

डॉ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय
पूसा (समस्तीपुर) – 848 125 (बिहार)

पत्रांक-02/स्था0/18/त0से0/855/रा.प्र.के.कृ.वि., पूसा

दिनांक 04/08/2023

प्रेषक,

उप कुलसचिव (स्था0)

सेवा में,

सभी अधिष्ठाता/निदेशक/कुलसचिव/नियंत्रक
सह निदेशक अनुसंधान/सभी विभाग प्रधान/
प्रभारी पदाधिकारी, पशु उत्पादन एवं शोध संस्थान/पशुधन इकाई/सुरक्षा शाखा/संपदा शाखा
विश्वविद्यालय पुस्तकालयाध्यक्ष, विश्वविद्यालय पुस्तकालय
मुख्य चिकित्सा पदाधिकारी, विश्वविद्यालय औषधालय
सभी प्रभारी पदाधिकारी, क्षेत्रीय अनुसंधान केन्द्र
सभी उप कुलसचिव/सभी कार्यालय प्रधान/नियंत्री पदाधिकारी, रा0प्र0के0कृ0वि0, पूसा।

विषय : तकनीकी कर्मचारियों की प्रोन्नति हेतु मूल्यांकन प्रपत्र समर्पित करने के संबंध में।

महाशय,

उपरोक्त विषय के संबंध में सूचित करना है कि कृषि विज्ञान केन्द्र एवं कम्प्रीहेन्सिव कॉस्ट ऑफ कल्टीवेशन योजना में नियुक्त कर्मचारियों को छोड़कर विश्वविद्यालय के तकनीकी संवर्ग के वैसे कर्मी जो 31.12.2022 तक विश्वविद्यालय में लागू तकनीकी सेवा के अंतर्गत प्रोन्नति हेतु वांछित योग्यता के साथ पूर्व पदोन्नति या एम0ए0सी0पी0 पाने की तिथि से अंतिम तिथि (31.12.2022) तक 5 या 10 वर्षों की सेवा पूर्ण कर चुके हो, का पूर्णरूपेण भरा हुआ मूल्यांकन प्रपत्र अधोहस्ताक्षरी के कार्यालय में दिनांक 31.08.2023 तक भेजना सुनिश्चित करेंगे। निर्धारित तिथि के बाद प्राप्त मूल्यांकन प्रपत्र पर विचार नहीं किया जाएगा।

मूल्यांकन प्रपत्र भेजने के पूर्व निम्नांकित बिन्दुओं पर अवश्य ध्यान दें अन्यथा मूल्यांकन प्रपत्र पर विचार नहीं किया जाएगा-

4. 01.01.2009 या उसके बाद दी गई पदोन्नति अथवा रूपांतरित सुनिश्चित वृत्ति उन्नयन योजना 2010 के तहत वित्तीय उन्नयन से प्राप्त ग्रेड पे एवं प्रभावी तिथि को प्रपत्र में स्पष्ट रूप से दर्शाया जाए।
5. तकनीकी कर्मचारी की सेवा पुस्तिका में दर्ज शैक्षणिक योग्यता से संबंधित विवरण प्रपत्र में यथा स्थान पर अंकित किया जाए। यदि कर्मचारी नियुक्ति के पश्चात कोई शैक्षणिक योग्यता प्राप्त किये हो तो इससे संबंधित दस्तावेज अनिवार्य रूप से उपलब्ध कराया जाए।
6. पूर्ण रूपेण भरे हुए मूल्यांकन प्रपत्र के साथ तकनीकी कर्मचारी के कार्यों का पूर्ण विवरण का दस्तावेज एवं अन्य वांछित कागजातों को अवश्य संलग्न किया जाए।

मूल्यांकन प्रपत्र निम्नांकित श्रेणी में विभक्त है तकनीकी कर्मचारी उपयुक्त प्रपत्र में ही अपना आवेदन भरे।

क्र0सं0	तकनीकी श्रेणी	तकनीकी ग्रेड	निर्धारित प्रपत्र
1.	श्रेणी-I	टी0-1 (वेतन लेवल-3) एवं टी0-2 (वेतन लेवल-4)	प्रपत्र-I
2.	श्रेणी-II	टी0-3 (वेतन लेवल-5), टी0-4 (वेतन लेवल-6) एवं टी0-5 (वेतन लेवल-7)	प्रपत्र-II
3.	श्रेणी-III	टी0-6 (वेतन लेवल-10), टी0-7&8 (वेतन लेवल-11) एवं टी0-9 (वेतन लेवल-12)	प्रपत्र-III

अनुलग्नक: यथा उपरोक्त।

विश्वासभाजन

(Handwritten Signature)
उप कुलसचिव (स्था0)
31/8/23

प्रतिलिपि:

2. प्रभारी पदाधिकारी, ई-गवर्नेंस सेल, रा0प्र0के0कृ0वि0, पूसा को प्रपत्र सहित इस पत्र को वेबसाइट पर अपलोड करने हेतु प्रेषित।
3. कुलपति के सचिव को माननीय कुलपति महोदय को सूचनार्थ प्रेषित।

PROFORMA-I

ASSESSMENT FORM FOR TECHNICAL PERSONNEL OF CATEGORY-I, RPCAU, PUSA

(To be completed by the concerned Estt. Division)

1.	Reported period	
2.	Name	
3.	Date of birth/age	
4.	Designation	
5.	Present grade and scale of pay	
6.	Date of entry into the service	
7.	Date of continuous appointment to the present grade:	
8.	Period of absence from duty, on leave, training, health, etc. during the period under report:	
9.	Academic / Professional qualifications : (<i>Underline any qualifications obtained during the period under report</i>)	

PART I

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational career:

Certificate/Diploma/Degree	Class/Grade	University/ Board/Institute	Year
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2. Additional qualifications / training acquired during the period under review:

3. Employment record for last five/ten years ending starting with your present post, list in **reverse order** every employment you have had.

<u>Name of employing organization</u>	<u>Designation</u>	<u>Salary/Scale of pay</u>	<u>Date of joining</u>	<u>Date of leaving</u>
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Date

Signature of Reviewee
Name

Designation

PART II

(To be filled in by the Reviewer)

1. Is the information provided by the reviewee is correct to the best of your knowledge?
2. Please give a resume of the work done by the reviewee during the last five/ten years ending on in relation to tasks assigned to him/her.
3. Please comment on reviewee's:
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity

4. Recommendations of the reviewer

Signature.
Name
(In Block letters)
Designation

Date

PART III

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature
Name
(In Block letters)
Designation

Date

PART IV

Recommendations of the Head of the Institution/Units/Department and/of the centrally administered programmes.

Signature
Name
(In Block letters)
Designation

Date

PROFORMA-II

ASSESSMENT FORM FOR TECHNICAL PERSONNEL OF CATEGORY-II, RPCAU, PUSA (To be filled in by the Concerned Estt. Section)

1.	Reported period	
2.	Name	
3.	Date of birth/age	
4.	Field of specialization	
5.	Basic degree/diploma and the institution (the degree was obtained from)	
6.	Date of entry into the University service	
7.	Present grade and scale of pay	
8.	Duties assigned to the post for which the person has been recruited	
9.	Date of continuous appointment to the present grade	
10.	Any other basic information	

(Besides the above information, the office may be required to furnish at the assessment all the information relevant to the employee's career before and after entry into the RPCAU.)

PART-I

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational career

Degree/Diploma/Certificate

Class/Grade

University/Board/Institute

Year

Master's degree or equivalent
or any higher degree

Bachelor's degree/Diploma

Matriculation /school leaving

certificate/higher secondary/PUC

2. (a) Subjects of specialization at the highest degree/diploma:

(b) Subjects of specialization at the lower degree /diploma:

3. Additional qualifications/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course):

4. Employment record of last five/ten years ending on starting with your present post, list in Reverse order every employment you have had:

Name of employing organization	Designation	Salary/pay scale	Date of joining	Date of leaving	Nature of duties actually performed

5.

(a) Honours/awards etc.:

(b) (i) Membership of professional societies:

(ii) Offices and committees assignments held in professional societies:

(c) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/ conduct a seminar):

(d) Special assignments covered (list each one giving dates) and briefly describe the work done:

(e) Duration of absence from the institute for foreign visits, etc. during the 5-10 years period (the number of months may be specified):

6. Is there any other type of work than your present job/ assignment that you would rather do in the institute or outside? If yes, please indicate:

7. Please give below the productivity statement in respect of the work done by you during the period under review:

(This is intended to reflect the actual performance by the reviewee during 5/10 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases he/she may indicate against the items that it is not applicable. For items (a) to (e), please indicate the numbers only.)

(The items included in the statement are only illustrative and not exhaustive)

Productivity

Past 5/10 years

(a) Technical support for scientific work, such as: number of animals managed area of land/fish ponds managed number of projects served others (please specify):

Productivity

Past 5/10 years

(b) Training work such as:

Course (to be) taught special lectures/talks given by member Chairman/student advisory committees:

Others (please specify):

(c) Extension education work such as: radio/television talks:

Field trips exhibitions farmers/cultivators (to be) contacted:

Others (please specify):

(d) Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved:

(e) Institution /building activities, such as: Membership in special committees/ task-force:

Organizing seminars/symposia in the institution:

Any other (please specify):

(f) Unpublished reports, papers, etc.:

(g) Published work, if applicable, such as:

Books/monographs professional papers/articles popular articles:

Book-reviews:

Professional communication to journals/magazines professional abstracts:

Technical reports:

(h) Papers (to be) presented at professional meetings:

(i) Participation in professional meetings:

(j) Relationship with his/her professional colleagues:

i. Guidance received

ii. Guidance given

iii. Participation in co-operative research programmes

8. Please append a precise resume of the work done during the period ending on with full supporting evidence, if any.

9. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

Date

Signature

Name

(In Block letters)

Designation

PART II

(To be filled in by the Reviewer)

1. Is the information provided by the reviewee correct to the best of your knowledge?
2. Do you generally agree, with the position indicated by the reviewee against items 7, 8 and 9 of Part I of the proforma.
3. Please comment on reviewee's
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you.
5. Recommendations

Date

Signature
Name
(In Block letters)
Designation

PART III

Remarks of the Head of Institution/Units/Department/Research Station/Project
(if he/she is not the reviewer)

Date

Signature of Reviewer
Name
(In Block letters)
Designation

PART IV

Recommendations of the Institution/Units/Department

Date

Signature of Reviewer
Name
(In Block letters)
Designation

PROFORMA-III

ASSESSMENT FORM FOR TECHNICAL PERSONNEL OF CATEGORY-III, RPCAU, PUSA (To be filled in by the concerned Estt. Section)

1. Reported period	
2. Name	
3. Date of birth/age	
4. Field of specialization	
5. Basic degree and the institution the degree was obtained from	
6. Date of entry into the University's service	
7. Present grade and scale of pay	
8. Duties assigned to the post for which the person has been recruited	
9. Date of continuous appointment to the present grade	
10. Any other basic information	

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry into the RPCAU)

PART I

(To be filled in by the Reviewee)

Please furnish the following information.

1. Educational career:

Degree/Diploma/ Certificate	Class/Grade	University/Board Institute	Year
Doctorate			
Master's degree or equivalent or any higher degree			
Bachelor's degree / Diploma			
Matriculation/school leaving certificate/ higher secondary/PUC			

2. (a) Subjects of specialization at the highest degree / diploma

(b) Subjects of specialization at the next lower degree diploma

3. Additional qualification/training acquired in India and/or abroad (List of all part-time or short term trainings, not included in educational career. Give dates, duties and duration of course):

4. Employment record of last five/seven years ending on starting with your present post, list in Reverse Order every employment you have had.

Name of employing organization	Designation	Salary/pay scale	Date of joining	Date of leaving	Nature of duties, actually performed

5. What were the priority areas of work during the past five/seven years of your service ending on Please mark priorities against each area as 1,2,3 etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities (As area should be considered a priority area, only if it takes at least 25% of your working time).

<u>Area</u>	<u>Priority</u>	<u>Time allocation</u>
<ul style="list-style-type: none"> • Technical support for Scientific work • Teaching/guiding • Extension • Management/Co-Ordination • Administration • Any other area (Please specify the area) 		

6. (a) Honours/awards etc:

(b) (i) Membership of professional societies:

(ii) Offices and committee assignment held in professional societies:

(c) Special invitations (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/conduct a seminar):

(d) Special assignments (list each one giving dates and briefly describe the work done):

(e) Duration of absence from the institute, for foreign visits, etc. during the five/seven year period (the number of months may be specified):

7. How would you rate your overall:

	Priority area	Assigned score
Performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3=average; 4=above average; and 5=outstanding). Please indicate appropriate score for each area.	1	
	2	
	3	
	4	
	5	
	6	
Total score		

8. Is there any other type of work than your present job/assignment that you would rather do in the institute or outside? If yes, please indicate.

9. Please give below the productivity and projection table in respect of the work done by you during the period under review:

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only. (The items included in the statement are only illustrative and not exhaustive).

Past 5/7 years Proposed to do next year

i) Technical support for Scientific work such as:

- Number of animals managed
- Area of land/fish ponds managed
- Number of projects served
- Others (please specify)

ii) Training and teaching work such as:

- Course (to be) taught
- Special lectures/talks given by member/ chairman/student advisory committees
- Others (please specify)

iii) Extension education work, such as:

- Radio/television talks
- Field trips
- Exhibitions
- Farmers/cultivators(to be) contacted
- Others (please specify)

iv) Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved:

v) Institution building activities such as:

- Membership in the institutional committees
- Membership in special committees/task-force
- Organizing seminars/symposia in the institution
- Any others (please specify)

vi) Unpublished reports, papers, etc.

vii) Published work, if applicable, such as:

- Books/monographs
- Professional papers/articles
- Popular articles
- Book reviews
- Professional communication to journals/magazines
- Professional abstracts
- Technical reports

viii) Papers (to be) presented at professional meetings

ix) Participation in professional meetings

10. Relationship with his professional colleagues:

- (a) Guidance received
- (b) Guidance given
- (c) Participation in co-operative research programmes

11. Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in question number (5) in Part I. This should include the points:

- a) Description of project(s)/assignment(s);
- b) Objectives of the stated project(s) /assignment(s);
- c) Any major progress, accomplishments, utilization, etc. for the work done;

(Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance with supporting evidence)

Priority Area 1:

Priority Area 2:

Priority Area 3:

12. Please append a precise resume of the work done during the period ending with full supporting evidence, if any:

13. If some or all of your professional work remained incomplete or fell below your expectations, please furnish reasons for that, and suggest improvement, if any:

14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Date

Signature
Name
(In Block letters)
Designation

FOR THE USE OF THE REVIEWER(S) ONLY

1. Is the information provided by the Reviewee is correct to the best of your knowledge?
2. Do you generally agree with the assessment and the projections provided by the Reviewee?
Please give your critical appraisal.

Date

Signature
Name
(In Block letters)
Designation

3. Recommendation of the Director/Dean of the College.

Date

Signature
Name
(In Block letters)
Designation