uksV% okf"kZd dk;Zfu"iknu ewY;kadu izfrosnu dk izi= lQsn dkxt ij eqfnzr fd;k tk,

Note : APAR Form to be printed on White Paper

**MkW0 jktsUnz izlkn dsUnzh; d`f"k fo'ofo|ky;] iwlk ds rduhdh lsok ds dfeZ;ksa dk okf"kZd dk;Zfu"iknu ewY;kadu izfrosnu**

**Annual Performance Appraisal Report for**

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

|  |  |  |
| --- | --- | --- |
| **1** | **uke**  **(Name)** |  |
| **2** | **inuke**  **(Designation)** |  |
| **3** | **ojh;rk Øekad**  **(Seniority No.)** |  |
| **4** | **izfrosnu dk o"kZ**  **(Year of the Reporting)** |  |
| **5** | **izfrosnu dh vof/k**  **(Period of Reporting)** |  |

**MkW0 jktsUnz izlkn dsUnzh; d`f"k fo'ofo|ky;] iwlk eq[;ky;@laLFkku (Dr. RPCAU, Headquarter /Institute) ................................................................................................................**

**izi= (Form)**

MkW0 jktsUnz izlkn dsUnzh; d`f"k fo'ofo|ky;] iwlk ds rduhdh lsok ds dfeZ;ksa dk okf"kZd dk;Zfu"iknu ewY;kadu izfrosnu (Annual Performance Appraisal Report for Technical Employees of Dr. Rajendra Prasad Central Agricultural University.)

lekfIr o"kZ@ vof/k dk izfrosnu (Report for the year/ period ending) ..............................................

………………………………………………………………………………………………………

**oS;fDrd C;kSjs (Personal Data)**

**Hkkx&1 (Part – 1)**

¼ea=ky;@foHkkx@dk;kZy; ds lacaf/kr iz'kklfud vuqHkkx }kjk Hkjs tkus ds fy,½

(To be filled by the Administrative Section concerned of the Ministry/ Department/ Office)

1. vf/kdkjh dk uke (Name of Officer) ......................................................................................

…………………...................................................................................................................

1. tUe frfFk % ¼fnu@ekg@o"kZ½ vadksa esa (Date of Birth : DD/MM/YYYY)%........./........../............

'kCnksa esa (In word) ..............................................................................%----------------------------------------------

1. orZeku Js.kh esa yxkrkj fu;qfDr dh frfFk (Date of continuous appointment To the present grade) fnukad (Date) ............................... Js.kh (Grade) ..............................
2. orZeku in rFkk ml ij fu;qfDr dh frfFk (Present post and date of appointment there to) in (Post) ...................................................................... fnukad (Date) ....................---
3. o"kZ esa dk;Z ls vuqifLFkfr dh vof/k ¼izf'k{k.k] NqV~Vh vkfn½A ;fn mDr vf/kdkjh us izf'k{k.k fy;k gS rks mldk fooj.k nsaA (Period of absence from duty (on training, Leave etc) during the year. If he has under gone training specify) …..…………………………………..….... …………………………………………………………………………………………………………………………………………………………………………………………………............................................................................................................................................

**Hkkx&2** ftl vf/kdkjh dk izfrosnu fy[kk tkuk gS] muds }kjk Hkjs tkus ds fy,

**Part - 2** To Be filled in by the officer reported upon

¼d`i;k izfof"V;ksa dks Hkjus ls igys vuqns'kksa dks /;ku ls i<+ ysa½

(Please read carefully the instructions before filling the entries)

1. fd;s x;s dk;kZsa dk laf{kIr fooj.k

Brief description of duties.

|  |
| --- |
|  |

1. dk;Z ds tks y{;@mís';@/;s; vkius Lo;a vius fy, fu/kkZfjr fd, gksa] ;k vki ds fy, fu/kkZfjr fd, x, gksa mu ¼ifj.kke@ek=kk ;k vU; :i esa½ dk;kZsa dh vkB&nl ensa izkFkfedrk ds vk/kkj ij crk,a vkSj gjsd y{; dh n`f"V esa viuh miyfC/k crk,¡A ¼mnkgj.k ds fy, vkids izHkkx ds fy, okf"kZd dk;Z ;kstuk½

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).

|  |  |
| --- | --- |
| y{;@ mís';@ /;s;  Targets/ Objectives/ Goals | miyfC/k;k¡  Achievements |
|  |  |

1. ¼v½ d`i;k en 2 esa ckr, x, y{;ksa@ mís';ksa@ /;s;ksa dh izkfIr esa jgh dfeZ;ksa dk la{ksi esa mYys[k djasA y{;ksa dh izkfIr esa dksbZ ck/kk,a jgh gksa rks os crk,aA

(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.

|  |
| --- |
|  |

¼c½ d`i;k mu enkas dk Hkh mYys[k djsa ftlesa dkQh vf/kd miyfC/;ka jgh gS vkSj muesa vius ;ksxnku dk Hkh mYys[k djsaA

1. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

|  |
| --- |
|  |

1. d`i;k mYys[k djsa fd D;k iwoZorhZ dSys.Mj o"kZ dh vpy laifÙk okf"kd fooj.kh fu/kkZfjr rkjh[k vFkkZr~ dSyS.Mj o"kZ ls mÙkjorhZ o"kZ dks 31 tuojh rd ntZ djk nh xbZ FkhA ;fn ugha rks fooj.k rtZ djkus dh rkjh[k nh tk,A

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.

|  |
| --- |
|  |

lwpuk nsus okys vf/kdkjh ds gLrk{kj

Signature of officer reporter upon

fnukad--------------------------

Date.......................

**Hkkx&3**

**Part - 3**

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

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

¼d`i; izfof"V;ksa dks Hkjus ls igys fn'kkfunsZ'kksa dks /;ku ls i<+ ysa½

(Please read carefully the guidelines before filling the entries)

¼v½ dk;Z fu"iknu dk ewY;kadu ¼bl Hkkx dk Hkkj 40 izfr'kr gksxk½

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjh  Reporting Authority | iqufoZyksdu izkf/kdkjh  ¼lanHkZ Hkkx&5 dk iSjk 2½  Reviewing Authority  (Refer Para 2 of Part – 5) | iqufoZyksdu izkf/kdkjh ds vk|{kj  Initial of Reviewing Authority |
| i) iwoZfu;ksftr dk;Z dh ifjiw.kZrk@fo"k; ds vk/kkj ij vkcafVr fd;k x;k dk;Z  Accomplishment of planned work/work allotted as per subjects allotted. |  |  |  |
| ii) dk;Z&fu"iknu dh dksfV  Quality of output. |  |  |  |
| iii) fo'ys"k.kkRed ;ksX;rk  Analytical ability |  |  |  |
| iv) vioknkRed dk;Z dh ifjiw.kZrk@fd;s x, vizR;kf'kr dk;Z  Accomplishment of exceptional work/ unforeseen tasks performed |  |  |  |
| fuxZr dk;Z ij dqy feykdj Js.khdj.k  Overall Grading on "Work Output" |  |  |  |

¼c½ O;fDrxr fo'ks"krkvksa dk ewY;kadu ¼bl Hkkx dk Hkkj 30 izfr'kr gksxk½

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjh  Reporting Authority | iqufoZyksdu izkf/kdkjh  ¼lanHkZ Hkkx&5 dk iSjk 2½  Reviewing Authority  (Refer Para 2 of Part – 5) | iqufoZyksdu izkf/kdkjh ds vk|{kj  Initial of Reviewing Authority |
| i) dk;Z dh vfHko`fÙk  Attitude to work |  |  |  |
| ii) ftEesnkjh dk cks/k  Sense of responsibility. |  |  |  |
| iii) vuq'kklu dk vuqj{k.k  Maintenance of Discipline |  |  |  |
| iv) laizs"k.k {kerk,a  Communication skills |  |  |  |
| v) usr`Ro xq.k  Leadership qualities |  |  |  |
| vi) ny dh Hkkouk esa dk;Z djus dh {kerk  Capacity to work in team spirit |  |  |  |
| vii) le; lkfj.kh dk vuqlj.k djus dh {kerk  Capacity to work in time-schedule |  |  |  |
| viii) ijLij O;fDrxr laca/k  Inter-personal relations |  |  |  |
| ix) lexz Nfo ,oa O;fDrRo  Overall bearing and personality |  |  |  |
| O;fDrxr fo'ks"krkvksa ij dqy feykdj Js.khdj.k  Overall Grading on 'Personal Attributes' |  |  |  |

¼l½ izdk;kZRed l{kerk dk ewY;kadu ¼bl Hkkx dk Hkkj 30 izfr'kr gksxk½

(A) Assessment of functional competency (weightage to this Section would be 30 %)

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjh  Reporting Authority | iqufoZyksdu izkf/kdkjh  ¼lanHkZ Hkkx&5 dk iSjk 2½  Reviewing Authority  (Refer Para 2 of Part – 5) | iqufoZyksdu izkf/kdkjh ds vk|{kj  Initial of Reviewing Authority |
| i) fu;e@fofue;@dk;Z ,oa ;ksX;rk ds {ks= esa izfØ;k,¡ ,oa muds lgh iz;ksx dh tkudkjh  Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them correctly. |  |  |  |
| ii) uhfrc) ;kstuk cukus dh {kerk  Strategic planning ability |  |  |  |
| iii) fu.kZ; ysus dh {kerk  Decision making ability |  |  |  |
| iv) leUo; {kerk  Coordination ability |  |  |  |
| v) v/khuLFk dks izsfjr ,oa fodflr djus dh {kerk  Ability to motivate and develop subordinates |  |  |  |
| vi) igy 'kfDr  Initiative |  |  |  |
| izdk;kZRed l{kerk ij dqy feykdj Js.khdj.k  Overall Grading on 'Functional Competency' |  |  |  |

**Hkkx&4** lkekU;

**Part - 4** General

1. turk ds lkFk Hkkxhnkjh ¼tgk¡ Hkh iz;ksT;½

Relations with the public (wherever applicable)

¼turk dh vko';drkvksa dk mÙkjnkf;Ro ,oa vf/kdkjh rd vfHkxe ij d`i;k fVIi.kh nsaA½

(Please comments on the Officer's accessibility to the public and responsiveness to their needs)

|  |
| --- |
|  |

1. izf'k{k.k

Training

¼d`i;k vf/kdkjh dh izHkkfork vkSj dk;Z {kerkvksa esa vkSj vf/kd lq/kkj vkSj o`f) djus ds n`f"V ls mlds izf'k{k.k ds fy, flQkfj'ksa djsaA½

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.)

|  |
| --- |
|  |

1. LokLF; dh fLFkfr

State of Health

|  |
| --- |
|  |

1. lR;fu"Bk

Integrity

¼d`i;k vf/kdkjh dh lR;fu"Bk ij fVIi.kh nsa½

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

|  |
| --- |
|  |

1. izfrosnu vf/kdkjh }kjk vf/kdkjh dh leLr fo'ks"krkvksa dh rLohj ¼yxHkx 100 'kCnksa esa½] ftlesa lkeF;Z {ks= ,oa de lkeF;Z {ks=] vlk/kkj.k miyfC/k;k¡] egRoiw.kZ vlQyrkvksa ¼lanHkZ% Hkkx&2 dk 3 ¼v½ ,oa 3 ¼c½ ,oa nqcZy oxksZ ds izfr vfHko`fÙk 'kkfey gksA

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

|  |
| --- |
|  |

1. izfrosnu ds Hkkx&3 ds [kaM v] c rFkk l esa fn, x, Hkkjka'k ds vk/kkj ij dqy feykdj la[;kRed oxhZdj.kA

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

|  |
| --- |
|  |

izfrosnu vf/kdkjh ds gLrk{kj

Signature of Reporting Officer

LFkku------------------------------ uke lkQ v{kjksa esa%-------------------------------------------------------------------------------

Place....................... Name in Block Letters:........................................................

inuke%------------------------------------------------------------------------------------------------------

Designation:.........................................................................

fnukad-------------------------- izfrosnu dh vof/k esa%---------------------------------------------------------------------------

Date....................... During the period of Report:................................................

**Hkkx&5**

**Part - 5**

1. iqufoZyksdu vf/kdkjh dh vfHk;qfDr%

REMARKS OF THE REVIEWING OF OFFICER:

iqufoZyksdu vf/kdkjh ds vUrxZr lsok dky

Length of service under the Reviewing Officer

|  |
| --- |
|  |

1. D;k vki Hkkx&3 o Hkkx&4 esa fuxZr dk;Z rFkk fofHkUu xq.kksa ds laca/k esa izfrosnu vf/kdkjh }kjk fd;s x;s ewY;kadu ls lger gSa\ D;k vki vf/kdkjh dh vlk/kkj.k miyfC/k;ksa@egRoiw.kZ vlQyrkvkas ds laca/k esa fd;s x;s ewY;kadu ls lger gSa\ ¼lanHkZ% Hkkx&3 ¼v½ (IV) rFkk Hkkx& 4 ¼5½½

¼;fn vki izfrosnu vf/kdkjh }kjk fn;s xq.kksa ds fdlh la[;kRed ewY;kadu ls lger ugha gS rks d`i;k viuk ewY;kadu bl [k.M ds fn;s x;s LraEHk esa nsa rFkk fo|eku ds vk|{kj djsa½A

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.

|  |  |
| --- | --- |
| gk¡  Yes | ugha  No |

1. vlger gksus dh fLFkfr esa d`i;k blds dkj.k crk;sa] D;k dksbZ ,slh ckr gS ftls vki dqN cnyuk ;k tksM+uk pkgrs gSa\

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

|  |
| --- |
|  |

1. iqufoZyksdu vf/kdkjh }kjk dye rLohjA d`i;k lekykspu djsa ¼yxHkx 100 'kCnksa esa½ ftlesa vf/kdkjh dh leLr fo'ks"krkvksa dh lkeF;Z {ks= ,oa de lkeF;Z ,oa mldh nqcZy oxksZ ds izfr vfHko`fÙk 'kkfey gksA

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.

|  |
| --- |
|  |

1. izfrosnu ds Hkkx&3 ds [kaM& v] [kaM&c rFkk [kaM&l esa fn, x, Hkkjka'k ds vk/kkj ij dqy feykdj la[;kRed oxhZdj.kA

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

|  |
| --- |
|  |

iqufoZyksdu vf/kdkjh ds gLrk{kj

Signature of Reviewing Officer

LFkku------------------------------ uke lkQ v{kjksa esa%-------------------------------------------------------------------------------

Place....................... Name in Block Letters:........................................................

inuke%------------------------------------------------------------------------------------------------------

Designation:.........................................................................

fnukad-------------------------- izfrosnu dh vof/k esa%---------------------------------------------------------------------------

Date....................... During the period of Report:................................................

**la[;kRed Js.khdj.k ds lkFk ,ihvkj Hkjus laca/kh fn'kkfunsZ'k**

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

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

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

1. ;g vk'kk dh tkrh gS fd 1 vFkok 2 ds fdlh oxhZdj.k ¼fuxZr dk;Z ;k fo'ks"krkvksa ;k dqy feykdj Js.khdj.k ds izfrdwy dks fof'k"V vlQyrkvksa ds ekxZ ls dye fp= esa i;kZIr :i ls vkSfpR; fn;k tk,xk vkSj blh izdkj 9 vFkok 10 ds fdlh Js.kh ds laca/k esa fof'k"V miyfC/k;ksa ds laca/k esa vkSfpR; fn;k tk,xA Js.kh 1 & 2 vFkok 9 & 10 fojy gksrh gSA vr% mudk vkSfpR; fn, tkus dh t:jr gSA lkaf[;d Js.kh iznku djrs gq, izfrosnu ,oa iqufoZyksdu izkf/kdkfj;ksa dks fdlh vf/kdkjh dk ntkZfu/kkZj.k muds v/khu cgh la[;k esa orZeku esa dk;Zjr lg;ksfx;ksa dh rqyuk esa djuk pkfg,A

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

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

APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the pupose of calculating average scores for empanelment/ promotion.

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

APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.

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

APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.

1. ,ih,vkj dk 4 ls de dk oxhZdj.k ^^'kwU;\*\* fy;k tk;sxkA

APARs graded below 4 will be given score of "Zero"