

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

पत्रांक 42 / गो0 शा0 / रा.प्र.के.कृ.वि. पूसा,

दिनांक 14/05/2019

प्रेषक:

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 2018-19 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 2018-19 बिन्दुवार भर कर जमा करने के लिए कोटिवार कर्मचारियों का प्रपत्र रा.प्र.के.कृ.वि., पूसा के वेबसाइट 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 पत्र के साथ संलग्न कर भेजा जा रहा है।

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

ज्ञापांक 42 / गो0 शा0 / रा.प्र.के.कृ.वि. पूसा,

विश्वासभाजन

24/05/19
उप कुलसचिव (स्था0)

दिनांक 14/05/2019

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 पर पत्र के साथ अनुलग्नक सभी छः प्रपत्र-कैलेंडर एवं प्रतिवेदन अधिकारी के लिए दिशा-निर्देश प्रचारित (upload) करने तथा विश्वविद्यालय के ई-सूचना पट्ट पर सिर्फ पत्र को प्रचारित (upload) करने हेतु प्रेषित।

24/05/19
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 th May
2.	Submission of self-assessment by the Scientists/ Officers/ Officials upon to the Reporting Officer.	5 th June
3.	Submission of report by the Reporting Officer after general assessment and numerical grading or as the case may be to the Reviewing Officer.	20 th June
4.	Completion of report by the Reviewing Officer with critical remarks/numerical grading or as the case may be and sending it to Confidential Section	30 th June
5.	Disclosure of the evaluation including the numerical grade awarded by the Reporting and Reviewing Officers to the Scientists/ Officers/ Officials reported upon.	31 st July
6.	Receipt of representation, if any, on the completed APAR from the Scientist/ Officers/ Officials reported upon by the Confidential Section.	16 th August
7.	Forwarding of representation received from the Scientists/ Officers/ Officials reported upon by the Confidential Section to the Competent Authority.	31 st August
8.	Disposal of representation by the Competent Authority, with concurrence or rejection.	30 th September
9.	Communication of the decision taken by Competent Authority on the representation received to the Confidential Section.	15 th October
10.	End of entire process, after which the APAR will be finally taken on record.	30 th November

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

Sl.No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
1	2	3	4	5
1	Dean/ Director/ Registrar	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
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/ Dy. Comptroller)	Concern Section In-charge, Dy. Registrar, Comptroller	Hon'ble Vice-Chancellor	
11	Administrative / Financial Officer	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
12	Associate Director Research	Director Research	Hon'ble Vice-Chancellor	
13	Chief Medical Officer	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
14	Medical Officer	Chief Medical Officer	Hon'ble Vice-Chancellor	
15	Other Medical Staff	Medical Officer	Chief Medical Officer	
16	Head, Regional Research Station	Associate Director Research	Director Research	Hon'ble Vice-Chancellor
17	Scientist, Regional Research Station	Head, Regional Research Station	Associate Director Research	Director Research
18	University Librarian	Director Education	Hon'ble Vice-Chancellor	
19	Assistant/Dy. Librarian	University Librarian	Director Education	