

डॉ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा के प्रशासनिक /
वित्तीय सेवा के कर्मियों का वार्षिक कार्यनिष्पादन 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	प्रतिवेदन का वर्ष (Year of the Reporting)	
5	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. कर्मी का आईडी सं० (Employee ID) _____
3. जन्म तिथि: Date of Birth: (DD/MM/YYYY) _____
4. क्या पदाधिकारी अनु०जा०/अनु०ज०जा० के अन्तर्गत आते हैं?
Whether the officer belongs to SC/ST?: _____
5. योगदान की तिथि (Date of appointment in cadre) _____
6. विभाग/कार्यालय का नाम:
Name of the Department/office:(presently posted) _____
7. वर्तमान विभाग में पदस्थापन की तिथि:
Date from which posted in the present department office _____
8. 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 reporter 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
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4. If classified "Poor", please comment on the reasons for your assessment
5. Training if any given to the employee during the period

Note:

** Guidelines for rating: (मूल्यांकन के लिए दिशा निर्देश)

- 1- अंक 10 (उत्कृष्ट) – लक्ष्य का 80% से 100% की प्राप्ति। (Marks 10 (Excellent): Achieves 80% to 100% of the objectives.)
- 2- अंक 08 (बहुत अच्छा) – लक्ष्य का 70% से 80% की प्राप्ति। (Marks 08 (Very Good): Achieves 70% to 80% of the objectives)
- 3- अंक 06 (अच्छा) – लक्ष्य का 60% से 70% की प्राप्ति। (Marks 06 (Good): Achieves 60% to 70% of the objectives.)
- 4- अंक 04 (औसत) – लक्ष्य का 40% से 60% की प्राप्ति। (Marks 04 (Average): Achieves 40% to 60% of the objectives)
- 5- अंक 02 (औसत से नीचे) – लक्ष्य का 40% से कम की प्राप्ति। (Marks 02 (Good): Achieves less than 40% of the objectives)

	Below Average (2)	Average (4)	Good (6)	V. Good (8)	Excellent (10)
6. General Intelligence and keennes to lern	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
7. Knowledge of Office procedures	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
8. Knowledge of Rules, Regulations and instruction in general and with particular reference to the work allotted to him	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
9. Quality of work					
i) Ability to apply the relevant Rules and Regulations correctly	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
ii) Capacity for examining cases thoroughly	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
iii) Quality of Noting and Drafting	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
iv) Promptness in disposal of work	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

	Below Average (2)	Average (4)	Good (6)	V. Good (8)	Excellent (10)
10. Amenability to discipline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Punctuality in attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Relation with fellow employees/ Public Relations (Wherever applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Office Etiquettes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. General Conduct	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. Integrity (please see instructions in Annexure)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.	<input type="text"/>				
17. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them.	<input type="text"/>				
18. (a) Average score of Sl. No. 6 to 15)	<input type="text"/>				
(b) Grading on the basis of average score	<input type="text"/>				
19. Effectiveness in the development and protection of Scheduled Cast/ or Scheduled Tribes					
i) Attitude towards SCs and STs	<input type="text"/>				
ii) Sensitivity to social justice	<input type="text"/>				

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 irremediable 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.