head of Institution	Comptroller	
14	Dy. Registrar (Estt.)/ Dy. Registrar (Rectt.)	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
15	Dy. Registrar (Acad.)	Registrar	Hon'ble Vice-Chancellor	
16	Associate Director Research	Director Research	Hon'ble Vice-Chancellor	
17	Chief Medical Officer	Hospital Administrator	Registrar	
18	Medical Officer	Chief Medical Officer	Hospital Administrator	
19	Other Medical Staff	Chief Medical Officer	Hospital Administrator	
20	Head, Regional Research Station	Associate Director Research	Director Research	Hon'ble Vice Chancellor
21	Scientist, Regional Research Station	Head, Regional Research Station	Associate Director Research	Director Research
22	University Librarian	Registrar	Hon'ble Vice-Chancellor	
23	Assistant/Dy. Librarian	University Librarian	Director Education	
24	Project Director	Director Research	Hon'ble Vice-Chancellor	

Annual Performance Assessment Report (APAR) Form

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA

Annual Performance Assessment Report for Scientific Personnel of the RPCAU, Pusa Report for the year/period ending.....

PART - 1: General Particulars (to be filled in by the Administrative Office)

1.	Name of the Scientist (in full):
2.	Date of birth:
3.	Date of entry in the University service:
4.	Present designation:
5.	Date of joining the Present Grade:
6.	Present pay:
7.	Research Station/ Institute/Department/College in which working:
	. A second of the second of t
8	Details of service in difficult/remote/backward areas/disadventered areas

Period	Station	Designation

9. Academic qualification acquired during the year reported upon (in case no academic qualification has been acquired, the highest degree along with specialization need be given):

Degree	Year	Subject(s)	Institution

802-14/2022

1

10. Period on leave during the year:

PART - 1: General Particulars (to be filled to by the Administrative Office)

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

6. Present pay: 1

12. Please attach Annual Health Checkup report for the assessment year.

Research Station/ Institute/Department/College
in which working:

Setable of service in difficult/remote-backward areas/disadvantaged areas:

Perfod Station Designation

specialization need be given);

Begree Year Subject(s) touttoutus

PART - 2: Self - Assessment (to be filled in by the Scientist reported upon)

2.1 Activities and Achievements:

Activities approved and accomplished (Please choose whichever is applicable to you):

S.N.	Activities Planned and Targets*	Time Spent** (%)	Achieved*** (%)	Reasons for Shortfalls / Constraints, if any
1.	Research Activities *		N. 100 W. 1	any
ner very	* * * * * * * * * * * * * * * * * * * *	danse As propa	no siliii mode sinsi	
2.	Transfer of technology * * *	a sensone ut april 100% dicate whether	Spiner (and the stand Lord should while Extent and also in	104
3.	* Teaching * * *		<u>J</u> .	
4.	Training * * *			
5.	Management & Maintenance of Genetic Resources & Research database: * *			
6.	Institutional Support: Administration/Management/ Coordination activities Resource Generation			
7.	Organizing conferences/ workshops/ seminars/ meetings			



8.	Other activities;	chylder and a chievementer	
	Reports generationPublicity makingSpecial assignments within or	Activities up by divid and accom	
Ken She onst	outside the University, etc. Information compilation ATRs Any other (please specify)	Activides Playered and Targe	S.N.

2.1.1 Details of Outputs: (For the activities shown above). Please choose whichever is applicable and attach a summary report (about 400 words) on the most significant accomplishments during the year reported upon (as Annexure).

S. No	Activity	Contribu	tion
	Research:	gir stoget to et lanevalet	
	hidad	DELDS cop	
	a) Research Activities:	an Legiunes d	
	(i) Varieties/breeds/tree species released	Jil Any other	
	(ii) Management practices developed		
	(iii) Process/concept/methodology developed	the minimum t	
	(iv) Implements/tools developed (v) Any other (please specify)	a) Coarson II	
	(v) Any other (please specify)	b) Smulents o	
	b) Publications/ presentations/ documentation	c) Resource	
	(i) Papers in research journals (National/International)	note and the	
	(ii) Technical/popular articles		
	(iii) Books (Authored/edited)	Teamings	
	(iv) Book chapters/technical bulletins/manuals	normonia (e	
	(v) Working/concept papers (vi) Scientific/teaching reviews	benevaried	
		orito vast della	
	symposia/ conferences		
	(viii)Compilation/documentation	amainemo)	
	(ix) Any other (please specify)	TERMINATURE	
	c) Product development		
	(i) Crop-based		
	(ii) Animal-based, including vaccines	is between D	
	(iii) Biological – biofertilizer, biopesticide, etc.	- (National	
	(iv) IT based – database, software, etc.	di Any othe	
	(v) Value-added products		
	(vi) Any other (please specify)	lamoutavitzen)	
	d) Intellectual property generation	Hard State	
		in Educini	
		c) De Centra	
	(iii) Designs	Manual A Chi	
	(iv) PPV – registered only)	Member o	
	(F)	marileve (1 fp.)	
		IT Seed profit	
	(i) Technology assessment and refinement	mgolavett (A	
	(ii) Release of technology to form		
	(iii) Feasibility testing		
	(iv) Prototypes developed/manufactured/ supplied		
	(v) Any other (please specify)		

S. No.	Activity	Contribution
2.	Transfer of technology:	
	a) Technology assessed and refined	
	b) Trainings organized	
	c) Demonstration/ exhibition/ field day/farmers fair	46
	d) Inputs supplied	SEARCH SEE
	e) Innovative methodology developed	domest 1
	f) FLDs conducted	
	g) Lectures delivered	STANDARDY OF
	h) Any other (please specify)	orne (i) Varie
3.	Teaching/ Academic activity:	porti (tal)
	a) Courses designed and tought	ingrad (vi)
	b) Students guided	king (A)
	c) Resource material/methodology developed	M. Pahliagra
	d) Any other (please specify)	populari (i)
4.	Training:	(iii) Baola d
	a) Programmes devialened and organized	(iv) Book can
	a) Programmes developed and organized b) Resource material developed	gnoroW (v)
	c) Any other (please specify)	Hintelas Cvi
	and the second s	coordinas servicios de la constanta de la cons
5.	Organizing Workshops/ seminars/ symposia/	Illigma O(tity)
	conferences:	DILLIO VIDALICENA
	a) Conceptualized and organized	C Production
	b) Served as convener or co-convener/coordinator	(B-007)-(T)
	c) Invited as key speaker in scientific meetings (National/International)	Innio A (iii)
	d) Any other (please specify)	880 T1 (VI)
6.	Institutional support:	(xi) Any of
	a) Member Secretary – RAC/ IRC/ IMC/ PME Cell/	and the state of t
	IPR Cell/ Technical Cell/ HRD Cell/ CPC/ QRT	
	b) Editorship – Annual report/institute publications	nom'i (u
	c) I/c Central facilities – Lab, library, hostel, etc. d) Admin/Management/Coordination (Chairman/	repto tin
	Member of Institute Committees)	(0) (0)
1	e) Development of infrastructure, farm, lab, etc.	yan (v)
	f) Seed production and distribution	
	g) Management of farm, animal sheds, fishing vessels h) Development of remote, tribal/underprivileged areas/	Maria Maria Pan
	communities	onder (i) Tuchno
	i) Participation in Village Adoption Programmes by the	Hill Reten
	Institute i) Mahilipation of resource through interingtitutional	CONTRACTOR OF THE CONTRACTOR O
	j) Mobilization of resource through inter-institutional projects, including PPP mode	the vine (v)
	projects, including FFF mode	

S. No.	Activity	Contribution
2012	k) Any other (please specify)	
7.	Special assignments: a) Special assignments – National	Su city Su city Best pa
	b) Special assignments – International c) Compilation of documents – Vision,	
	d)Other general institutional activities (reports/ publicity/ special assignments within or outside the University, etc.)	
	e) Membership of Committees of other Institutes – IMC, IMTU, etc.	
	f) Any other (please specify)	4. Anyon
8.	Any other (please specify)	

Consultancy services provided	
Analysis of soils, water, plant or unional products	
Supply of prototypes of implements	*

14/2612

3. Peer Recognition:

S.N.	Activity	Remarks
1.	Awards/ fellowships received (National; International; Institutional/ Professional S o c i e t i e s; Best paper/ poster/ honours received; Any other – please specify)	2. Special as
2.	Professional Societies (Membership; Editorship for journals; Any other – please specify)	
3.	Review of papers/reports/proposals, as referee	
4.	Any other (please specify)	

4. Resource Generation*:

S.N.	Activity	Remarks
1.	Consultancy services provided	
2.	Contract research	
3.	Special national/ international projects	
4.	Commercialization of technology	
5.	Summer or Winter Schools	
6.	Training programmes offered	
7.	Supply of seeds, biological, vaccines, etc.	
8.	Analysis of soils, water, plant or animal products	
9.	Supply of prototypes of implements	
10.	Any other (please specify)	

^{*} In terms of rupees

5. Professional growth and development: Please give details of the programmes attended within India and on deputation abroad.

S.N.	Programme Attended	Institute and Place	Period
	Training / Refresher Courses/ Summer/Winter Schools	nan resource managen ent	mB I
2.	Seminars/ Workshops/ Symposia	ecquitacni Timely assessment of	A (s
	Conferences/ Meetings	ngical, Administrative staff	DST
4.	Any other (Please specify)	uman resource develornen	L(p

Place and Date		Signature of the Scientis	t repor
	a.		
	#		
		Conducting meetings and	
		follow-up action:	



Part – 2.1.2: Additional information to be filled in by the Chief Scientist/ H.O.D./ Dean/ Director of the University.

S. No.	Activity	Targets (Institutional)	Achievements	Reasons for Shortfall, if any		
1.	Human resource management:					
-	a) Recruitment	Varigonizal	Seminara Wo	2		
	b) Timely assessment of Technical, Administrative Staff and Scientists at the Institute	agniselv	Symposis	£		
	c) Human resource development	(villager wa	Assessment (P)			
	d) Redress the employee's grievances at the institute					
2.	Financial management: (Division/ Station/ Institute/Depo	artment/ College)	Place and Date			
	a) Resource generation					
	b) Budget utilization					
	c) New externally funded projects					
3.	Intellectual property managemen	t:				
	a) Identification and protection					
	b) Technologies commercialized					
4.	Management/ promotion of scient	tific collaboration				
	a) National					
	b) International					
5.	Conducting meetings and follow-up action: IRC/ RAC / ITMU /IMC / QRT/ International events, etc					
6.	Public/ Farmers Outreach a)Publicity/ Interaction b)Public advocacy and outreach c)Interaction with KVKs	1				

S. No.	Activity	Targets (Institutional)	Achievements	Reasons for Shortfall, if
7.	Visit to provide guidance and support (Regional Stations/ Centers)	18 – 21	Т но внаитию С	
8.	Completion of activities in time (Annual Report)	no an How se j	Please make an i the case may be	
9.	Implementation of developmental activities of Government of India viz. Swatch Bharat programme, development of alternate source of energy viz., establishment of roof-top solar panel systems at the Institute.	as the extent to	Scientist as well time of setting to	
10.	Responsiveness to important communication received from University.			
11.	Implementation of flagship programmes of Ministries. Departments by the Institute.			
12.	Any other (please specify)			

Signature of

Chief Scientist/ H.O.D./ Dean/ Director

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PART - 3: Assessment by the Reporting Officer

3.1 Length of service of the Scientist being reported under your supervision

3.2 Comments on Part - 2:

Please make an <u>objective comment</u> on Part 2 (from 1 to 3), and Part 2.1 or 2.2 or 2.3 (as the case may be), as well as on the summary report made by the Scientist. While commenting, please take due note of the shortfalls / constraints mentioned by the Scientist as well as the extent to which the resources and facilities committed at the time of setting targets were provided (maximum of 100 words).

	Responsivency to important communication received from University.	
×		

3.3 Assessment of Significant Achievements

Please score individually the group of indicators under each of the following parameters on a scale of 1-10, 10 being the highest grade and 1 the lowest. Grading on each of the parameter of assessment is the mean score of all the indicators included under it (Please follow the guidelines given in Annexure III A & B for grading).

Sl. No.	Indicators	Marks (1-10 scale)	Weightage assigned	Total obtained (W x M)
1.	Research/ Teaching/ Extension Activities & Peer Recognition*	M ¹	W ¹ (30)	
2.	Contribution to Research/ Education/ Extension Management*	M^2	W^2 (30)	
3.	Resource Generation	M^3	W ³ (05)	
4.	Professional growth & development	M^4	W ⁴ (05)	
5.	Personal attributes	M ⁵	W ⁵ (10)	1
6.	Functional competency	M ⁶	W^6 (10)	
	Participation in Institutional activities	M ⁷	W ⁷ (10)	

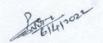
^{*} As applicable to the functions assigned

Final Grading:
$$-100$$

S. No.	Grade	Category
1.	8.5 - 10.0	Outstanding
2.	7.0 - 8.4	Very Good
3.	5.5 – 6.9	Good
4.	4.0 – 5.4	Average
5.	< 4.0	Below Average

Note: Against work output/ personal attributes/ functional competence, priority work out put and overall grade:

- (i) Any grading of 1 or 2, and 'Below Average' to be adequately justified by way of specific failures.
- (ii) Any grading of 9 or 10, and 'Outstanding' to be justified with respect to specific accomplishments.
- (iii)Rating should be done against a large population of peer group of Scientists that may be currently working under the Reporting Officer.



3.4 General Assessment:			ovi and
(i) Please comment on the state of	health of the Scien	tist.	
(ii) Please comment on the integri following options:		ishigososi tas	
 Beyond doubt 			
 Nothing adverse hear 	d against		
 Doubtful 			
Note: Instructions of Governme	ent of India to be follo	owed in case of a	adverse remarks
(iii) Please comment on the att Scheduled Tribe / Weaker S willingness to deal with the	Sections of the Soci	tist towards S iety; his / her u	cheduled Caste / anderstanding and
	8981101	4	
M)+(M × M) + (M × M)+(M × M)+(M			
Wit- (_M x W) = f M x Wis- (_M x wis-)			
2 0	H		
(iv) Please comment on the major	r strengths of the Sc	eientist.	
Vary Good	7.0 - 8.4	2.	
Good			
Average			
Below Average	0.50	7.	
(v) Suggested area of training/sk	ill upgradation.		
they have to be a property or section of the party of the	of someone emoci-		
to be adopted by partifical by your of appendix			

3.5 Overall Grading:

Outstanding/ Very Good/ Good/ Average/ Below Average

(Based on the overall grade obtained at 3.3)

	old ·	
		Signature of the Reporting Officer
		Name (in Block Letters)
		Designation
Place:		3.6.3 Creding: Outstanding/ Very Good/ Good
Date:		

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- 3.6 Remarks and Overall Grading by the Reviewing Officer.
 - 3.6.1 Length of service of the Scientist under your supervision and guidance.
 - 3.6.2 Do you agree with the comments made by the Reporting Officer in 3.2? Is there anything you wish to modify? Please give reasons.

Section	Yes	No	Remarks
3.2	di to orniengi?		
3.3			
3.4	BU MBK/I		
3.5			

3.6.3 Grading: Outstanding/ Very Good/ Good/ Average/ Below Average

Justification if different from Reporting Officer

	Signature of the Reviewing Officer
	Name (in Block Letters)
	Designation
Place:	
Date :	

Comment of Director Education/ Director Research (in case of HoD and Chief Scientist)

I agree/ disagree with grade given by Review Officer.

If not agree with the grade given by Review Officer, give the details with justification with supporting documents on separate sheet.

Director Education/ Director Research

Accepted by the Hon'ble Vice-Chancellor, RPCAU, Pusa

Guidelines

Annexure I. Filling of Annual Performance Assessment Report (APAR) Form

- 1. The Annual Performance Assessment Report (APAR) form for the Scientific Personnel is to be filled by the concerned Administrative Office, the Scientist reported upon, the Reporting Officer and the Reviewing Officer.
 - 2. Part-1 of the APAR is to be filled by the Administrative Office of the Institute/ Headquarters where the Scientist has been working in the period reported upon. Since this part involves details of the service of the scientist at various Institutes, his/her academic qualification and the nature of leave availed by him/her, he/she is required to submit all such information to the concerned Administrative Office from time to time.

While filling up these items, scientists may match them with what they have indicated in their six-monthly targets and achievements that are submitted.

- 3. Part-2 of the APAR proforma endeavours at the self-assessment of the Scientist reported upon. The targets set and the achievements made, along with time spent, against each activity should be given. Also, the constraints faced in accomplishing these targets, if any, should be highlighted.
- 4. The Scientist being reported upon is required to submit a summary report in about 400 words on the most significant accomplishments during the year reported upon.
- 6. In Part-3.1 of the APAR proforma, the Reporting Officer is required to write the grade (score) on 1 10 scale against each of the listed indicators under the three parameters in order to more objectively assess the achievements of the Scientist reported upon using weighted average method. The final cumulative weighted average can thus be arrived and reported.
- 7. Additionally, the Reporting Officer has to offer his/her comments on general assessment for the Scientist reported upon.
- 8. In Part-3.2 of the APAR proforma, the Reviewing Officer shall express his/her agreement or suggest modifications on the assessment made by the Reporting Officer and then indicate his/her final grading.

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Annexure II: Setting Targets

This is one of the basic requirements that is vital for proper assessment of the performance of scientists in RPCAU, Pusa. Quality of assessment can be greatly enhanced by paying due attention to this critical activity. This has to be necessarily a joint exercise by the Scientist reported upon and the Reporting Officer concerned. While the Scientist proposes targets for the coming year, in terms of distinct activities, the Reporting Officer accords concurrence. On this premise, the following form has to be completed within first 15 days of the reporting period to set realistic and acceptable targets. Also as a mid-year exercise, the targets agreed upon at the beginning of the year have to be reviewed again during September/October and minor changes are to be made wherever necessary.

Please indicate the major activities planned along with expected key outputs.

S. No.	Major Activities Planned	On-going or New	Time Requirement (%)*	Expected Key Outputs**
1.	new mone across such	Section of the	on to their or beauti	
2.			SAGE OF THE CASE	6 5
3.	chievements made, alon	adi bia na e	gur off kogs being	n .
4.	len, the occupants faced	c nove ad bit	and with a division and	
5.				
6.	annue a material de como		the sport and a sport a	
7.				
8.	Reporting Officer is see	proforms, the	Part 3.1 of the APAI	6. 11
9.	th of the listed indicator	to Pavings sizes	01 - 1 pp (2003) spi	(3)
10.	Sun fault mfV hadran	surrays buildin	or guish nour horror	51

^{*} Total should add up to 100%

Accepted by the Reporting Officer	Proposed by the Scientist
Signature with date	Signature with date
Name	Name
Designation	Designation

^{**} Please quantify wherever possible

Annexure III: Grading of Scientists by Reporting and Reviewing Officers

A. Weightage Factors

Weightage for the parameters with reference to the different categories of scientists is placed in Table-A for reference.

Sl. No.	Parameters	Weightage (W ¹ to W ⁷)	Implession (vi
1.	Research/ Teaching/ Extension Activities & Peer Recognition*	30	Thursday Substitution
2.	Contribution to Research/ Education/ Extension Management*	30	Wol Yasy
3.	Resource Generation	05	
4.	Professional growth & development	05	
5.	Personal attributes	10	o lo ollumn
6.	Functional competency	- 10	a hence
7.	Participation in Institutional activities	10	ngoom off

^{*} As applicable to the functions assigned.

B. Grading: Following guidelines may be observed to award grade (score) against each of the indicators included under the three major parameters considered for assessment.

B.1 Work Output - Professional

i) Accomplishment of planned work / work allotted as per objects allotted (level of meeting expected output).

Far be expect			-	expect	eets tation		-	Consis exc expec	eeds
1	2	3	4	5	6	7	8	9	10

ii) Outputs (quantum of various work outputs from research, education and extension activities like technologies, publications, academic programmes, training, transfer of technology, products developed, etc.).

Ver	y low			Mode	erate			Very	high
1,	2	. 3	4	5	6	7	8	9	10



iii) Quality of output (how well meets the objectives; accuracy and thoroughness in handling the assigned work).

handling the assi	gned work).	Assignments	1	Exceeds all measures for
Poor quality		carried out well and in time	meremmy dr set e	expected quality
1 2	3 4	5 6	7 8	9 10 and uniqueness o

iv) Professional knowledge and skills and analytical ability (depth and uniqueness of knowledge and skills; ability to identify cause of the problem by reducing it to significant components in a logical and systematic manner, and use realistic approaches to solve it after systematic synthesis).

Very high

after systematic synthesis).	Moderate		Very high
Very low	emessineM male	7 8	9 10
1 2 3 4	5 6	tasks performed (pe	er recognition of

v) Accomplishment of exceptional work/ unforeseen tasks performed (peer recognition of results of exceptional quality from tasks not included in the targets set at the beginning; special awards and rewards received).

results of exceptional quarty s special awards and rewards r	eceived).	MOLHIE TEMORES	Very high
No recognition	Moderate recognition	7 8	recognition 9 10
1 2 3 4	5 6	1 0	

B.2 Work Output - Institutional

- 1) Accomplishment of planned work/ work allotted as per the subjects allotted (level of meeting expected output).
- a) Implementation of E-governance Schemes. (Effective & efficient implementation of priority schemes in timely manner)

Very	poor	OF EAST OF THE	-	Mode	erate	rimini Tuna	-	Very	good
1	2	3	4	5	6	7	8	9	10

b) Digitization of land accounts. (Proper digitization of land record & its annual maintenances as per revenue code)

Very	ooor		-	Mode	erate	100	-	Very	good
1	2	3	4	5	6	7	8	9	10

c) Establishment of roof-top solar panel systems. (Taking into Nos. of panels installed, total capacity of power generation of panel and production in particular year).

Very poor				Moderate		-		Very good	
1	2	3	4	5	6	7	8	9	10

d) Timely assessment of Technical, Administrative Staff and Scientists. (No. of staff for whose probation cleared or assessment done, on time and with delay)

Very	poor		-	Mode	erate	busined a	-	Very	good
1	2	3	4	5	6	7	8	9	10

e) Redressal of employee's grievances. (Record of redressal of employees grievances, conducting meeting of Grievance Committee, Women Committee etc. timely taking follow up action, hearing of cases related to service matter etc.

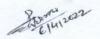
Very	poor		-	Mode	erate	ma quasu		Very	good
1	2	3	4	5	6	7	8	9	10

f) Responsiveness to important communication from the University. (Responsive towards communication received from the University. Submission of timely reports to concerned authorities / officers of the University.

Very	poor			Mode	erate	- Or 11(1)	-	Very	good
1	2	3	4	5	6	7	8	9	10

g) Implementation of flagship programmes of Ministries / Departments. (Implementation of flagship schemes related to agriculture, farmers, research and education.

Very	poor		-	Mode	erate	-	-	Very	good
1	2	3	4	5	6	7	8	9	10



B.3. Personal Attributes

i) Attitude to work (interest shown towards job; industrious and hardworking, passion for excellence; readiness to accept change).

very	low	03 34 30	-	Mode	rate	area of no	Unings	iqui (a	high
			4	5	6	7	8	9	10

ii) Innovativeness and initiative (ingenuity and creativity to evolve new ideas and concepts, and handle unusual situations; ability to recognize what needs to be done and organize things on the own to get started).

Very	poor			Mode	rate	-	-	Very	good
					,	7 1	0	0	10
1	2	3	4	5	6	/	0	,	10

iii) Sense of responsibility (commitment to institutional goals; exhibiting accountability for the assignments taken up).

Very commit ar	tment		ng bern Is Star	Mode commit an account	tment	- ±		very l commit ar account	tment
account	ability		0	account	ability		0	0	10
1	2	3	4	5	6	7	8	9	10

iv) Maintenance of discipline (acceptance and delivery of assignments with a high sense of responsibility; punctuality; following institutional norms and procedures).

indisciplined 7 8 9 1	Hig		-	Disci	plined	3	-	Very h	
	indisci	pillied		- 1		7	8	9	10

v) Communication skills (ability to listen; effectively organize, present and sell ideas and information orally and by writing to others).

1	5	6	7	8	9	10

vi) Leadership qualities (ability to develop vision, foresight and judgment; properly judge and delegate assignments to others; create and maintain suitable work climate to get the best out of people; maintain poise under pressure).

Very	poor		-	Mode	rate		-	Excep	Monai
					-	7 1	0	0	10
	2	2	1	5	6	/	0	,	10

vii) Inter-personal relations (tact, courtesy and sincerity in personal contacts; friendliness and helpfulness to secure cooperation from others without positional authority).

Very	poor	*		Mod	erate	-	-	Very	good
				-	-	7	Q	9	10
1	2	3	4	5	6	/	0		

B.4. Functional Competence

i) Knowledge of rules/ regulations/ procedures in the area of function and ability to apply them correctly (aptitude and potential for general administration).

1 2 2 4 5 4 5	very	poor	-	-	Mode	erate		-	Very	good
1 1 4 1 3 1 4 1 3 1 6 1 7 1 9 1 0 1	1	2	3	1	5	(7	0		

ii) Managerial skills (ability to plan, schedule and organize work by making effective use of available resources; set realistic goals and workable course of action; effectively monitor the progress and evaluate the results).

Very	ylow		-	Mode	erate		-	Very	high
1	2	3	4	5	6	7	8	9	10

iii) Strategic planning ability (evolving appropriate strategies, plans and schedules and making adjustments as per the emerging needs while still maintaining the overall effectiveness).

Ver	y low		-	Mod	lerate	-4	-	Very	Very high	
1	2	3	4	5	6	7	. 0	0	1 10	

iv) Decision making ability (developing alternative courses of action based on collection and analysis of factual information, and willingly taking decisions in a timely and effective manner).

Ver	y low		-	Mode	erate		-	Very	high
1	2	3	4	5	6	7	8	0	10

v) Coordination ability (coordinating various purpose-oriented activities undertaken by ensuring active participation and cooperation of people associated with them).

Ver	y low		-	Mode	erate			Very	high
1	2	3	4	5	6	7	0	0	10

vi) Ability to motivate and develop the scientists and other staff working with them (encouraging the scientists and other staff by according due recognition to their efforts and suitably rewarding them; developing and executing necessary HRD plans for their professional and personal growth and development).

				Moderate				
1 2	3	4	5	6	7	8	0	10

vii) Resource generation (ability to mobilize additional funds through outside projects, consultancy services and commercialization of technologies).

				John	ething			Appre	eciable
1	2.	3	4	5	6	7	0	0. 1	10



viii) Budget utilization (extent of utilization of budgetary allocation to various activities approved by the competent authority).

Less	ıtilized	et ni mino	-	Partly	utilized	ABBERT VI	30000	Fully	utilized
1	2	3	4	5	6	7	8	9	10

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dis OI selle se lesis se	mannaken h men) Very bi Siring with direction of their RD plans for Very bis de projects		stare of persons of persons of the account of the a	coopera Mode the sa there sag and dese Mode bilize an	T E straight of the control of the c	

Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist/ Senior Scientist and Head

Annual Performance Assessment Report (APAR) Form

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA

Annual Performance Assessment Report for Scientific Personnel of the
RPCAU, Pusa Report for the year/period ending

PART - 1: General Particulars (to be filled in by the Administrative Office)

1.	Name of the Scientist (in full):
2.	Date of birth:
3.	Date of entry in the University service:
4.	Present designation:
5.	Date of joining the Present Grade:
6.	Present pay:
7.	Research Station/ Institute/Department/College in which working:
8.	Details of service in difficult/remote/backward areas/disadvantaged areas:

Period	Station	Designation
		Ke Silver

9. Academic qualification acquired during the year reported upon (in case no academic qualification has been acquired, the highest degree along with specialization need be given):

Degree	Year	Subject(s)	Institution



Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist Senior Scientist and Head

	ve during the year:	RAJENDRA PRASAF	36
preceding cal	whether the annual re- lendar year was filed wit following the calendar year:	thin the prescribed date ear. If not, the date of	i.e. 31 st Janua
12. Please attach	Annual Health Checkup	p report for the assessme	ent year.
		Present deal deal deallon:	
á			

Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist/ Senior Scientist and Head

PART - 2: Self - Assessment (to be filled in by the Scientist reported upon)

2.1 Activities and Achievements:

Activities approved and accomplished (Please choose whichever is applicable to you):

	lease specify)	(%)	Shortfalls / Constraints, if any
Research Activities			
*			
* ils qd haverreps beer tiltering als qd bee	squiq ch. szerile	Give short title or	
	Lift sharemark til	Officer (issueth as	
	28081 of Gal	Total should aid	9.0
* * *		<u> </u>	
Teaching			
* * * *			
Training			
*			
Management & Maintenance of Genetic Resources & Research database:			
* *			
Institutional Support: • Administration/Management/ Coordination activities • Resource Generation			
Organizing conferences/ workshops/ seminars/ meetings			
	Transfer of technology * * Teaching * * Management & Maintenance of Genetic Resources & Research database: * * Institutional Support: Administration/Management/ Coordination activities Resource Generation Organizing conferences/ workshops/ seminars/	Transfer of technology * * Teaching * * * Training * * Management & Maintenance of Genetic Resources & Research database: * * Institutional Support: • Administration/Management/ Coordination activities • Resource Generation Organizing conferences/ workshops/ seminars/	Transfer of technology * * Teaching * * * Training * * Management & Maintenance of Genetic Resources & Research database: * * Institutional Support: Administration/Management/ Coordination activities Resource Generation Organizing conferences/ workshops/ seminars/



Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist Senior Scientist and Head

Other activities;	ALL ad (5) Juonierozz A — 119 g. 13	
 Reports generation Publicity making Special assignments woutside the University, Information compilation ATRs Any other (please special) 	etc. on on one one one	MoA Ma

- * Give short title or phrase. As proposed by the scientist and approved by the Reporting Officer (attach as in Annexure II). Indicate project title and whether PI/Co-PI.
- ** Total should add up to 100%
- *** Extent and also indicate whether achieved within the time-frame set for the purpose

Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist/ Senior Scientist and Head

2.1.1 Details of Outputs: (For the activities shown above). Please choose whichever is applicable and attach a summary report (about 400 words) on the most significant accomplishments during the year reported upon (as Annexure).

S. No	Activity	Contribution
	Research:	11.05
	a) Research Activities:	d (a
	(i) Varieties/breeds/tree species released	
	(ii) Management practices developed (iii) Process/concept/methodology developed	A (d
	(iv) Implements/tools developed (v) Any other (please specify)	3. Teach
	b) Publications/ presentations/ documentation	Bid
	(i) Papers in research journals (National/International)	10 10
	(ii) Technical/popular articles (iii) Books (Authored/edited)	V (p
	(iv) Book chapters/technical bulletins/manuals	4, 2700
	(v) Working/concept papers	11 (2)
	(vi) Scientific/teaching reviews (vii)Presentation in workshops/seminars/	H (d
	symposia/ conferences	W (0
	(viii) Compilation/documentation	-0
	(ix) Any other (please specify)	Awa
	c) Product development	Die
	(i) Crop-based	8 (1)
	(ii) Animal-based, including vaccines (iii) Biological – biofertilizer, biopesticide, etc. (iv) IT based – database, software, etc.	V (0
	(v) Value-added products	
	(vi) Any other (please specify)	M fa
	d) Intellectual property generation	91
	(i) Patents	B (d)
	(ii) Copyrights	
	(iii) Designs	
	(iv) PPV – registered only)	as -
	(v) Any other (please specify)	0.50
	e) Contribution through AICRPs (as a member)	a di
	(i) Technology assessment and refinement	2
	(ii) Release of technology to farmers (iii) Feasibility testing (iv) Prototypes developed/manufactured/ supplied	Mo

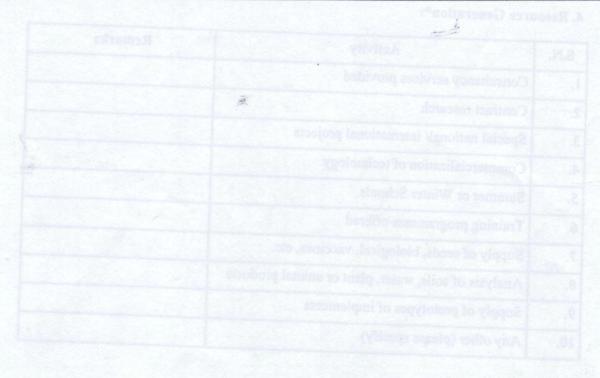


Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist Senior Scientist and Head

S.	Activity Activity	Contribution
No.	in figures and stodiol stodios statemers b weeks for	a skuratsiya
2.	Transfer of technology:	military transfer
	a) Technology assessed and refined	
	b) Trainings organized	1
	c) Demonstration/ exhibition/ field day/farmers fair	7 0/1
	d) Inputs supplied	Beter
	e) Innovative methodology developed	18 (4
	f) FLDs conducted	
	g) Lectures delivered	0
	h) Any other (please specify)	
3.	Teaching/ Academic activity:	0 1
	a) Courses designed and taught	
	b) Students guided	18) Fu
	c) Resource material/methodology developed	n 18
	d) Any other (please specify)	1 01
	chilest comular articing	N (12)
4.	Training:	1. (vi)
	a) Programmes developed and organized	H (A)
	b) Resource material developed	6 /1/13/
	c) Any other (please specify)	2010
5.	Organizing Workshops/ seminars/ symposia/	(libry)
	conferences:	r. tal
	a) Conceptualized and organized	m9 (s)
	b) Served as convener or co-convener/coordinator	
	c) Invited as key speaker in scientific meetings (National/International)	0 -
	d) Any other (please specify)	18 1 1
6.	Institutional support:	
	a) Member Secretary – RAC/ IRC/ IMC/ PME Cell/	
	IPR Cell/ Technical Cell/ HRD Cell/ CPC/ QRT	and the
	b) Editorship – Annual report/ institute publications	
	c) I/c Central facilities – Lab, library, hostel, etc.	
	d) Admin/Management/Coordination (Chairman/ Member of Institute Committees)	
	e) Development of infrastructure, farm, lab, etc.	
	f) Seed production and distribution	
	g) Management of farm, animal sheds, fishing vessels	76
	h) Development of remote, tribal/underprivileged areas/communities	
1	i) Participation in Village Adoption Programmes by the	
	Institute	
	j) Mobilization of resource through inter-institutional	
	projects, including PPP mode	
	k) Any other (please specify)	

<u>Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist/</u> <u>Senior Scientist and Head</u>

S.	Activity	Contribution
No.	Activity Res	
7.	Special assignments:	ebron A
	a) Special assignments – National	
	b) Special assignments – International	
	c) Compilation of documents – Vision, EFC/SFC, etc.	inflo vitk
	d)Other general institutional activities (reports/ publicity/ special assignments	
	within or outside the University, etc.)	
	e) Membership of Committees of other Institutes – IMC, IMTU, etc.	
	f) Any other (please specify)	
8.	Any other (please specify)	



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Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist/ Senior Scientist and Head

3. Peer Recognition:

~ ~ ~ 1	Activity	Remarks
S.N.		A.
1.	Awards/ fellowships received (National; International; Institutional/ Professional	n latigação de la latigação de
	Societies; Best paper/poster/honours received;	
	Any other – please specify)	
2.	Professional Societies (Membership; Editorship for journals;	
	Any other – please specify)	
3.	Review of papers/reports/proposals, as referee	
4.	Any other (please specify)	

4. Resource Generation*:

S.N.	Activity	Remarks
1.	Consultancy services provided	
2.	Contract research	
3.	Special national/ international projects	
4.	Commercialization of technology	
5.	Summer or Winter Schools	
6.	Training programmes offered	
7.	Supply of seeds, biological, vaccines, etc.	
8.	Analysis of soils, water, plant or animal products	
9.	Supply of prototypes of implements	
10.	Any other (please specify)	

^{*} In terms of rupees

Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientist/ Senior Scientist and Head

5. Professional growth and development: Please give details of the programmes attended within India and on deputation abroad.

S.N.	Programme Attended	Institute and Place	Period
1.	Training / Refresher Courses/ Summer/Winter Schools	nacets on Part - 2:	32 Cop
2.	Seminars/ Workshops/ Symposia	the state of the s	odi; Boo
3.	Conferences/ Meetings	o of sections targets were plants	In the
4.	Any other (Please specify)		

Place and Date

Signature of the Scientist reported upon



PART - 3: Assessment by the Reporting Officer

3.1 Length of service of the Scientist being reported under your supervision

3.2 Comments on Part - 2:

Please make an <u>objective comment</u> on Part 2 (from 1 to 3), and Part 2.1 or 2.2 or 2.3 (as the case may be), as well as on the summary report made by the Scientist. While commenting, please take due note of the shortfalls / constraints mentioned by the Scientist as well as the extent to which the resources and facilities committed at the time of setting targets were provided (maximum of 100 words).

3.3 Assessment of Significant Achievements

Please score individually the group of indicators under each of the following parameters on a scale of 1-10, 10 being the highest grade and 1 the lowest. Grading on each of the parameter of assessment is the mean score of all the indicators included under it (*Please follow the guidelines given in Annexure III A & B for grading*).

Sl. No.	Indicators	Marks (1-10 scale)	Weightage assigned	Total obtained (W x M)
1.	Research/ Teaching/ Extension work*	M ¹	W ₁ [(a)**40+20 (b)*** 60]	
2.	Research Activities and Peer Recognition	M^2	W ₂ (05)	
3.	Resource Generation	M^3	W ₃ (05)	
4.	Professional growth and development	M^4	W ⁴ (05)	
5.	Personal attributes	M^5	W ⁵ (10)	
6.	Functional competency	M^6	W ⁶ (10)	
7.	Participation in Institutional activities	M ⁷	W ⁷ (05)	

* As applicable to the functions assigned

** 40 for research and 20 for teaching if both are undertaken

*** 60 if only research/ Extension work

Final Grading:
$$\frac{(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4) + (M^5 \times W^5) + (M^6 \times W^6) + (M^7 \times W^7)}{(M^4 \times W^4) + (M^2 \times W^4) + (M^3 \times W^4) + (M^4 \times W^4) + (M^5 \times W^6) + (M^6 \times W^6) + (M^7 \times W^7)}$$

S. No.	Grade	Category
1.	8.5 - 10.0	Outstanding
2.	7.0 - 8.4	Very Good
3.	5.5 – 6.9	Good
4.	4.0 – 5.4	Average
5.	< 4.0	Below Average

Note: Against work output/personal attributes/functional competence, priority work out put and overall grade:

- (i) Any grading of 1 or 2, and 'Below Average' to be adequately justified by way of specific failures.
- (ii) Any grading of 9 or 10, and 'Outstanding' to be justified with respect to specific accomplishments.
- (iii) Rating should be done against a large population of peer group of Scientists that may be currently working under the Reporting Officer.



3.4 General Assessment:

	the state of the s
(i) Please c	omment on the state of health of the Scientist.
	comment on the integrity of the Scientist by circling one of the ving options:
0 .	Beyond doubt
0) 0	Nothing adverse heard against
	Doubtful bas drawing lanchesologies
Note: I	Instructions of Government of India to be followed in case of adverse remarks
Sched	comment on the attitude of the Scientist towards Scheduled Caste / luled Tribe / Weaker Sections of the Society; his / her understanding and gness to deal with them.
	bengsas anotonul gi or stonolinua aA
	nestation of the mode of the state of the st
The Car	
	A 001
(iv) Please	comment on the major strengths of the Scientist.
	Ver 2.3 6.9 C Coo
590	
aganav	
(v) Suggeste	ed area of training/skill upgradation.
(1) 5455500	, and or training own approaches.
	Attend forces pull
and the above like	
Scientists Phi	fo stream and to managed about a manufacturate and an amount Subsequent.
	The state of the s

3.5 Overall Grading:

Outstanding/ Very Good/ Good/ Average/ Below Average
(Based on the overall grade obtained at 3.3)

	Signature of the Reporting Officer
	Name (in Block Letters)
	Designation
Place:	A.E.
Date:	

- 3.6 Remarks and Overall Grading by the Reviewing Officer.
 - 3.6.1 Length of service of the Scientist under your supervision and guidance.
 - 3.6.2 Do you agree with the comments made by the Reporting Officer in 3.2? Is there anything you wish to modify? Please give reasons.

Section	Yes	No	Remarks
5.2			
3.3			
3.4			19081
3.5			

3.6.3 Grading: Outstanding/ Very Good/ Good/ Average/ Below Average

Justification if different from Reporting Officer

Signature of	the Reviewing Officer
Name	(in Block Letters)
	Designation

Place:

Date:

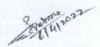
Guidelines

Annexure I. Filling of Annual Performance Assessment Report (APAR) Form

- 1. The Annual Performance Assessment Report (APAR) form for the Scientific Personnel is to be filled by the concerned Administrative Office, the Scientist reported upon, the Reporting Officer and the Reviewing Officer.
- 2. Part-1 of the APAR is to be filled by the Administrative Office of the Institute/ Headquarters where the Scientist has been working in the period reported upon. Since this part involves details of the service of the scientist at various Institutes, his/her academic qualification and the nature of leave availed by him/her, he/she is required to submit all such information to the concerned Administrative Office from time to time.

While filling up these items, scientists may match them with what they have indicated in their six-monthly targets and achievements that are submitted.

- 3. Part-2 of the APAR proforma endeavours at the self-assessment of the Scientist reported upon. The targets set and the achievements made, along with time spent, against each activity should be given. Also, the constraints faced in accomplishing these targets, if any, should be highlighted.
- 4. The Scientist being reported upon is required to submit a summary report in about 400 words on the most significant accomplishments during the year reported upon.
- 6. In Part-3.1 of the APAR proforma, the Reporting Officer is required to write the grade (score) on 1 10 scale against each of the listed indicators under the three parameters in order to more objectively assess the achievements of the Scientist reported upon using weighted average method. The final cumulative weighted average can thus be arrived and reported.
- Additionally, the Reporting Officer has to offer his/her comments on general assessment for the Scientist reported upon.
- 8. In Part-3.2 of the APAR proforma, the Reviewing Officer shall express his/her agreement or suggest modifications on the assessment made by the Reporting Officer and then indicate his/her final grading.



Annexure II: Setting Targets

This is one of the basic requirements that is vital for proper assessment of the performance of scientists in RPCAU, Pusa. Quality of assessment can be greatly enhanced by paying due attention to this critical activity. This has to be necessarily a joint exercise by the Scientist reported upon and the Reporting Officer concerned. While the Scientist proposes targets for the coming year, in terms of distinct activities, the Reporting Officer accords concurrence. On this premise, the following form has to be completed within first 15 days of the reporting period to set realistic and acceptable targets. Also as a mid-year exercise, the targets agreed upon at the beginning of the year have to be reviewed again during September/October and minor changes are to be made wherever necessary.

Please indicate the major activities planned along with expected key outputs.

S. No.	Major Activities Planned	On-going or New	Time Requirement (%)*	Expected Key Outputs**
1.	in meltinian test			
2.	Publical absorpersubgets	on are most white t	ns-warried in Betradie	
3.	named to the sale to make	r school accorden	e SASA init to Chief	
4.	nchievennens mode, sie	di bus tet and	na sét ingu tebega	
5.	To the contract of the contrac	a high fold and him		
6.		all arms bases		
7.	and paints stone strip	nove Impelinati	toon aid no shoot dis	
8.				
9.	Farming phases	Amolon A	APA add to 1.2 had a	
10.	Control of the sale of the sale of		1 (0) (20%) (20%	

^{*} Total should add up to 100%

Accepted by the Reporting Officer	Proposed by the Scientist
Signature with date	Signature with date
Name	Name
Designation	Designation

^{**} Please quantify wherever possible

Annexure III: Grading of Scientists by Reporting and Reviewing Officers

A. Weightage Factors for Various Categories of Scientist.

Weightage for the parameters with reference to the different categories of scientists is placed in **Table-A** for reference.

ango:	Parameters	Weightage of Marks (W ¹ to W ⁷)	
1.	Research/ Extension/ Teaching work*	a) **40 + 20 b) *** 60	1600 T
2.	Research Activities & Peer Recognition	05	ion not
3.	Resource Generation	05	
4.	Professional growth & development	05	
5.	Personal attributes	10	*
6.	Functional competency	1.10	
7.	Participation in Institutional activities	05	

^{*} As applicable to the functions assigned;

B. Grading: Following guidelines may be observed to award grade (score) against each of the indicators included under the three major parameters considered for assessment.

B.1 Work Output - Professional

 i) Accomplishment of planned work / work allotted as per objects allotted (level of meeting expected output).

Far b			-	expect	eets			Consis exc expec	ceeds
1	2	3	4	5	6	7	8	9	10

ii) Outputs (quantum of various work outputs from research, education and extension activities like technologies, publications, academic programmes, training, transfer of technology, products developed, etc.).

Ver	Very low		-	Mode	erate	→		Very high	
1	2	3	4	5	6	7	8	9	10

iii) Quality of output (how well meets the objectives; accuracy and thoroughness in handling the assigned work).

Poor	quality		-	carried o	Assignments carried out well and in time		Excee measu expe	res for	
• 1	2	3	4	5	6	7	8	9	10



^{** 40} for research and 20 for teaching if both are undertaken;

^{*** 60} if only research/ Extension work.

iv) Professional knowledge and skills and analytical ability (depth and uniqueness of knowledge and skills; ability to identify cause of the problem by reducing it to significant components in a logical and systematic manner, and use realistic approaches to solve it after systematic synthesis).

Very high

after systema	tic synthesis).	Moderate	-	Very high
Very low		Moderate	1	authors, and
V 01)			7 8	9 1
	2 1 1	5 6	1	er recognition (

v) Accomplishment of exceptional work/ unforeseen tasks performed (peer recognition of results of exceptional quality from tasks not included in the targets set at the beginning; special awards and rewards received).

Very high

No recognition	Moderate recognition 5 6	7 8	very high recognition 9 10
05 163-6			

					er won) ter	
					er won) ter	

B.2 Work Output – Institutional

- 1) Accomplishment of planned work/ work allotted as per the subjects allotted (level of meeting expected output).
- a) Implementation of E-governance Schemes. (Effective & efficient implementation of priority schemes in timely manner)

NI S	Very	poor	o Caretrer	-	Mod	erate	or being the	-	Very	good
	1	2	3	4	5	6	7	8	9	10

b) Digitization of land accounts. (Proper digitization of land record & its annual maintenances as per revenue code)

Very	poor		-	Mod	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10

c) Establishment of roof-top solar panel systems. (Taking into Nos. of panels installed, total capacity of power generation of panel and production in particular year).

Very	poor		-	Mode	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10

d) Timely assessment of Technical, Administrative Staff and Scientists. (No. of staff for whose probation cleared or assessment done, on time and with delay)

Very	poor		-	Mode	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10

e) Redressal of employee's grievances. (Record of redressal of employees grievances, conducting meeting of Grievance Committee, Women Committee etc. timely taking follow up action, hearing of cases related to service matter etc.

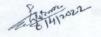
Very	poor		-	Mode	erate			Very	good
1	2	3	4	5	6	7	8	9	10

f) Responsiveness to important communication from the University. (Responsive towards communication received from the University. Submission of timely reports to concerned authorities / officers of the University.

Very	poor		-	Mode	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10

g) Implementation of flagship programmes of Ministries / Departments. (Implementation of flagship schemes related to agriculture, farmers, research and education.

Very	poor		-	Mod	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10



Annual Performance Assessment Report of Associate Prof. -cum- Sr. Scientis

B.3. Personal Attributes

i) Attitude to work (interest shown towards job; industrious and hardworking, passion for excellence; readiness to accept change).

Vei	Very low		-	Moderate		THE LANDS	2	Very	high
1	2	3	4	5	6	7	8	9	10

ii) Innovativeness and initiative (ingenuity and creativity to evolve new ideas and concepts, and handle unusual situations; ability to recognize what needs to be done and organize things on the own to get started).

Very	poor	Post Non	-	Mod	erate	hasl 7n a	-	Very good	
1	2	3	4	5	6	7	8	9	10

iii) Sense of responsibility (commitment to institutional goals; exhibiting accountability for the assignments taken up).

Very commi		ni uncita i subabov	-	Mode commi		se <u>n lle lese</u> sen <u>j</u> larga	natalizad unqua la	Very comm a	
account	tability			accountability		accoun	tability		
1	2	3	4	5	6	7	8	9	10

iv) Maintenance of discipline (acceptance and delivery of assignments with a high sense of responsibility; punctuality; following institutional norms and procedures).

Hig indisci	ghly plined		-	Disci	plined		-	Very h	
1	2	3	4	5	6	7	8	9	10

v) Communication skills (ability to listen; effectively organize, present and sell ideas and information orally and by writing to others).

Ver	y low		-	Mode	erate		-	Very	high
1	2	3	4	5	6	7	8	9	10

vi) Leadership qualities (ability to develop vision, foresight and judgment; properly judge and delegate assignments to others; create and maintain suitable work climate to get the best out of people; maintain poise under pressure).

Very	poor		-	Mod	erate		-	Excep	otional
1	2	3	4	5	6	7	8	9	10

vii) Inter-personal relations (tact, courtesy and sincerity in personal contacts; friendliness and helpfulness to secure cooperation from others without positional authority).

Very	poor		-	Mod	lerate			Very	good
1	2	3	4	5	6	7	8	9	10

B.4. Functional Competence

i) Knowledge of rules/ regulations/ procedures in the area of function and ability to apply them correctly (aptitude and potential for general administration).

Very	poor		-	Mod	erate	-		Very	good
1	2	3	4	5	6	7	8	9	10

ii) Managerial skills (ability to plan, schedule and organize work by making effective use of available resources; set realistic goals and workable course of action; effectively monitor the progress and evaluate the results).

Ver	y low		-	Mode	erate		-	Very	high
1	2	3	4	5	6	7	8	9	10

iii) Strategic planning ability (evolving appropriate strategies, plans and schedules and making adjustments as per the emerging needs while still maintaining the overall effectiveness).

Ve	ry low		_	Mode	erate		_	Very	high
1	2	3	4	5	6	7	8	9	10

iv) Decision making ability (developing alternative courses of action based on collection and analysis of factual information, and willingly taking decisions in a timely and effective manner).

Ve	ry low	-	-	Mod	erate	-	-	Very	high
1	2	3	4	5	6	7	8	9	10

v) Coordination ability (coordinating various purpose-oriented activities undertaken by ensuring active participation and cooperation of people associated with them).

Ver	y low		—	Mode	erate			Very	high
1	2	3	4	5	6	7	8	9	10

vi) Ability to motivate and develop the scientists and other staff working with them (encouraging the scientists and other staff by according due recognition to their efforts and suitably rewarding them; developing and executing necessary HRD plans for their professional and personal growth and development).

Very	y low		-	Mode	erate		-	Very	high
1	2	3	4	5	6	7	8	9	10

vii) Resource generation (ability to mobilize additional funds through outside projects, consultancy services and commercialization of technologies).

N	one		-	Somo	ething	-	-	Appre	ciable
1	2	3	4	5	6	7	8	9	10



viii) Budget utilization (extent of utilization of budgetary allocation to various activities approved by the competent authority).

	Less	utilized	1	-	Partly	utilized	1	7000	Fully	utilized
1	1	2	3	4	5	6	7	8	9	10

			-4	
	pleid			

Annual Performance Assessment Report (APAR) Form

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA

Annual Performance Assessment Report for Scientific Personnel of the RPCAU, Pusa Report for the year/period ending.....

PART - 1: General Particulars (to be filled in by the Administrative Office)

Name of the Scientist (in full):
Date of birth:
Date of entry in the University service:
Present designation:
Date of joining the Present Grade:
Present pay:
Research Station/ Institute/Department/College in which working:
Details of service in difficult/remote/backward areas/disadvantaged areas:

Period	Station	Designation

 Academic qualification acquired during the year reported upon (in case no academic qualification has been acquired, the highest degree along with specialization need be given):

Degree	Year	Subject(s)	Institution



1

10 1	Period on leave du	ring the year	EBRIEFFE TURE	-
19. YTTERSTYL	SU-JARIST JUZZ	MOA JAMMAN	RAJENDRÁ PRASAD	SIAI THESING
			and Perference Ass	
			RPCAULPusa Ro	
11. I	Please state whet	her the annual ret	turn on immovable pro	operty for the
1	preceding calendar	year was filed with	nin the prescribed date i. ear. If not, the date of fi	e. 31 st Janua
	silvaid of given.			
12	D1	l Haalth Chaalasa	danced Court of account	
12. 1	Please attach Anni	тат неатт Спескир	report for the assessmen	nt year.
			nothing its land the	
	Ž.			
		uto/Department/Co		

PART - 2: Self – Assessment (to be filled in by the Scientist reported upon)

2.1 Activities and Achievements:

Activities approved and accomplished (Please choose whichever is applicable to you):

S.N.	Activities Planned and Targets*	Time Spent** (%)	Achieved*** (%)	Reasons for Shortfalls / Constraints, if any
1.	Research Activities * *			
2.	Transfer of technology * * *	ecute vinerhur a	a the sheet too	40.0
3.	Teaching * * * *			
4.	Training * * * *			
5.	Management & Maintenance of Genetic Resources & Research database: * *			
6.	Institutional Support:			
7.	Organizing conferences/ workshops/ seminars/ meetings			



8. Other activities;	
 Reports generation Publicity making Special assignments within or outside the University, etc. Information compilation ATRs Any other (please specify) 	Activities with the particular states and a state of the particular states and a stat

- * Give short title or phrase. As proposed by the scientist and approved by the Reporting Officer (attach as in Annexure II). Indicate project title and whether PI/Co-PI.
- ** Total should add up to 100%
- *** Extent and also indicate whether achieved within the time-frame set for the purpose

2.1.1 Details of Outputs: (For the activities shown above). Please choose whichever is applicable and attach a summary report (about 400 words) on the most significant accomplishments during the year reported upon (as Annexure).

S. No	Activity	Contribution
	Research:	mat (b
	Research.	pant to
	a) Research Activities:	3310
	(i) Varieties/breeds/tree species released	- 10 Page 1
	(ii) Management practices developed	an to
	(iii) Process/concept/methodology developed	interest F
	(iv) Implements/tools developed(v) Any other (please specify)	(a) (a)
	Leading stime	in2 (d
	b) Publications/ presentations/ documentation	est to
	(i) Papers in research journals (National/International)	OA Ib
	(ii) Technical/popular articles	
	(iii) Books (Authored/edited)	PROBERT L. P.
	(iv) Book chapters/technical bulletins/manuals (v) Working/concept papers	
	(vi) Scientific/teaching reviews	
	(vii)Presentation in workshops/seminars/	
	symposia/ conferences	0.00
	(viii)Compilation/documentation (ix) Any other (please specify)	leimo Carlo
	CONTRIBUTION DESCRIPTION OF THE PROPERTY OF TH	Office
	c) Product development	Ed
	(i) Crop-based	of to be a second
	(ii) Animal-based, including vaccines	
	(iii) Biological – biofertilizer, biopesticide, etc.	The last
	(iv) IT based – database, software, etc. (v) Value-added products	
	(vi) Any other (please specify)	widtle
	d) Intellectual property generation	
	(i) Patents	1000
	(ii) Copyrights	10.0
	(iii) Designs	
	(iv) PPV – registered only)	
	(v) Any other (please specify)	MAGINE TO THE RESERVE
	e) Contribution through AICRPs (as a member)	(d)
	(i) Technology assessment and refinement	MISTING TO THE REAL PROPERTY.
	(ii) Release of technology to farmers	
	(iii) Feasibility testing	
	(iv) Prototypes developed/manufactured/ supplied(v) Any other (please specify)	



S.	Activity	Contribution
No.	Ruple tunes all and are the second second surper constition for the	in han aldic lumi.
2.	a) Technology assessed and refined b) Trainings organized	
	c) Demonstration/ exhibition/ field day/farmers fair d) Inputs supplied e) Innovative methodology developed f) FLDs conducted g) Lectures delivered	
	h) Any other (please specify)	(10)
3.	Teaching/ Academic activity: a) Courses designed and taught b) Students guided c) Resource material/methodology developed d) Any other (please specify)	(i) (iv (iv (i) (i) Pub
4.	Training: a) Programmes developed and organized b) Resource material developed c) Any other (please specify)	M (ii) B (iii) B (vi) B (vi) W (vi) S (vi)
5.	Organizing Workshops/ seminars/ symposia/ conferences: a) Conceptualized and organized b) Served as convener or co-convener/coordinator c) Invited as key speaker in scientific meetings (National/International) d) Any other (please specify))(iist) A (%) (i) (ii)
6.	Institutional support: a) Member Secretary – RAC/ IRC/ IMC/ PME Cell/ IPR Cell/ Technical Cell/ HRD Cell/ CPC/ QRT b) Editorship – Annual report/ institute publications c) I/c Central facilities – Lab, library, hostel, etc. d) Admin/Management/Coordination (Chairman/ Member of Institute Committees) e) Development of infrastructure, farm, lab, etc. f) Seed production and distribution g) Management of farm, animal sheds, fishing vessels h) Development of remote, tribal/underprivileged areas/ communities i) Participation in Village Adoption Programmes by the Institute j) Mobilization of resource through inter-institutional projects, including PPP mode k) Any other (please specify)	

S. No.	Activity	Contribution
7.	Special assignments:	
	a) Special assignments – National	Nano
	b) Special assignments – International	
	c) Compilation of documents – Vision, EFC/SFC, etc.	
	d)Other general institutional activities	
	(reports/ publicity/ special assignments	
	within or outside the University, etc.) e) Membership of Committees of other	
	Institutes – IMC, IMTU, etc. f) Any other (please specify)	
8.	Any other (please specify)	Anyr.

S.N. Accrety

Connollancy sorvices provided

Contract research

Special national international projects

Constructional action of technology

Constructional schools

Summer of Winter Schools

Australia programmes offered

Australia of scients, biological, vaccimis, etc.

Supply of scients, biological, vaccimis, etc.

Supply of scients, biological, vaccimist products

Supply of patonypes of implements

Australia of patonypes of implements

Australia of patonypes of implements

Australia of patonypes of implements

6/4/2022

3. Peer Recognition:

S.N.	Activity	Remarks
1.	Awards/ fellowships received (National; International; Institutional/ Professional S o c i e t i e s; Best paper/ poster/ honours received; Any other – please specify)	
2.	Professional Societies (Membership; Editorship for journals; Any other – please specify)	
3.	Review of papers/reports/proposals, as referee	
4.	Any other (please specify)	8. Any oth

4. Resource Generation*:

S.N.	Activity	Remarks		
1.	Consultancy services provided			
2.	Contract research			
3.	Special national/ international projects			
4.	Commercialization of technology			
5.	Summer or Winter Schools			
6.	Training programmes offered			
7.	Supply of seeds, biological, vaccines, etc.			
8.	Analysis of soils, water, plant or animal products			
9.	Supply of prototypes of implements			
10.	Any other (please specify)			

^{*} In terms of rupees

5. Professional growth and development: Please give details of the programmes attended within India and on deputation abroad.

S.N.	Programme Attended	Institute and Place	Period
1.	Training / Refresher Courses/ Summer/Winter Schools	on explication as where e	9.0.0 Iq
2.	Seminars/ Workshops/ Symposia	or is taken seeing against one	10 20 2
3.	Conferences/ Meetings	VIVE COLUMN STORY OF STORY OF STORY	11
4.	Any other (Please specify)		

Place and Date

Signature of the Scientist reported upon



PART - 3: Assessment by the Reporting Officer

3.1 Length of service of the Scientist being reported under your supervision

3.2 Comments on Part - 2:

Please make an <u>objective comment</u> on Part 2 (from 1 to 3), and Part 2.1 or 2.2 or 2.3 (as the case may be), as well as on the summary report made by the Scientist. While commenting, please take due note of the shortfalls / constraints mentioned by the Scientist as well as the extent to which the resources and facilities committed at the time of setting targets were provided (maximum of 100 words).

	4. Anyother (Please specify)
Signature of the Scientist	Place and Date
Ž.	

3.3 Assessment of Significant Achievements

Please score individually the group of indicators under each of the following parameters on a scale of 1-10, 10 being the highest grade and 1 the lowest. Grading on each of the parameter of assessment is the mean score of all the indicators included under it (*Please follow the guidelines given in Annexure III A & B for grading*).

Sl. No.	Indicators	Marks (1-10 scale)	Weightage assigned	Total obtained (W x M)
1.	Research/Extension/ Teaching Activities & Peer Recognition*	M ¹	W (b)*** 60]	
2.	Resource Generation	M ²	W ² (05)	
3.	Professional growth & development	M ³	W ³ (05)	
4.	Personal attributes	M ⁴	W ⁴ (15)	
5.	Functional competency	M ⁵	W ⁵ (10)	
6.	Participation in Institutional activities	M ⁶	W ⁶ (05)	

^{*} As applicable to the functions assigned;

5.

Final Grading: $(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4) + (M^5 \times W^5) + (M^6 \times W^6)$

S. No.	Grade	Category
1.	8.5 - 10.0	Outstanding
2.	7.0 – 8.4	Very Good
3.	5.5 – 6.9	Good
4	40-54	Average

Below Average

Note: Against work output/personal attributes/functional competence, priority work out put and overall grade:

< 4.0

- (i) Any grading of 1 or 2, and 'Below Average' to be adequately justified by way of specific failures.
- (ii) Any grading of 9 or 10, and 'Outstanding' to be justified with respect to specific accomplishments.
- (iii) Rating should be done against a large population of peer group of Scientists that may be currently working under the Reporting Officer.

Putri 2022

^{** 40} for research and 20 for teaching if both are undertaken;

^{*** 60} if only research/ Extension activities

	nent:	
(i) Please cor	mment on the state of health of the Scientist.	
	mment on the integrity of the Scientist by cing options:	rcling one of the
(ed) - I	Beyond doubt	
(80) - 1	Nothing adverse heard against	
(81)	Doubtful	
Note: In.	structions of Government of India to be followed	in case of adverse remarks
Schedu	comment on the attitude of the Scientist led Tribe / Weaker Sections of the Society; ness to deal with them.	towards Scheduled Caste his / her understanding an
La San Sales	funda funda mentua funda	All composes that a 48 miles
	int.	
	riegonia duria del	
	new Auto-	
(iv) Please c	omment on the major strengths of the Scient	ist.
	salasyk 4 b.8-0.5 s	
998		
(v) Suggeste	d area of training/skill upgradation.	Note: Against work output
(v) Suggeste	ed area of training/skill upgradation.	Note: Against north eutput met moved greden
(v) Suggeste	ed area of training/skill upgradation.	to the granty seek ration and the
(v) Suggeste	d area of training/skill upgradation.	Note: Against work culpus and owned grades to Am groung at Los fallaces (10 Am groungs at You
(v) Suggeste	ed area of training/skill upgradation.	Note: Against nerk radpal mat alwast grades in that groung ar rad falleres (D. day grading of Y or exchanitionwith

3.5 Overall Grading:

Outstanding/ Very Good/ Good/ Average/ Below Average (Based on the overall grade obtained at 3.3)

	Signature of the Reporting Officer
	Name (in Block Letters)
	Designation
Place:	3.6.3 Gerding: Oststanling/Yery Good: Good
Date:	- 4

P. 1412022

- 3.6 Remarks and Overall Grading by the Reviewing Officer.
 - 3.6.1 Length of service of the Scientist under your supervision and guidance.
 - 3.6.2 Do you agree with the comments made by the Reporting Officer in 3.2? Is there anything you wish to modify? Please give reasons.

Section	Yes	No	Remarks
3.2			
3.3	Signature		
3.4			
3.5			

3.6.3 Grading: Outstanding/ Very Good/ Good/ Average/ Below Average

Justification if different from Reporting Officer

Signature of the Reviewing Officer	
Name (in Block Letters)	
Designation	

Place:

Date:

Guidelines

Annexure I. Filling of Annual Performance Assessment Report (APAR) Form

- 1. The Annual Performance Assessment Report (APAR) form for the Scientific Personnel is to be filled by the concerned Administrative Office, the Scientist reported upon, the Reporting Officer and the Reviewing Officer.
- 2. Part-1 of the APAR is to be filled by the Administrative Office of the Institute/ Headquarters where the Scientist has been working in the period reported upon. Since this part involves details of the service of the scientist at various Institutes, his/her academic qualification and the nature of leave availed by him/her, he/she is required to submit all such information to the concerned Administrative Office from time to time.

While filling up these items, scientists may match them with what they have indicated in their six-monthly targets and achievements that are submitted.

- 3. Part-2 of the APAR proforma endeavours at the self-assessment of the Scientist reported upon. The targets set and the achievements made, along with time spent, against each activity should be given. Also, the constraints faced in accomplishing these targets, if any, should be highlighted.
- 4. The Scientist being reported upon is required to submit a summary report in about 400 words on the most significant accomplishments during the year reported upon.
- 6. In Part-3.1 of the APAR proforma, the Reporting Officer is required to write the grade (score) on 1 10 scale against each of the listed indicators under the three parameters in order to more objectively assess the achievements of the Scientist reported upon using weighted average method. The final cumulative weighted average can thus be arrived and reported.
- Additionally, the Reporting Officer has to offer his/her comments on general assessment for the Scientist reported upon.
- 8. In Part-3.2 of the APAR proforma, the Reviewing Officer shall express his/her agreement or suggest modifications on the assessment made by the Reporting Officer and then indicate his/her final grading.



Annexure II: Setting Targets

This is one of the basic requirements that is vital for proper assessment of the performance of scientists in RPCAU, Pusa. Quality of assessment can be greatly enhanced by paying due attention to this critical activity. This has to be necessarily a joint exercise by the Scientist reported upon and the Reporting Officer concerned. While the Scientist proposes targets for the coming year, in terms of distinct activities, the Reporting Officer accords concurrence. On this premise, the following form has to be completed within first 15 days of the reporting period to set realistic and acceptable targets. Also as a mid-year exercise, the targets agreed upon at the beginning of the year have to be reviewed again during September/October and minor changes are to be made wherever necessary.

Please indicate the major activities planned along with expected key outputs.

S. No.	Major Activities Planned	On-going or New	Time Requirement (%)*	Expected Key Outputs**
1.	un sendir derion sees		and the state	
2.	ani byli attamovaitlai bii	argul illiano	ndusted in their such	
3.	cours at the self-assume	eshine ammoliar	WATER SHIPS CONT	-r
4.	acharements and develo	0/ No. 10 20	nd as Awar turnoqu	
5.	del sustaneous per sull'	carry of plut	Hz with B assaut and	
6.	man a time of the language			
7.	mpletonents during the	algon floren acce	None and no about 00	
8.				Contract of
9.	e Reporting Officer is a	Danish M	SA sill in LEmail n	0
10.	cach of the pared males	Tamings Street	a idea manual share	

^{*} Total should add up to 100%

Accepted by the Reporting Officer	Proposed by the Scientist
Signature with date	Signature with date
Name	Name
Designation	Designation

^{**} Please quantify wherever possible

Annexure III: Grading of Scientists by Reporting and Reviewing Officers

A. Weightage Factors

Weightage for the parameters with reference to the different categories of scientists is placed in Table-A for reference.

Sl. No.	Indicators	Weightage (W ¹ to W ⁶)	
1.	Research/ Extension/ Teaching Activities & Peer Recognition*	a) **40 + 20 b) *** 60	Add (W
2.	Resource Generation	05	13/10
3.	Professional growth & development	05	10/10/10
4.	Personal attributes	15	
5.	Functional competency	10	
6.	Participation in Institutional activities	05	MARK W

^{*} As applicable to the functions assigned;

B. Grading: Following guidelines may be observed to award grade (score) against each of the indicators included under the three major parameters considered for assessment.

B.1 Work Output - Professional

i) Accomplishment of planned work / work allotted as per objects allotted (level of meeting expected output).

	etation		-		tation			Consistently exceeds expectation	
1	2	3	4	5	6	7	8	9 10	

ii) Outputs (quantum of various work outputs from research, education and extension activities like technologies, publications, academic programmes, training, transfer of technology, products developed, etc.).

Vei	Very low		-	Moderate		-		Very high	
1	2	3	4	5	6	7	8	9	10



^{** 40} for research and 20 for teaching if both are undertaken;

^{*** 60} if only research/ Extension activities

iii) Quality of output (how well meets the objectives; accuracy and thoroughness in handling the assigned work).

	quality	neu work,	-	Assignments carried out well and in time			ol spuds	measur	Exceeds all measures for expected quality	
				7 8		9	10			
1	2	3	4	5	6	/	0		-	

iv) Professional knowledge and skills and analytical ability (depth and uniqueness of knowledge and skills; ability to identify cause of the problem by reducing it to significant components in a logical and systematic manner, and use realistic approaches to solve it after systematic synthesis).

Very	y low		Mode	rate	I meirica		Very	mgn
	1			The state of	7 1	0	0	10
		 4	5	6	/	0	7	11

v) Accomplishment of exceptional work/ unforeseen tasks performed (peer recognition of results of exceptional quality from tasks not included in the targets set at the beginning; special awards and rewards received).

No recognition	o recognition	-	Moderate recognition		Lange Property			Very high recognition	
		1 5	6	7	8	9	10		

B.2 Work Output - Institutional

- 1) Accomplishment of planned work/ work allotted as per the subjects allotted (level of meeting expected output).
- a) Implementation of E-governance Schemes. (Effective & efficient implementation of priority schemes in timely manner)

Vei	y poor	Visited villa	-	Mod	erate	-	-		good
1	2	3	4	5	6	7	8	9	10

b) Digitization of land accounts. (Proper digitization of land record & its annual maintenances as per revenue code)

Very	poor		-	Mode	erate				good
1	2	3	4	5	6	7	8	9	10

c) Establishment of roof-top solar panel systems. (Taking into Nos. of panels installed, total capacity of power generation of panel and production in particular year).

Ver	y poor		-	Mode	erate	- 1	Ditto	Very	good
1	2	3	4	5	6	7	8	9	10

d) Timely assessment of Technical, Administrative Staff and Scientists. (No. of staff for whose probation cleared or assessment done, on time and with delay)

Very	poor	_	-	Mode	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10

e) Redressal of employee's grievances. (Record of redressal of employees grievances, conducting meeting of Grievance Committee, Women Committee etc. timely taking follow up action, hearing of cases related to service matter etc.

Very	poor		-	Mode	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10

f) Responsiveness to important communication from the University. (Responsive towards communication received from the University. Submission of timely reports to concerned authorities / officers of the University.

Very	poor		-	Mode	erate		-	Very	good
1	2	3	4	5	6	7	8	9	10

g) Implementation of flagship programmes of Ministries / Departments. (Implementation of flagship schemes related to agriculture, farmers, research and education.

Very	poor		-	Mode	erate			Very	good	
1	2	3	4	5	6	7	8	9	10	



19

B.3. Personal Attributes

i) Attitude to work (interest shown towards job; industrious and hardworking, passion for excellence; readiness to accept change).

Very	Low			Moderate		-		Very High	
1	2	3	4	5	6	7	8	9	10

ii) Innovativeness and initiative (ingenuity and creativity to evolve new ideas and concepts, and handle unusual situations; ability to recognize what needs to be done and organize things on the own to get started).

Very	poor		-	Mod	erate	Sq su ness	-	Very	good
1	2	3	4	5	6	7	8	9	10

iii) Sense of responsibility (commitment to institutional goals; exhibiting accountability for the assignments taken up).

Very commi- ar account	tment		altra	Mode commi ar account	tment	- ±	1604	Very commi ar account	tment
1	2	3	4	5	6	7	8	9	10

iv) Maintenance of discipline (acceptance and delivery of assignments with a high sense of responsibility; punetuality; following institutional norms and procedures).

	ghly iplined		-	Disc	iplined		-	Very h	
1	2	3	4	5	6	7	8	9	10

v) Communication skills (ability to listen; effectively organize, present and sell ideas and information orally and by writing to others).

Ve	ry low	-	-	Mod	erate			Very high	
1	2	3	4	5	6	7	8	9	10

vi) Leadership qualities (ability to develop vision, foresight and judgment; properly judge and delegate assignments to others; create and maintain suitable work climate to get the best out of people; maintain poise under pressure).

Very	poor		-	Mode	Moderate		-	Exceptional	
1	2	3	4	5	6	7	8	9	10

vii) Inter-personal relations (tact, courtesy and sincerity in personal contacts; friendliness and helpfulness to secure cooperation from others without positional authority).

Very	poor		-	Mod	lerate	-	-	Very	good
1	2	3	4	5	6	7	8	9	10

B.4. Functional Competence

i) Knowledge of rules/ regulations/ procedures in the area of function and ability to apply them correctly (aptitude and potential for general administration).

Very	poor		-	Mod	lerate	-		Very	good
1	2	3	4	5	6	7	8	9	10

ii) Managerial skills (ability to plan, schedule and organize work by making effective use of available resources; set realistic goals and workable course of action; effectively monitor the progress and evaluate the results).

Very	Low		-	Mod	erate			Very	High
1	2	3	4	5	6	7	8	9	10

iii) Strategic planning ability (evolving appropriate strategies, plans and schedules and making adjustments as per the emerging needs while still maintaining the overall effectiveness).

Very	Low	-	-	Mod	lerate		-	Very	High
1	2	3	4	5	6	7	8	9	10

iv) Decision making ability (developing alternative courses of action based on collection and analysis of factual information, and willingly taking decisions in a timely and effective manner).

Ver	y Low	- 1	-	Mod	lerate		-	Very	High
1	2	3	4	5	6	7	8	9	10

v) Coordination ability (coordinating various purpose-oriented activities undertaken by ensuring active participation and cooperation of people associated with them).

Very	Low	-	-	Mod	lerate		-	Very	High
1	2	3	4	5	6	7	8	9	10

vi) Ability to motivate and develop the scientists and other staff working with them (encouraging the scientists and other staff by according due recognition to their efforts and suitably rewarding them; developing and executing necessary HRD plans for their professional and personal growth and development).

Very	Very Low		-	Moderate				Very High	
1	2	3	4	5	6	7	8	9	10

vii) Resource generation (ability to mobilize additional funds through outside projects, consultancy services and commercialization of technologies).

No	None				Something				Appreciable	
1	2	3	4	5	6	7	8	9	10	

viii) Budget utilization (extent of utilization of budgetary allocation to various activities approved by the competent authority).

Less utilized				Partly utilized				Fully utilized	
1	2	3	4	5	6	7	8	9	10



नोटः वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपन्न सफेद कागज पर मुद्धित किया जाए Note : APAR Form to be printed on White Paper

डॉ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा के तकनीकी सेवा के किर्मियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report for

Technical Employees of Dr. Rajendra Prasad Central Agricultural University, Pusa.

1	नाम (Name)	
2	पदनाम (Designation)	
3	वरीयता क्रमांक (Seniority No.)	
4	प्रतिवेदन का वर्ष (Year of the Reporting)	
5	प्रतिवेदन की अवधि (Period of Reporting)	

Car Eluly or 2

डॉo राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा मुख्यालय/संस्थान (Dr. RPCAU, Headquarter
/Institute)
प्रपत्र (Form)
डाँ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा के तकनीकी सेवा के कर्मियों का वार्षिक
कार्यनिष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Appraisal Report for Technical Employees
of Dr. Rajendra Prasad Central Agricultural University.)
समाप्ति वर्ष / अवधि का प्रतिवेदन (Report for the year/ period ending)
वैयक्तिक ब्यौरे (Personal Data)
भाग-1 (Part - 1)
(मंत्रालय / विभाग / कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administrative Section concerned of the Ministry/ Department/ Office)
1. अधिकारी का नाम (Name of Officer)
2. जन्म तिथि : (दिन / माह / वर्ष) अंकों में (Date of Birth : DD/MM/YYYY):
शब्दों में (In word)
3. वर्तमान श्रेणी में लगातार नियुक्ति की तिथि (Date of continuous appointment To the present
grade) दिनांक (Date) श्रेणी (Grade)
4. वर्तमान पद तथा उस पर नियुक्ति की तिथि (Present post and date of appointment there to)
पद (Post) दिनांक (Date)
5. वर्ष में कार्य से अनुपरिथति की अवधि (प्रशिक्षण, छुट्टी आदि)। यदि उक्त अधिकारी ने प्रशिक्षण
लिया है तो उसका विवरण दें। (Period of absence from duty (on training, Leave etc) during
the year. If he has under gone training specify)
Gerod w Reporting)

भाग-2 जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरें जाने के लिए

Part - 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON (कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)

(Please read carefully the instructions before filling the entries)

1.	किये गये कार्यों का संक्षिप्त विवरण
	Brief description of duties.

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिणाम/मात्राा या अन्य रूप में) कार्यों की आठ-दस मदें प्राथमिकता के आधार पर बताएं और हरेक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएँ। (उदाहरण के लिए आपके प्रभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/ goal (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten times of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division).

लक्ष्य / उद्देश्य / ध्येय Targets/ Objectives/ Goals	उपलब्धियाँ Achievements
for the year following the year following the given	Places siste whether the annual return by united gent was filed within the proscribed date us calculate year. If not, the date of falling the return
a Gradu to 25 map	
Margar malific to american?	
	operation of the state of the s



(अ) कृपया मद 2 में बातए गए लक्ष्यों / उद्देश्यों / ध्येयों की प्राप्ति में रही कर्मियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं। (A) Please state, briefly, the shortfalls with reference to the targets/ objectives/ goal referred to in item 2. Please specify constraints, if any, in achieving the targets.
(Please rold carefully the manuemons become tuning the control of the carefully the manuemons become tuning the carefully the manuemons become the carefully the carefully the manuemons of tunies.
(ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्ध्यां रही है और उनमें अपने योगदान का भी उल्लेख करें। (A) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
्राष्ट्र के कि
कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेण्डर वर्ष की अचल संपत्ति वाषिक विवरणी निर्धारित तारीख अर्थात् कैलेण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण तर्ज कराने की तारीख दी जाए। Please state whether the annual return on immovable property for the preceding calendar was filed within the prescribed date i.e. 31 st January of the year following the
. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेण्डर वर्ष की अचल संपत्ति वाषिक विवरणी निर्धारित तारीख अर्थात् कैलेण्डर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण तर्ज कराने की तारीख दी जाए।

भाग-3

Part - 3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी किया द्वारा किया जाना है जो 1–10 पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

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.

(कृपय प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें) (Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40 प्रतिशत होगा)

(A) Assessment of work output (weightage to this Section would be 40 %)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग–5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part – 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्वनियोजित कार्य की परिपूर्णता / विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted.		establishe colered by the	((1)414)
ii) कार्य—निष्पादन की कोटि Quality of output.			mer annipring
iii) विश्लेषणात्मक योग्यता Analytical ability			5-100
iv) अपवादात्मक कार्य की परिपूर्णता / किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/	mesi) Andre Art	not dispose may be	Partial
unforeseen tasks performed निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on "Work Output"	kadiga tavarahi	t sticken with allow small	Res

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30 प्रतिशत होगा)

(B) Assessment of personal attributes (weightage to this Section would be 30 %)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part - 5)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति			ridionly
Attitude to work			
ii) जिम्मेदारी का बोध			
Sense of responsibility.			
iii) अनुशासन का अनुरक्षण			
Maintenance of Discipline			
iv) संप्रेषण क्षमताएं		100	
Communication skills			
v) नेतृत्व गुण			
Leadership qualities	the rate was not been	the first of the same	
vi) दल की भावना में कार्य करने की क्षमता		Maria de la Companya	
Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता			
Capacity to work in time-schedule			
viii) परस्पर व्यक्तिगत संबंध			
Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व			
Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण			
Overall Grading on 'Personal Attributes'			



(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30 प्रतिशत होगा)

(A) Assessment of functiona	al competency (weightag	ge to this Section would be 30	%)
ene good ving med Standing exists on where no first manage of the t	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग⊣5 का पैरा 2) Reviewing Authority (Refer Para)2 of Part – 5)	पुनर्विलोकन प्राधिकारी के आदक्षर Initial of Reviewing Authority
i) नियम/विनिमय/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly.		grading in to be award 0, where 1 refers to th	
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability iii) निर्णय लेने की क्षमता Decision making ability		Films (e) From cores A LAJ	
iv) समन्वय क्षमता Coordination ability	Man gatus 94		
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		ordinated in the first of the first out of the first of t	TOTAL D
vi) पहल शक्ति Initiative		hostells	Arethu ret e
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'		-4	e locato glassoca

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יי	1.	1-	-4

सामान्य

Part - 4

General

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य) Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।) (Please comments on the Officer's accessibility to the public and responsiveness to their needs)

	SOSTER IN PROCESS OF

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रमाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने के दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

3. स्वास्थ्य की स्थिति State of Health

4.	. सत्यनिष्ठा
	Integrity
	(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)
Time.	(Please comments on the integrity of the Officer's)
A first	
5.	प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (र भाग–2 का 3 (अ) एवं 3 (ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
oralisi masar	Pen Picture by Reporting Officer (in about 100 works) on the overall qualities of officer including area of strengths and lesser strength, extraordinay achievement significant failures (ref: 3(A) & 3 (B) of Part – 2) and attitude towards weaker section
	di .
E 1516	े अपन्य की में की स्थान के कुल्या इसके स्थान करात करा कोई ऐसी पता है।
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	प्रतिवेदन के भाग—3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिल
0.869	प्रतिवेदन के भाग—3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिल संख्यात्मक वर्गीकरण।
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0.869	प्रतिवेदन के भाग–3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिल संख्यात्मक वर्गीकरण। Overall numerical grading on the basis of weightage given in Section A, B, and C Part-3 of the Report. प्रतिवेदन अधिकारी के हस्ताक्षर
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6.	प्रतिवेदन के भाग–3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिल संख्यात्मक वर्गीकरण। Overall numerical grading on the basis of weightage given in Section A, B, and C Part-3 of the Report. प्रतिवेदन अधिकारी के हस्ताक्षर
6.	प्रतिवेदन के भाग—3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिल संख्यात्मक वर्गीकरण। Overall numerical grading on the basis of weightage given in Section A, B, and C Part-3 of the Report. प्रतिवेदन अधिकारी के हस्ताक्षर Signature of Reporting Office
6.	प्रतिवेदन के भाग—3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिल संख्यात्मक वर्गीकरण। Overall numerical grading on the basis of weightage given in Section A, B, and C Part-3 of the Report. प्रतिवेदन अधिकारी के हस्ताक्षर Signature of Reporting Office नाम साफ अक्षरों में:
6. स्थान	प्रतिवेदन के भाग—3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिल संख्यात्मक वर्गीकरण। Overall numerical grading on the basis of weightage given in Section A, B, and C Part-3 of the Report. प्रतिवेदन अधिकारी के हस्ताक्षर Signature of Reporting Office

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1.	पुनर्विलोकन अधिकारी की अभियुक्तिः REMARKS OF THE REVIEWING OF OFFICER:
	पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल Length of service under the Reviewing Officer
2.	क्या आप भाग—3 व भाग—4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों / महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग—3 (अ) (IV) तथा भाग—4 (5)) (यदि आप प्रतिवेदन अधिकारी द्वारा विथे गुणों के किसी संख्यात्मक मूल्यांकन से राहगत नहीं है तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तम्भ
	में दें तथा विद्यमान के आद्यक्षर करें)। Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part – 3 & Part – 4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/ significant failure of the officer reported upon? (Ref: Part- 3 (A) (IV) and Part – 4 (5))
	(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.
	हाँ नहीं Yes No
3.	असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?
	In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?
	d sittéen il viv-e il viu a a dan de Cay by band de anale ave décendes arbayes. Overall aumentait grafing on the basis of verglange plus, in Soution &
4.	पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
	Pen Picture by Reviewing Officer. Please comment (in about 100 word) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.
	From and and series and and series are series and series are series and series and series and series are series and series and series and series and series are series are series and series are series are series and series are series are series are series and series are serie

 प्रतिवेदन के भाग-3 के खंड- अ, मिलाकर संख्यात्मक वर्गीकरण। 	खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल
	he basis of weightage given in Section - A, Section -E
क्ष में प्रतिकारिको का तेमक हो भाग के विश्ववस्था था जा अवस्थाना के पार्थ के करण जिल्ल में पार्थ	
	पनर्विलोकन अधिकारी के इस्ताथर
	Signature of Reviewing Officer
स्थान	नाम साफ अक्षरों में:
Place	Name in Block Letters: पदनाम:
दिनांक:	Designation:प्रितवेदन की अवधि में:
Date date to the set of the	During the period of Report:
₹ _p moths	
वर्ष र भवकारिय साथ सामाना काली वास्त्रकार	प्रिकारिक रक प्राप्ति के प्राप्त के व रक्ष प्राप्तवाचित्र ((ii)) व के प्रथम प्राप्ता के कांक्सिक कार्यात करते के



संख्यात्मक श्रेणीकरण के साथ एपीआर भरने संबंधी दिशानिर्देश Guidelines regarding filling up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए। The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएग। श्रेणी 1 2 अथवा 9 10 विरल होती है। अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।

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 failure and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. 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.

- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ठ" लिया जाएगा तथा सूचीकरण/प्रोन्नित के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।

 APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the pupose of calculating average scores for empanelment/promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।

 APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।

 APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.
- (vi) एपीएआर का 4 से कम का वर्गीकरण "शून्य" लिया जायेगा। APARs graded below 4 will be given score of "Zero"

डॉ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा के प्रशासनिक / वित्तीय सेवा के कर्मियों का वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन

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

1	नाम (Name)	Fact II: Self Appraisal (To lise 1 Maint description of duties
2	पदनाम (Designation)	
3	वरीयता क्रमांक (Seniority No.)	Special polyeranismos of the social state of t
4	कर्मी पहचान पत्र संख्या (Employee ID No.)	custos leseina cali vedissia atesporatello.
5	प्रतिवेदन का वर्ष (Year of the Reporting)	the motor subgrafill to such soft from the
6	प्रतिवेदन की अवधि (Period of Reporting)	

2 gravier 2

ार्य मूल	यांक	न निष्पादन प्रतिवेदन की अवधि (APAR for the period) से (from)तक (to)
		Part I - वैयक्तिक जानकारी (संबंधित विभाग / कार्यालय द्वारा भरा जाय) Personal Details: (To be filed by Concern Department/office)
	1.	नाम, पदनाम तथा वरीयता क्रमांकः Name, Designation & Gradation No
	2.	जन्म तिथि: Date of Birth: (DD/MM/YYYY)
	3.	क्या पदाधिकारी अनु०जा० / अनु०ज०जा० के अन्तर्गत आते हैं? Whether the officer belongs to SC/ST ?:
	4.	योगदान की तिथि (Date of appointment in cadre)
	5.	विभाग / कार्यालय का नामः Name of the Department/office:(presently posted)
	6.	वर्तमान विभाग में पदस्थापन की तिथिः Date from which posted in the present department office
	7.	छुट्टी, प्रशिक्षण आदि ड्यूटी से अनुपस्थित रहने की अवधि 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
		, सारकार है ।
2.		Brief description of the work done by you during the year/period bringing out any special achievements.
		(Seniority No.)
3.		Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31 st January of the year following the calendar year. If not, the date of filling the return should be given.
		(Year of the Reporting)
		fine its matrix
		सूचना देने वाले अधिकारी के हस्ताक्षर (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)

 2. Does the Reporting Officer agree with the Statement made in Part-II? If not, the extent of
 - enalwarrania arawa at enalwarrania arawa at

 Status of Health (Please tick appropriate box)

Satisfactory Poor

4. If classified "Poor', please comment on the reasons for your assessment

disagreement and reasons therefore

5. Training if any given to the employee during the period

nt Parisher and virgin or faller.

Note:

संख्यात्मक श्रेणीकरण के साथ ए.पी.ए. आर. भरने संबंधी दिशा निर्देश Guideline regarding filling up to APAR with numerical grading.

- i) ए.पी.ए. आर. के स्तम्भ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए। The columns in the APAR should be filled in with due care and after devoting adequate time in manuscript.
- ii) संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाता है जो 1–10 के पैमाने पर होना चाहिए, जहाँ 1 से कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

 Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where I refers to the lowest grade and 10 to the highest.
- iii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।

 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.
- iv) ए.पी.ए.आर. का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण / प्रोन्नित के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा। 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.
- v) ए.पी.ए.आर. का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा प्राप्तांक 7 दिया जाएगा। APAR graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- vi) ए.पी.ए.आर. का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा प्राप्तांक 5 दिया जाएगा। APAR graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.
- vii) ए.पी.ए.आर. का 4 से कम वर्गीकरण "शून्य" लिया जाएगा। APAR graded below 4 will be given a score of "Zero".



6. 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 Office
i	General Intelligence and keennes to learn	nofilO mg	Doos the Rope	Keviewing Office
ii	Knowledge of Office procedures	Shann remode to resease off	n Tr Pil-no Tai	
iii	Knowledge of Rules, Regulations and instruction in general and with particular reference to the work allotted to him	and production to	Status of Health Charactick segu	
iv	Quality of work	I tomorous simula Si	of bolish bill	1.
	a) Ability to apply the relevant Rules and Regulations correctly	r your percentage	On the research	
	b) Capacity for examining cases thoroughly	is to reposit the amount of		Stight
	c) Quality of Noting and Drafting	neilli yeleneya salish a r. Dana eta Arana milik es	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
mann	d) Promptness in disposal of work	one established the see NASA or	t n. immiles se(C	
V	Amenability to discipline	ing the property of the control of the	Ex-Sept Affile	
vi	Punctuality in attendance	n influence of learning at or of	eteny testamat/f	
vii	Relation with fellow employees/ Public Relations (Wherever applicable)		TO SECURE OF CASE	
viii	Office Etiquettes	five I got the attitute (1)	ne mal marke	
ix	General Conduct	E RHIC II MAY DA FING	THE WHITE BY	
X	Capacity to work in team spirit	notes and about one of the	iou sm erafin	
	7. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars. 2. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them.	The second secon		
9	. (a) Average score of Sl. No. 6 (i to x)	a and pay or by in	and leaving AASA a recognitive of the control of t	

(b) Grading on the basis of average score

10. Effe	ctiveness in the development and protection of Scheduled Cast/or	r Scheduled Trib
i) ii)	Attitude towards SCs and STs Sensitivity to social justice	7.600
	you region with the assessment of the officeal on by the Reporting Office?/ (In case of	49
Place:	Signature of Reporting Officer:	
	Name in Block Letters:	
Date:	Designation (during period of report):	
	Challeng mu	130
	Winner in modern &	
	Part V - Remarks/ Comments by Accapting Officer	
		t Gen

SOUTH TO THE

Part IV – Remarks by Reviewing Officer

1	. Length of service under Reviewing Officer:
1	. Length of service under Reviewing Officer:
	botten brook y vintificate to
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?
	there anything you wish to mounty or add?
3.	General remarks about the work of the official
	including on the grading by the reporting officer.
4.	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:	
Date.	Designation (during period of report):
	Powt V. Domoulys/Commonts by Asserting Officer
	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):
	2 50. Situation (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.

Dr. Rajendra Prasad Central Agricultural University, Bihar Pusa, Samastipur

Annual Performance Assessment Report for Skilled Supporting Staff (SSS)

	for the year/ Ap	
1.	Name of the Stoff	
2.	Designatioin :	
3.	Data of I.:	
4.	Data Clini	
5.		
6.		
0.	Nature of work assinged:	
Rema	rks against the items will only be g	iven by the Reporting Officer when considered necessary. The
Ciliaik	is will be influenced by the observa	tion of the Reporting Officer In case of Adverse remarks the
att co	oncerned must be cautioned in adva	inced about his/her lapses.)
em w	ise remarks of the Reporting Office	er, if any.
	ise remarks of the Reporting Office	er, if any.
	ise remarks of the Reporting Office	er, if any.
)		
(i)	Intelligence Energy, Zeal and interest in wor	:
(i) (ii)	Intelligence Energy, Zeal and interest in wor	:
(i) (ii) (iii)	Intelligence Energy, Zeal and interest in word Sense of responsibility and devo	:
(i) (ii) (iii) (iv)	Intelligence Energy, Zeal and interest in word Sense of responsibility and devo	:
(i) (ii) (iii) (iv) (v) (vi)	Intelligence Energy, Zeal and interest in word Sense of responsibility and devo	:
(i) (ii) (iii) (iv) (v) (vi)	Intelligence Energy, Zeal and interest in word Sense of responsibility and devo Relations with others Efficiency Punctually	:
(i) (ii) (iii) (iv) (v) (vi)	Intelligence Energy, Zeal and interest in word Sense of responsibility and devo Relations with others Efficiency Punctually	:

Signature of the Controlling Officer and Designation.

