

डा0 राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय,  
पूसा (समस्तीपुर) – 848 125, बिहार

पत्रांक 04 / गो0 शा0 / रा.प्र.के.कृ.वि. पूसा,  
प्रेषक:

दिनांक 06/04/2022

उप कुलसचिव (स्था0).

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 Assessment 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 Assessment Report) प्रतिवेदन प्रपत्र वर्ष 2021-22 बिन्दुवार भर कर जमा करने के लिए कोटिवार कर्मचारियों का प्रपत्र रा.प्र.के.कृ.वि., पूसा के वेबसाइट [www.rpcau.ac.in](http://www.rpcau.ac.in) पर उपलब्ध कराया जा रहा है। कृपया अपने स्तर से डाउनलोड कर कोटिवार कर्मचारियों को प्रपत्र उपलब्ध करा दिया जाय तथा प्रपत्र जमा करने के लिए संलग्न कैलेंडर में अंकित समयावधि का अनुपालन किया जाय।

वार्षिक कार्य निष्पादन मूल्यांकन प्रतिवेदन (Annual Performance Assessment 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 वेबसाइट पर उपलब्ध है।

अनु0- प्रपत्र - 6 प्रति  
कैलेंडर - 1 प्रति  
प्रतिवेदन अधिकारी  
के लिए दिशा निर्देश- 1 प्रति।

विश्वासभाजन

उप कुलसचिव (स्था0)

ज्ञापांक / गो0 शा0 / रा.प्र.के.कृ.वि. पूसा,

दिनांक / 2021

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

उप कुलसचिव (स्था0)



**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 <sup>th</sup> May
2.	Submission of self-assessment by the Scientists/ Officers/ Officials upon to the Reporting Officer.	5 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>st</sup> July
6.	Receipt of representation, if any, on the completed APAR from the Scientist/ Officers/ Officials reported upon by the Confidential Section.	16 <sup>th</sup> August
7.	Forwarding of representation received from the Scientists/ Officers/ Officials reported upon by the Confidential Section to the Competent Authority.	31 <sup>st</sup> August
8.	Disposal of representation by the Competent Authority, with concurrence or rejection.	30 <sup>th</sup> September
9.	Communication of the decision taken by Competent Authority on the representation received to the Confidential Section.	15 <sup>th</sup> October
10.	End of entire process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November

*8/9/2022*  
*6/14/2022*



**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	
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	
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	

*S. K. Singh*  
6/4/2022



**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

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

*[Signature]*  
6/14/2022



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

10. Period on leave during the year:

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

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

Period	Station	Designation

Figure	Year	Subject(s)	Location



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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 * * * *			
3.	Teaching * * * *			
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			

*Person*  
2/4/2022



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

8.	Other activities;			
	<ul style="list-style-type: none"> <li>• Reports generation</li> <li>• Publicity making</li> <li>• Special assignments within or outside the University, etc.</li> <li>• Information compilation</li> <li>• ATRs</li> <li>• Any other (please specify)</li> </ul>			

\* 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 (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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
1.	<p>Research:</p> <p><i>a) Research Activities:</i></p> <ul style="list-style-type: none"> <li>(i) Varieties/breeds/tree species released</li> <li>(ii) Management practices developed</li> <li>(iii) Process/concept/methodology developed</li> <li>(iv) Implements/tools developed</li> <li>(v) Any other (please specify)</li> </ul> <p><i>b) Publications/ presentations/ documentation</i></p> <ul style="list-style-type: none"> <li>(i) Papers in research journals (National/International)</li> <li>(ii) Technical/popular articles</li> <li>(iii) Books (Authored/edited)</li> <li>(iv) Book chapters/technical bulletins/manuals</li> <li>(v) Working/concept papers</li> <li>(vi) Scientific/teaching reviews</li> <li>(vii) Presentation in workshops/seminars/ symposia/ conferences</li> <li>(viii) Compilation/documentation</li> <li>(ix) Any other (please specify)</li> </ul> <p><i>c) Product development</i></p> <ul style="list-style-type: none"> <li>(i) Crop-based</li> <li>(ii) Animal-based, including vaccines</li> <li>(iii) Biological – biofertilizer, biopesticide, etc.</li> <li>(iv) IT based – database, software, etc.</li> <li>(v) Value-added products</li> <li>(vi) Any other (please specify)</li> </ul> <p><i>d) Intellectual property generation</i></p> <ul style="list-style-type: none"> <li>(i) Patents</li> <li>(ii) Copyrights</li> <li>(iii) Designs</li> <li>(iv) PPV – registered only</li> <li>(v) Any other (please specify)</li> </ul> <p><i>e) Contribution through AICRPs (as a member)</i></p> <ul style="list-style-type: none"> <li>(i) Technology assessment and refinement</li> <li>(ii) Release of technology to farmers</li> <li>(iii) Feasibility testing</li> <li>(iv) Prototypes developed/manufactured/ supplied</li> <li>(v) Any other (please specify)</li> </ul>	



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

S. No.	Activity	Contribution
2.	<p><i>Transfer of technology:</i></p> <p>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)</p>	
3.	<p><i>Teaching/ Academic activity:</i></p> <p>a) Courses designed and taught  b) Students guided  c) Resource material/methodology developed  d) Any other (please specify)</p>	
4.	<p><i>Training:</i></p> <p>a) Programmes developed and organized  b) Resource material developed  c) Any other (please specify)</p>	
5.	<p><i>Organizing Workshops/ seminars/ symposia/ conferences:</i></p> <p>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)</p>	
6.	<p><i>Institutional support:</i></p> <p>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</p>	



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

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

S.N.	Activity	Remarks
1.	Continuity services provided	
2.	Contract research	
3.	Special national/ international projects	
4.	Commercialization of technology	
5.	Summer or Winter School	
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)	

*[Signature]*  
E/14/2022



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**3. Peer Recognition:**

S.N.	Activity	Remarks
1.	<b>Awards/ fellowships received</b> (National; International; Institutional/ Professional Societies; Best paper/ poster/ honours received; Any other – please specify)	
2.	<b>Professional Societies</b> (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 (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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		
2.	Seminars/ Workshops/ Symposia		
3.	Conferences/ Meetings		
4.	Any other (Please specify)		

**Place and Date**

**Signature of the Scientist reported upon**

*P. S. S. S.*  
*6/11/2022*



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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.	<b>Human resource management:</b>			
	a) Recruitment			
	b) Timely assessment of Technical, Administrative Staff and Scientists at the Institute			
	c) Human resource development			
	d) Redress the employee's grievances at the institute			
2.	<b>Financial management: (Division/ Station/ Institute/Department/ College)</b>			
	a) Resource generation			
	b) Budget utilization			
	c) New externally funded projects			
3.	<b>Intellectual property management:</b>			
	a) Identification and protection			
	b) Technologies commercialized			
4.	<b>Management/ promotion of scientific collaboration</b>			
	a) National			
	b) International			
5.	<b>Conducting meetings and follow-up action:</b>  IRC/ RAC / ITMU /IMC / QRT/ International events, etc			
6.	<b>Public/ Farmers Outreach</b> a)Publicity/ Interaction b)Public advocacy and outreach c)Interaction with KVKs			



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

S. No.	Activity	Targets (Institutional)	Achievements	Reasons for Shortfall, if any
7.	Visit to provide guidance and support (Regional Stations/ Centers)			
8.	Completion of activities in time (Annual Report )			
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.			
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

*[Signature]*  
6/4/2022



### 3.2 Comments on Part – 2:

12.	Any other (please specify)	
11.	Implementation of programmes of Ministry Departments by the Institute.	
10.	Responses to important communication received from University.	
	development of alternate source of energy viz. establishment of roof-top solar panel systems at the Institute.	

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*).



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

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

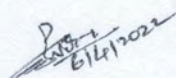
\* As applicable to the functions assigned

$$(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4) + (M^5 \times W^5) + (M^6 \times W^6) + (M^7 \times W^7)$$
 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:**

(i) Please comment on the state of health of the Scientist.

(ii) Please comment on the integrity of the Scientist by circling one of the following options:

- Beyond doubt
- Nothing adverse heard against
- Doubtful

*Note: Instructions of Government of India to be followed in case of adverse remarks*

(iii) Please comment on the attitude of the Scientist towards Scheduled Caste / Scheduled Tribe / Weaker Sections of the Society; his / her understanding and willingness to deal with them.

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(iv) Please comment on the major strengths of the Scientist.

--

(v) Suggested area of training/skill upgradation.

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Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director

**3.5 Overall Grading:**

Outstanding/ Very Good/ Good/ Average/ Below Average

(Based on the overall grade obtained at 3.3)

Remarks	No	Yes

Signature of the Reporting Officer .....

Name (in Block Letters) .....

Designation.....

Place:

Date:



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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			
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 :**

**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.

*P. W. R.*  
6/11/2022



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\* Total should add up to 100%

\*\* Please quantify wherever possible

**Accepted by the Reporting Officer**

**Proposed by the Scientist**

Signature with date.....

Signature with date.....

Name.....

Name.....

Designation.....

Designation.....



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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 <sup>1</sup> to W <sup>7</sup> )	
1.	Research/ Teaching/ Extension Activities & Peer Recognition*	30	
2.	Contribution to Research/ Education/ Extension Management*	30	
3.	Resource Generation	05	
4.	Professional growth & development	05	
5.	Personal attributes	10	
6.	Functional competency	10	
7.	Participation in Institutional activities	10	

\* As applicable to the functions assigned. J

**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 below expectation		→		Meets expectation		→		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.*).

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

*6/4/2022*



# **Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

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

Poor quality				Assignments carried out well and in time				Exceeds all measures for expected quality	
1	2	3	4	5	6	7	8	9	10

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

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				Moderate recognition				Very high recognition	
1	2	3	4	5	6	7	8	9	10



**Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

**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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		Very good	
1	2	3	4	5	6	7	8	9	10

*[Signature]*  
6/11/2022



## Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director

### 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		→		Moderate		→		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 low commitment and accountability		→		Moderate commitment and accountability		→		Very high commitment and accountability	
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*).

Highly indisciplined		→		Disciplined		→		Very highly disciplined	
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*).

Very low		→		Moderate		→		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		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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*).

Very low		→		Moderate		→		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		→		Moderate		→		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 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*).



None		→		Something		→		Appreciable	
1	2	3	4	5	6	7	8	9	10

*6/4/22*



# **Annual Performance Assessment Report (APAR) of Chief Scientist/ H.O.D./ Dean/ Director**

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



**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

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

*6/11/2022*



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

10. Period on leave during the year:

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

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

Period	Station	Designation

Page	Year	Subject(s)	Institution



**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*):

S.N.	Activities Planned and Targets*	Time Spent** (%)	Achieved*** (%)	Reasons for Shortfalls / Constraints, if any
1.	Research Activities * * * *			
2.	Transfer of technology * * * *			
3.	Teaching * * * *			
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			

*[Signature]*  
6/4/2022



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

8.	<p>Other activities;</p> <ul style="list-style-type: none"> <li>• Reports generation</li> <li>• Publicity making</li> <li>• Special assignments within or outside the University, etc.</li> <li>• Information compilation</li> <li>• ATRs</li> <li>• Any other (please specify)</li> </ul>			
----	--	--	--	--

\* 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
1.	<p>Research:</p> <p>a) Research Activities:</p> <p>(i) Varieties/breeds/tree species released</p> <p>(ii) Management practices developed</p> <p>(iii) Process/concept/methodology developed</p> <p>(iv) Implements/tools developed</p> <p>(v) Any other (please specify)</p> <p>b) Publications/ presentations/ documentation</p> <p>(i) Papers in research journals (National/International)</p> <p>(ii) Technical/popular articles</p> <p>(iii) Books (Authored/edited)</p> <p>(iv) Book chapters/technical bulletins/manuals</p> <p>(v) Working/concept papers</p> <p>(vi) Scientific/teaching reviews</p> <p>(vii) Presentation in workshops/seminars/ symposia/ conferences</p> <p>(viii) Compilation/documentation</p> <p>(ix) Any other (please specify)</p> <p>c) Product development</p> <p>(i) Crop-based</p> <p>(ii) Animal-based, including vaccines</p> <p>(iii) Biological – biofertilizer, biopesticide, etc.</p> <p>(iv) IT based – database, software, etc.</p> <p>(v) Value-added products</p> <p>(vi) Any other (please specify)</p> <p>d) Intellectual property generation</p> <p>(i) Patents</p> <p>(ii) Copyrights</p> <p>(iii) Designs</p> <p>(iv) PPV – registered only</p> <p>(v) Any other (please specify)</p> <p>e) Contribution through AICRPs (as a member)</p> <p>(i) Technology assessment and refinement</p> <p>(ii) Release of technology to farmers</p> <p>(iii) Feasibility testing</p> <p>(iv) Prototypes developed/manufactured/ supplied</p> <p>(v) Any other (please specify)</p>	

*[Signature]*  
6/11/2022



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

S. No.	Activity	Contribution
2.	<p><i>Transfer of technology:</i></p> <p>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)</p>	
3.	<p><i>Teaching/ Academic activity:</i></p> <p>a) Courses designed and taught b) Students guided c) Resource material/methodology developed d) Any other (please specify)</p>	
4.	<p><i>Training:</i></p> <p>a) Programmes developed and organized b) Resource material developed c) Any other (please specify)</p>	
5.	<p><i>Organizing Workshops/ seminars/ symposia/ conferences:</i></p> <p>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)</p>	
6.	<p><i>Institutional support:</i></p> <p>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)</p>	



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

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

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 or implements	
10.	Any other (please specify)	

*Per 6/14/2022*



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

**3. Peer Recognition:**

S.N.	Activity	Remarks
1.	<b>Awards/ fellowships received</b> (National; International; Institutional/ Professional Societies; Best paper/ poster/ honours received; Any other – please specify)	
2.	<b>Professional Societies</b> (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		
2.	Seminars/ Workshops/ Symposia		
3.	Conferences/ Meetings		
4.	Any other (Please specify)		

**Place and Date**

**Signature of the Scientist reported upon**

*P. S. Srinivasan*  
*6/4/2022*



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

### **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 objective comment 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. Any other (Please specify)	
<p>Place and Date</p> <p>Signature of the Secretary</p>	

### 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*).



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

Sl. No.	Indicators	Marks (1-10 scale)	Weightage assigned	Total obtained (W x M)
1.	Research/ Teaching/ Extension work*	M <sup>1</sup>	W <sub>1</sub> [(a)**40+20 (b)*** 60]	
2.	Research Activities and Peer Recognition	M <sup>2</sup>	W <sub>2</sub> (05)	
3.	Resource Generation	M <sup>3</sup>	W <sub>3</sub> (05)	
4.	Professional growth and development	M <sup>4</sup>	W <sup>4</sup> (05)	
5.	Personal attributes	M <sup>5</sup>	W <sup>5</sup> (10)	
6.	Functional competency	M <sup>6</sup>	W <sup>6</sup> (10)	
7.	Participation in Institutional activities	M <sup>7</sup>	W <sup>7</sup> (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: 
$$\frac{(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4) + (M^5 \times W^5) + (M^6 \times W^6) + (M^7 \times W^7)}{100}$$

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:

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

*P. S. M.*  
6/4/2022



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

**3.4 General Assessment:**

(i) Please comment on the state of health of the Scientist.

(ii) Please comment on the integrity of the Scientist by circling one of the following options:

- Beyond doubt
- Nothing adverse heard against
- Doubtful

*Note: Instructions of Government of India to be followed in case of adverse remarks*

(iii) Please comment on the attitude of the Scientist towards Scheduled Caste / Scheduled Tribe / Weaker Sections of the Society; his / her understanding and willingness to deal with them.

(iv) Please comment on the major strengths of the Scientist.

(v) Suggested area of training/skill upgradation.



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

**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.....

Remarks	No	

Place:

Date:

*[Signature]*  
26/4/2022



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

**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			
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 :**



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

**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.

*P. Sharma*  
6/4/2022



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

**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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\* Total should add up to 100%

\*\* Please quantify wherever possible

**Accepted by the Reporting Officer**

**Proposed by the Scientist**

Signature with date.....

Signature with date.....

Name.....

Name.....

Designation.....

Designation.....



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

**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.

	<b>Parameters</b>	<b>Weightage of Marks (W<sup>1</sup> to W<sup>7</sup>)</b>	
1.	Research/ Extension/ Teaching work*	a) **40 + 20 b) *** 60	
2.	Research Activities & Peer Recognition	05	
3.	Resource Generation	05	
4.	Professional growth & development	05	
5.	Personal attributes	10	
6.	Functional competency	10	
7.	Participation in Institutional activities	05	

\* As applicable to the functions assigned;

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

\*\*\* 60 if only research/ Extension work.

**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 below expectation		→		Meets expectation		→		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.*).

Very low		→		Moderate		→		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		→		Assignments carried out well and in time		→		Exceeds all measures for expected quality	
1	2	3	4	5	6	7	8	9	10

*Done  
6/11/22*



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

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

- 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				Moderate recognition				Very high recognition	
→						→			
1	2	3	4	5	6	7	8	9	10



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

**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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		Very good	
1	2	3	4	5	6	7	8	9	10

*Signature*  
6/14/2022



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

**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		→		Moderate		→		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 low commitment and accountability		→		Moderate commitment and accountability		→		Very high commitment and accountability	
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*).

Highly indisciplined		→		Disciplined		→		Very highly disciplined	
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*).

Very low		→		Moderate		→		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		→		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		→		Moderate		→		Very good	
1	2	3	4	5	6	7	8	9	10



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

**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		—————→		Moderate		—————→		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		—————→		Moderate		—————→		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		—————→		Moderate		—————→		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*).

Very low		—————→		Moderate		—————→		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		—————→		Moderate		—————→		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 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*).



None		—————→		Something		—————→		Appreciable	
1	2	3	4	5	6	7	8	9	10

*Signature*  
6/11/2022



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

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



**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

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

*6/11/2022*



Annual Performance Assessment Report (APAR) of Subject Matter Specialist / Assistant Professor

10. Period on leave during the year:

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

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

Period	Station	Designation

Degree	Year	Subject(s)	Institution



**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 * * * *			
3.	Teaching * * * *			
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			

*Signature*  
6/4/2022



**Annual Performance Assessment Report (APAR) of Subject Matter Specialist / Assistant Professor**

8.	Other activities; <ul style="list-style-type: none"> <li>• Reports generation</li> <li>• Publicity making</li> <li>• Special assignments within or outside the University, etc.</li> <li>• Information compilation</li> <li>• ATRs</li> <li>• Any other (please specify)</li> </ul>			
----	--	--	--	--

\* 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 Annèxure).

S. No	Activity	Contribution
1.	<p>Research:</p> <p><i>a) Research Activities:</i></p> <ul style="list-style-type: none"> <li>(i) Varieties/breeds/tree species released</li> <li>(ii) Management practices developed</li> <li>(iii) Process/concept/methodology developed</li> <li>(iv) Implements/tools developed</li> <li>(v) Any other (please specify)</li> </ul> <p><i>b) Publications/ presentations/ documentation</i></p> <ul style="list-style-type: none"> <li>(i) Papers in research journals (National/International)</li> <li>(ii) Technical/popular articles</li> <li>(iii) Books (Authored/edited)</li> <li>(iv) Book chapters/technical bulletins/manuals</li> <li>(v) Working/concept papers</li> <li>(vi) Scientific/teaching reviews</li> <li>(vii) Presentation in workshops/seminars/symposia/ conferences</li> <li>(viii) Compilation/documentation</li> <li>(ix) Any other (please specify)</li> </ul> <p><i>c) Product development</i></p> <ul style="list-style-type: none"> <li>(i) Crop-based</li> <li>(ii) Animal-based, including vaccines</li> <li>(iii) Biological – biofertilizer, biopesticide, etc.</li> <li>(iv) IT based – database, software, etc.</li> <li>(v) Value-added products</li> <li>(vi) Any other (please specify)</li> </ul> <p><i>d) Intellectual property generation</i></p> <ul style="list-style-type: none"> <li>(i) Patents</li> <li>(ii) Copyrights</li> <li>(iii) Designs</li> <li>(iv) PPV – registered only</li> <li>(v) Any other (please specify)</li> </ul> <p><i>e) Contribution through AICRPs (as a member)</i></p> <ul style="list-style-type: none"> <li>(i) Technology assessment and refinement</li> <li>(ii) Release of technology to farmers</li> <li>(iii) Feasibility testing</li> <li>(iv) Prototypes developed/manufactured/ supplied</li> <li>(v) Any other (please specify)</li> </ul>	

*6/11/2022*



**Annual Performance Assessment Report (APAR) of Subject Matter Specialist / Assistant Professor**

S. No.	Activity	Contribution
2.	<i>Transfer of technology:</i> 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)	
3.	<i>Teaching/ Academic activity:</i> a) Courses designed and taught b) Students guided c) Resource material/methodology developed d) Any other (please specify)	
4.	<i>Training:</i> a) Programmes developed and organized b) Resource material developed c) Any other (please specify)	
5.	<i>Organizing Workshops/ seminars/ symposia/ conferences:</i> 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)	
6.	<i>Institutional support:</i> 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)	



**Annual Performance Assessment Report (APAR) of Subject Matter Specialist / Assistant Professor**

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

*6/4/2022*



**3. Peer Recognition:**

S.N.	Activity	Remarks
1.	<b>Awards/ fellowships received</b> (National; International; Institutional/ Professional Societies; Best paper/ poster/ honours received; Any other – please specify)	
2.	<b>Professional Societies</b> (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 (APAR) of Subject Matter Specialist / Assistant Professor**

**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		
2.	Seminars/ Workshops/ Symposia		
3.	Conferences/ Meetings		
4.	Any other (Please specify)		

**Place and Date**

**Signature of the Scientist reported upon**

*[Signature]*  
6/11/2022



### **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 objective comment 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*).



**Annual Performance Assessment Report (APAR) of Subject Matter Specialist / Assistant Professor**

Sl. No.	Indicators	Marks (1-10 scale)	Weightage assigned	Total obtained (W x M)
1.	Research/Extension/ Teaching Activities & Peer Recognition*	M <sup>1</sup>	W <sup>1</sup> [(a)** 40+20 (b)*** 60]	
2.	Resource Generation	M <sup>2</sup>	W <sup>2</sup> (05)	
3.	Professional growth & development	M <sup>3</sup>	W <sup>3</sup> (05)	
4.	Personal attributes	M <sup>4</sup>	W <sup>4</sup> (15)	
5.	Functional competency	M <sup>5</sup>	W <sup>5</sup> (10)	
6.	Participation in Institutional activities	M <sup>6</sup>	W <sup>6</sup> (05)	

\* As applicable to the functions assigned;

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

\*\*\* 60 if only research/ Extension activities

Final Grading: 
$$\frac{(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4) + (M^5 \times W^5) + (M^6 \times W^6)}{100}$$

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.

*Signature*  
6/11/2022



**3.4 General Assessment:**

(i) Please comment on the state of health of the Scientist.

(ii) Please comment on the integrity of the Scientist by circling one of the following options:

- Beyond doubt
- Nothing adverse heard against
- Doubtful

*Note: Instructions of Government of India to be followed in case of adverse remarks*

(iii) Please comment on the attitude of the Scientist towards Scheduled Caste / Scheduled Tribe / Weaker Sections of the Society; his / her understanding and willingness to deal with them.

--

(iv) Please comment on the major strengths of the Scientist.

--

(v) Suggested area of training/skill upgradation.

--



**Annual Performance Assessment Report (APAR) of Subject Matter Specialist / Assistant Professor**

**3.5 Overall Grading:**

Outstanding/ Very Good/ Good/ Average/ Below Average

*(Based on the overall grade obtained at 3.3)*

Remarks	Yes	No	Section

Signature of the Reporting Officer .....

Name (in Block Letters) .....

Designation.....

Place:

Date:

*P. Ramya*  
*8/4/2022*



**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			
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 :**



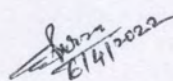
## **Guidelines**

### **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.
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.

  
21/4/2022



**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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\* Total should add up to 100%

\*\* Please quantify wherever possible

**Accepted by the Reporting Officer**

**Proposed by the Scientist**

Signature with date.....

Signature with date.....

Name.....

Name.....

Designation.....

Designation.....



## 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 <sup>1</sup> to W <sup>6</sup> )	
1.	Research/ Extension/ Teaching Activities & Peer Recognition*	a) **40 + 20 b) *** 60	
2.	Resource Generation	05	
3.	Professional growth & development	05	
4.	Personal attributes	15	
5.	Functional competency	10	
6.	Participation in Institutional activities	05	

\* As applicable to the functions assigned;

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

\*\*\* 60 if only research/ Extension activities

**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 below expectation		→		Meets expectation		→		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.*).

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

*6/4/2022*



# Annual Performance Assessment Report (APAR) of Subject Matter Specialist / Assistant Professor

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

Poor quality				Assignments carried out well and in time				Exceeds all measures for expected quality	
1	2	3	4	5	6	7	8	9	10

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

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				Moderate recognition				Very high recognition	
1	2	3	4	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)

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

*Signature*  
21/4/2022



**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		→		Moderate		→		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 low commitment and accountability		→		Moderate commitment and accountability		→		Very high commitment and accountability	
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*).

Highly indisciplined		→		Disciplined		→		Very highly disciplined	
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*).

Very low		→		Moderate		→		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		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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		→		Moderate		→		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*).

Very Low		→		Moderate		→		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		→		Moderate		→		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 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*).

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

*Signature*  
2/11/2022



नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र सफेद कागज पर मुद्रित किया जाए  
Note : APAR Form to be printed on White Paper

डॉ० 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, 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)	

6/11/2022



डॉ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा मुख्यालय/संस्थान (Dr. RPCAU, Headquarter  
/Institute) .....

**प्रपत्र (Form)**

डॉ० 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 अनुपस्थिति 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) .....



**भाग-2**

जिस अधिकारी का प्रतिवेदन लिखा जाना है, उनके द्वारा भरे 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/मात्रा या अन्य रूप में) कार्यों की आठ-दस मर्दें 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

*Signature*  
6/4/2022



3. (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.

--

- (ब) कृपया उन मदों का भी उल्लेख करें जिसमें काफी अधिक उपलब्धियां 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.

--

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर 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 year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given.

--

सूचना देने वाले अधिकारी के हस्ताक्षर  
Signature of officer reporter upon

दिनांक.....

Date.....



**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.

(कृपया 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.			
ii) कार्य-निष्पादन की कोटि Quality of output.			
iii) विश्लेषणात्मक योग्यता Analytical ability			
iv) अपवादात्मक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on "Work Output"			

(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 Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility.			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण क्षमताएं Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता 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'			

*21/4/2022*



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

(A) Assessment of functional competency (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) नियम/विनियम/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.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

#### भाग-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)

--

##### 2. प्रशिक्षण

##### Training

(कृपया अधिकारी की प्रभाविता 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)

(Please comments on the integrity of the Officer's)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण असफलताओं (संदर्भ: भाग-2 का 3 (अ) एवं 3 (ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3 (B) of Part – 2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर  
Signature of Reporting Officer

स्थान.....  
Place.....

दिनांक.....  
Date.....

नाम साफ अक्षरों में.....  
Name in Block Letters:.....  
पदनाम:.....  
Designation:.....  
प्रतिवेदन की अवधि में:.....  
During the period of Report:.....

6/11/2022



**भाग-5**

**Part - 5**

1. पुनर्विलोकन अधिकारी की अभियुक्ति:

REMARKS OF THE REVIEWING 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 दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ 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 Yes	नहीं 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?

--

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।

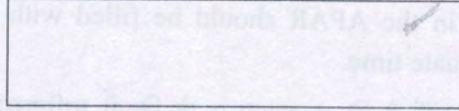
Pen Picture by Reviewing Officer. Please comment (in about 100 word) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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5. प्रतिवेदन के भाग-3 के खंड- अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section – A, Section –B and Section – C in Part- 3 of the Report.



पुनर्विलोकन अधिकारी के हस्ताक्षर  
Signature of Reviewing Officer

स्थान.....

Place.....

दिनांक.....

Date.....

नाम साफ अक्षरों में.....

Name in Block Letters:.....

पदनाम:.....

Designation:.....

प्रतिवेदन की अवधि में:.....

During the period of Report:.....

*P. S. S.*  
21/4/2022



**संख्यात्मक श्रेणीकरण के साथ एपीआर भरने संबंधी दिशानिर्देश**

**Guidelines regarding filling up of APAR with numerical grading**

- (i) एपीआर 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 जाएगा। 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) एपीआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति 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 purpose of calculating average scores for empanelment/ promotion.
- (iv) एपीआर 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) एपीआर 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) एपीआर 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)	
2	पदनाम (Designation)	
3	वरीयता क्रमांक (Seniority No.)	
4	कर्मि पहचान पत्र संख्या (Employee ID No.)	
5	प्रतिवेदन का वर्ष (Year of the Reporting)	
6	प्रतिवेदन की अवधि (Period of Reporting)	

*Signature*  
6/14/2022



कार्य मूल्यांकन 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 क्रमांक:  
Name, Designation & Gradation No.- \_\_\_\_\_
2. जन्म तिथि: Date of Birth: (DD/MM/YYYY) \_\_\_\_\_
3. क्या पदाधिकारी अनु0जा0/अनु0ज0जा0 के अन्तर्गत आते हैं?  
Whether the officer belongs to SC/ST?: \_\_\_\_\_
4. योगदान की तिथि (Date of appointment in cadre) \_\_\_\_\_
5. विभाग/कार्यालय का नाम:  
Name of the Department/office:(presently posted) \_\_\_\_\_
6. वर्तमान विभाग में पदस्थापन की तिथि:  
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
2. Brief description of the work done by you during the year/period bringing out any special achievements.
3. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given.

दिनांक.....

Date.....

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 disagreement and reasons therefore
3. Status of Health  
(Please tick appropriate box) Satisfactory Poor
4. If classified "Poor", please comment on the reasons for your assessment
5. Training if any given to the employee during the period

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 1 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/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।  
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- 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".

*6/11/2022*



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

7. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

8. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them.

9. (a) Average score of Sl. No. 6 (i to x)

(b) Grading on the basis of average score



10. Effectiveness in the development and protection of Scheduled Cast/-or Scheduled Tribes

- i) Attitude towards SCs and STs
- ii) Sensitivity to social justice


Place:

Signature of Reporting Officer:

Name in Block Letters:

Date:

Designation (during period of report):



#### Part IV – Remarks by Reviewing Officer

1. Length of service under Reviewing Officer:
2. Do you agree with the assessment of the official given by the Reporting Officer? (In case of disagreement, please specify the reason) Is there anything you wish to modify or add?
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:

Designation (during period of report):

#### Part V – Remarks/ Comments by Accepting Officer

1. General remarks about the work of the official including on the grading by the Reviewing Officer.

Place:

Signature of Accepting Officer:

Name in Block Letters:

Date:

Designation (during period of report):

**Note:-** Where an adverse entry is made, whether it relates to a remediable or an irreparable 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/ April 20..... to March 20.....

1. Name of the Staff : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of Joining : \_\_\_\_\_
4. Date of birth : \_\_\_\_\_
5. Place of posting : \_\_\_\_\_
6. Nature of work assigned: \_\_\_\_\_

(Remarks against the items will only be given by the Reporting Officer when considered necessary. The remarks will be influenced by the observation of the Reporting Officer. In case of Adverse remarks, the staff concerned must be cautioned in advanced about his/her lapses.)

Item wise remarks of the Reporting Officer, if any.

A)

- (i) Intelligence : \_\_\_\_\_
- (ii) Energy, Zeal and interest in work : \_\_\_\_\_
- (iii) Sense of responsibility and devotion of duty: \_\_\_\_\_
- (iv) Relations with others : \_\_\_\_\_
- (v) Efficiency : \_\_\_\_\_
- (vi) Punctually : \_\_\_\_\_

B) Special skill if any

: \_\_\_\_\_

Signature of the Reporting Officer  
and Designation.

Comments of the controlling officer, if any:

Signature of the Controlling Officer  
and Designation.

*P. K. S.*  
6/11/2022