

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)	

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. 31st 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।
APAR graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for the empanelment/promotion.
- v) ए.पी.ए.आर. का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा प्राप्तांक 7 दिया जाएगा।
APAR graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- vi) ए.पी.ए.आर. का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा प्राप्तांक 5 दिया जाएगा।
APAR graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.
- vii) ए.पी.ए.आर. का 4 से कम वर्गीकरण "शून्य" लिया जाएगा।

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

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.