

6.3.5 Performance Appraisal System for teaching and non-teaching staff

- (A) 2010 UGC PROMOTION GUIDELINES
- (B) NOTIFICATION FOR PROMOTION OF TEACHERS UNDER CAS 2018
- (C) GUIDELINES FOR PROMOTION UNDER CAS 2018
- (D) APAR PROFORMA FOR ASSISTANT PROFESSOR STAGE I AND STAGE II
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- (G) PBAS PROFORMA CAS 2018 FOR ASSOCIATE PROFESSOR AND ABOVE
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- (J) LIST OF NON-TEACHING STAFF PROMOTED IN 2020-2021



2010 UGC PROMOTION GUIDELINES

UNIVERSITY OF DELHI

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No.CB.II/CAS,2010/Template/2015/135

24.08.2017

*Principals/Director,
Colleges/Institutions
University of Delhi*

Subject: Promotion of the College teachers' guidelines - regarding

Dear Sir/Madam,

This has reference to University's letters dated 01.11.2013, 21.01.2015 and 09.06.2015. In this connection, I am directed to append herewith a copy of letter No.Estab.IV/047/2017/PBAS/1830 dated 14.03.2017 alongwith revised PBAS proforma and amended guidelines duly approved by the competent authority on 07.03.2017 for your reference, record and necessary action.

Further, I am directed to clarify as under:

- i) The cases of teachers of various Colleges for placement/promotion in the Senior Scale/Reader's grade/Reader which are covered upto 31.12.2008 shall be considered as per CAS, 2000/MPS, 1998.
- ii) The cases of promotion of teachers which are falling due after 31.12.2008 upto 10.07.2016 for promotion from one stage to the next stage shall be considered under CAS, 2010 in terms of Executive Council decision taken vide E.C. Resolution No.17 dated 14.08.2014.
- iii) The cases of teachers falling due for promotion from one stage to the next stage after 11.07.2016, shall be considered under CAS, 2010, in terms of E.C. decision dated 31.12.2016 and they are required to fill up the revised PBAS proforma as amended and made applicable with effect from 11.07.2016.
- iv) Further, in terms of UGC letter No.F.3-2/2009(PS) dated 04.08.2015 adopted by the Executive Council vide Resolution No:83 dated 13.10.2015, the Readers appointed on or after 01.01.2006 till the issue of UGC Regulations, 2010 i.e. 30.06.2010, shall move to pay band 4 with AGP of Rs.9000 after completing three years of service without insisting on the requirement of API based PBAS system. This shall also apply to the Lecturers (Selection Grade) promoted during the above period

The Colleges are advised to process the cases of promotion under the relevant Career Advancement Scheme of the faculty members and send the cases to the University for providing names of experts to be associated with the Screening-cum-Evaluation Committee/Selection Committee, as the case may be afresh, if otherwise eligible.

Yours faithfully,

Encl: As above.

[Signature]
Assistant Registrar (Colleges)



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University of Delhi

Ref. No.: Estab.IV/047/2017/PBAS/

Dated: 14.03.2017

OFFICE MEMORANDUM

Subject: PBAS proforma for promotion of teachers under CAS 2010 and Detailed guidelines for the purpose of calculation of API.

Following are notified herewith for the information of all the stake holders:-

1. PBAS proforma for promotion of teachers under CAS 2010 scheme as amended with effect from July 11, 2016 in accordance with the Ordinance XXIV of the university and its annexures as amended by Executive Council in its meeting held on 31.12.2016.
2. Detailed guidelines for the purpose of calculation of API, requirement of API score at various levels and other eligibility conditions for promotion at various levels with respect to the PBAS proforma for promotion of teachers under CAS 2010 scheme as amended with effect from July 11, 2016, as per the Ordinance XXIV of the university and its annexures as amended by Executive Council in its meeting held on 31.12.2016.

The guidelines were approved by the competent authority on 07.03.2017.

**DEPUTY REGISTRAR
(RECRUITMENT)**

Copy to:

1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Joint Registrar (Establishment-Teaching) for circulation to the Heads of Departments.
3. Director, Delhi University Computer Centre for uploading on the website.
4. Guard File.

**SECTION OFFICER
(ESTAB. - IV)**



NOTIFICATION FOR PROMOTION OF TEACHERS UNDER CAS 2018

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University of Delhi

Ref. No. : Estab-IV/017/2018-2020/9

Date: 27.08.2020

NOTIFICATION

Subject: Promotion of teachers under Career Advancement Scheme (CAS-2018).

Following are notified herewith for the information of all the concerned:

- Detailed guidelines for promotion of teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018 and adopted by University accordingly. (The Annexures and Tables referred in these guidelines are as per the Notification No. CNC-II/093/1(12)/2019-20/251 dated 03.10.2019 relating to adoption of UGC Regulations 2018).
- APAR proforma for Assistant Professors (Stage I and Stage II) to be filled annually by the concerned applicant.
- PBAS proforma for Assistant Professors (Stage I and Stage II) to be filled for promotion by the concerned applicant for promotion to Assistant Professor (Stage II and Stage III).
- APAR proforma for Others (Assistant Professor - Stage III and above) to be filled annually by the concerned applicant.
- PBAS proforma for Others (Assistant Professor - Stage III and above) to be filled for promotion by the concerned applicant for promotion to Associate Professor and above.
- Option Proforma to be filled by consideration under CAS 2010 or CAS 2018 in accordance with UGC Regulations 2018.

(The above mentioned proformas and documents are annexed.)

Important Note:

1. The UGC Regulations 2018 prescribe counting of Ad hoc or Temporary or Contractual service (by whatever nomenclature it may be called) and therefore, experience on account of ad hoc, temporary, contractual services of the concerned applicant shall also be required to be accounted for the purpose of direct recruitment and promotions in addition to the regular service of the applicant, subject to the provisions of Clause 10.0(f) of the UGC Regulations 2018.
2. The cases where ad hoc services or any other service other than the regular service has been counted for promotions, that have already been made operational, shall not be reopened.

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27/08/2020



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University of Delhi

3. For the cases of promotions, which have been made operational, without inclusion of ad hoc services of the applicant, the concerned applicant shall be required to apply under the CAS 2018 Scheme for assessment, if the candidate wishes to get the concerned service accounted for. On assessment by a duly constituted Screening Committee, if the applicant is found to be eligible as per the provisions of CAS 2018 for the date of eligibility arrived at after counting of ad hoc/temporary/contractual service, the date of eligibility would accordingly be shifted after administrative approval.
4. With respect to the pending cases, the applicant will have the option to be considered under CAS 2010 or CAS 2018 in terms of relevant provisions of UGC Regulations 2018. The option proforma has already been notified.

The applicants opting for assessment under CAS 2010 shall be assessed as per criteria laid out in the UGC Regulations 2018 as adopted by the University, on the basis of proforma already notified. No new proforma is being notified.

This issues with the approval of competent authority.

M. J. Singh
27/8/2020

DEPUTY REGISTRAR
(RECRUITMENT)

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1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Deputy Registrar (Establishment - Teaching) for circulation to the Heads of Departments.
3. Director, Delhi University Computer Centre for uploading on the website.
4. Guard file.

Rubina Chandel
27/8/20
SECTION OFFICER
(ESTAB-IV)



Detailed Guidelines for Promotion for teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.

Career Advancement Scheme – 2018 (CAS-2018)

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.
- (v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.

Guidelines for CAS 2018

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- (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (b) If, however, the candidate finds that she/he would fulfill the CAS promotion criteria, as defined in Tables VI-A.a, VI-A.b, of Annexure VI-A, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- (c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
- (a) **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- (b) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-content and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.

(viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The College/University teachers shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VI-A. The report should be submitted at the end of

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every academic year, before 30th June of the relevant academic year. The teacher will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/Teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

Step 3: A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance.

1. Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/ Associate Professors/Professors

University and Colleges Teachers (Except the Teachers of University College of Medical Sciences and Vallabh Bhai Patel Chest Institute)

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.

B. Career Advancement Scheme (CAS) For University Teachers

(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in professional courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG degree in a professional course and satisfies the following conditions:
- (ii) Attended one orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-Gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCS course (with e- certification) or

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- development of e-contents in four-quadrants / MOOC's course during the Assessment Period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during Assessment Period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be (as provided in Annexure VI-A, Table VI-A.a), and;
- (ii) The promotion is recommended by the screening-cum evaluation committee.

(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior scale: completed a course / programme from amongst the categories of refresher courses/research methodology/ workshops/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes / faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during Assessment Period.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A, Table VI-A.a) and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

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(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection Grade.
- (ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of refresher courses/ research methodology workshops/syllabus up-gradation workshop/ teaching-learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (v) Evidence of having guided at least one Ph.D. Candidate.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) she/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as specified in Annexure VI-A, Table VI-A.a, and has a research score of at least 70 as per Annexure VI-A (Table VI-A.b)
- (ii) The promotion is recommended by a selection committee constituted in accordance Statute 19(1) with these regulations.

(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- (i) An Associate Professor who has completed three years of service in Academic Level 13A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) Evidence of having successfully guided doctoral candidate.

Guidelines for CAS 2018

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- (v) A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

CAS promotion criteria:

A teacher shall be promoted if;

- (i) She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period, as per Annexure VI-A (Table VI-A.a), and at least 110 research score, as per Annexure VI-A, Table VI-A.b.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these regulations.

(5) Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee constituted in accordance with Statute 19(1).

Eligibility:

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. Degree has been successfully awarded to two candidates under her/his supervision during the Assessment Period.

C. Career Advancement Scheme (CAS) For College Teachers.

(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- (i) Assistant Professors who have completed four years of service and having a Ph.D. Degree or five years of service and having a M.Phil. / PG degree in professional courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG degree in professional courses;
- (ii) Attended one orientation course of 21 days' duration on teaching methodology; and
- (iii) Any one of the following: completed one refresher / research methodology course
Or
Any two of the following: Workshop, Syllabus Up-Gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

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Or

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the Assessment Period.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be, as specified in Annexure VI-A (Table VI-A.a), and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.
- (ii) Any two of the following in the last five years of Academic Level 11/ senior scale: completed courses/programmes from among the categories of refresher courses/research methodology course/workshops/syllabus up gradation workshop/ teaching-learning-evaluation/ technology programmes/ faculty development programme/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes/ faculty development programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A (Table VI-A.a)) and
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

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(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- (ii) A Ph.D. Degree in subject relevant /allied/ relevant discipline.
- (iii) Any one of the following during the last three years: completed one course / programme from amongst the categories of refresher courses/ methodology workshop/syllabus up-gradation workshop/ teaching- learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS promotion criteria:

A teacher may be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as prescribed in Annexure VI-A, Table VI-A.a, and
- (ii) the promotion to the post of Associate Professor is recommended by the selection committee in accordance with Ordinance XVIII.

(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- (i) Associate Professors who have completed three years of service in Academic Level 13A.
- (ii) A Ph.D. Degree in subject relevant/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

CAS promotion criteria:

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period,

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as per Annexure VI-A, Table VI-A.a and at least 110 research score as per Annexure VI-A, Table VI-A.b

- (ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with Ordinance XVIII.

Counting of Past Service for Direct Recruitment and Promotion under CAS:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, national laboratories or other scientific/professional Organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the Case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/state government/central government/institutions concerned, for such appointments.
- (e) The previous appointment was not as Guest Lecturer for any duration.
- (f) The previous ad-hoc or temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be
 - (ii) The incumbent was appointed on the recommendation of a duly constituted selection committee/ selection committee constituted as per the rules of the respective University;
 - (iii) The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the Case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/government), while counting the past service under this clause.

Note: In the Case of any dispute with regard to information given by the teacher in his PBAS proforma, the decision of the Screening-cum-Evaluation Committee shall be final.

Guidelines for CAS 2018

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Table VI-A.a. Assessment Criteria and Methodology for University/College Teachers
(Applies to Section B.1 and B.2 of the APAR and PBAS Proformas)

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.
Overall Grading shall be done as per following grades Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.		

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Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to her/his absence from her/his teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the Competent Authority following all procedures laid down in the UGC Regulations as adopted by the University.

Table VI-A.b: Methodology for University and College Teachers for Calculating Academic/ Research Score

(This applies to section B.3 of the APAR and PBAS Proforma)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S. N.	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture /Medical / Veterinary Sciences & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences/Library /Education /Physical Education / Commerce/Management & other related disciplines
1.	Research Papers in Refereed/Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12

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*Authored
27/8/2020*

*M. Jha
27/8/20*



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	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		

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	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		

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	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- (i) Paper in refereed journals without impact factor - 5 Points
- (ii) Paper with impact factor less than 1 - 10 Points
- (iii) Paper with impact factor between 1 and 2 - 15 Points
- (iv) Paper with impact factor between 2 and 5 - 20 Points
- (v) Paper with impact factor between 5 and 10 - 25 Points
- (vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

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- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

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APAR PROFORMA FOR ASSISTANT PROFESSOR STAGE
I AND STAGE II

Annual Performance Appraisal Report
(Assistant Professor Stage I and Stage II)

As per CAS 2018

(To be submitted at the end of every academic year)

Academic Year _____

(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

12. Permanent Address (with Pin code), in case different from Sl.No.11:

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13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:

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17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no.

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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

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(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

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(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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APAR as per CAS 2018 (Assistant Professor)

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**PBAS PROFORMA CAS 2018 FOR ASSISTANT PROFESSOR
STAGE II AND STAGE III**

Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Assistant Professor Stage II and Stage III)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):
Address: _____

Telephone No: _____
Mobile No: _____
14. Permanent Address (with Pin code), in case different from Sl.No.13:

Submitted
27/8/2020
M. K. Singh
27/8/20



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15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:

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19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

19.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.

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20. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days

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PBAS 2018 (Assistant Professor)

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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section

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SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
					From	To

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(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section.

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD
(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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PBAS 2018 (Assistant Professor)

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PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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PBAS 2018 (Assistant Professor)

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University of Delhi

APAR PROFORMA FOR ASSISTANT PROFESSOR STAGE III AND ABOVE

Annual Performance Appraisal Report

[Assistant Professor Stage III and above]

As per CAS 2018

(To be submitted at the end of every academic year)

Academic Year _____

(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

12. Permanent Address (with Pin code), in case different from Sl.No.11:

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APAR as per CAS 2018 (Assistant Professor Stage III and above)



13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:

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17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no.

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APAR as per CAS 2018 (Assistant Professor Stage III and above)



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

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(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

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(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

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**SECTION B.3:
RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
 - First/Principal/Corresponding Editors
 - Joint Editors

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b. Translation works in Indian and Foreign Languages by qualified faculties.
b.(i) Chapter or Research Paper

S. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

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(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

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c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.2. E-content (developed in 4 quadrants) per module

S.No.	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

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d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.4. Editor of e-content for complete course/paper/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

3. (a) Research Guidance

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			
MPhil./P.G. Dessertation			

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

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				given			

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Title*	Area/Subject	Date of publication/Submission	Level (International	Reference Number	Sponsoring Agency

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				National/ State)		

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.
(c) Awards/Fellowship

S.No.	Name of Award/Honor *	Area/Subject	Name of Awarding Body	Level (International National)	Date

* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecutre/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency

*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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**PBAS PROFORMA CAS 2018 FOR
ASSOCIATE PROFESSOR AND ABOVE**

Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to Associate Professor and above)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

14. Permanent Address (with Pin code), in case different from Sl.No.13:

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15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:

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19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

19.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.

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20. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days

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PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:

TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report for the assessment period

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SECTION B.2

ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
					From	To

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(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading Annual Performance Appraisal Report (APAR) for the assessment period

*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

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**SECTION B.3:
RESEARCH AND ACADEMIC CONTRIBUTIONS**

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List	Academic Research Score
Total											

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Year	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total								

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

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a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

*The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
 - First/Principal/Corresponding Editors
 - Joint Editors

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b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

S. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List	Academic Research Score
Total										

*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
 - First/Principal/Corresponding Translator
 - Joint Translator

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total						

*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
 - First/Principal/Corresponding Translator
 - Joint Translator

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

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(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							

(c) Development of MOOCs

c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

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c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

d.2. E-content (developed in 4 quadrants) per module

S.No.	Year	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score

d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Year	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

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d.4.Editor of e-content for complete course/paper/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

4. (a) Research Guidance

Level of Guidance	Year	Registered	Thesis/ Dissertation submitted	Degree Awarded	Academic Research Score
Ph.D.					
MPhil./P.G. Dissertation					
Total					

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

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(d) Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College	Academic Research Score
Total							

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No	Title *	Area/Subject	Date of publication/Submission	Level (International National/ State)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

S.No.	Name of Award/Honor *	Area/Subject	Name of Awarding Body	Level (International National)	Date	Academic Research Score
Total						

* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecutre/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency	Academic Research Score
Total									

*Seminar/FDP/Conference

** Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

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27/6/20

APAR as per CAS 2018 (Assistant Professor)

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University of Delhi

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

Research Score (Section B.3)

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
Sub total of Publicaations (other than Research Papers)		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and Courses	
3.(c)	Development of MOOCs	
3.c.1	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.3	Content writer/subject matter expert	
3.c.4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.d.1.	Development of E-Content in 4 quadrants for a complete course/e-book	
3. d.2	E-content (developed in 4 quadrants) per module	
3. d.3	Contribution to development of e-content	
3. d.4	Editor of e-content for complete course/paper/e-book	
Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		

APAR as per CAS 2018 (Assistant Professor)

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4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
Sub total of Research related activities		
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
Sub total of Patents		
6.	Invited lectures / paper presentation	
TOTAL ACADEMIC/RESARCH SCORE		

APAR as per CAS 2018 (Assistant Professor)

Handwritten signatures and dates:
27/8/20
27/8/20



PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

APAR as per CAS 2018 (Assistant Professor)

Handwritten signatures and dates:
27/8/20
27/8/20



PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as
.....in this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

Autumn
27/8/20
M. Kumar
27/8/20

OPTION FORM
PROMOTION OF TEACHERS

I hereby opt the _____ scheme in terms of clause 6.3 of University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 for promotion from _____ to _____.

My details are as under:

S.No.	Particulars	Details
1	Name	
2	Department/College	
3	Date of Initial Appointment	
4	Present Designation	

Date:

Applicant's Signature

Antony
27/8/20

M. J. S.
27/8/20

LIST OF TEACHING STAFF PROMOTED IN 2020-2021

Shivaji College (University of Delhi)
Raja Garden, Ring Road,
New Delhi - 110027

Data req. promotion(s) in respect of the following teaching staff from the post of Lecturer (Senior Scale)/ Assistant Professor (Selection Grade – Stage 3)/ to the post of Lecturer (Selection Grade)/ Associate Professor (Stage 4) under MPS-1998/ CAS-2010/ 18:

Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
1	Dr. PRATIMA RANI SARDAR	Assistant Professor (Selection Grade)	Botany	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
2	Dr. VIJAY KUMAR	Assistant Professor (Selection Grade)	Botany	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
3	Dr. V. PRABHAVATHI	Assistant Professor (Selection Grade)	Botany	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
4	Dr. RAJNI KANOJIA	Assistant Professor (Selection Grade)	Chemistry	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
5	Dr. BHASKAR MOHAN KANDPAL	Assistant Professor (Selection Grade)	Chemistry	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
6	Dr. NEENA KHANNA	Assistant Professor (Selection Grade)	Chemistry	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
7	Mr. MAHENDRA KUMAR MEENA	Assistant Professor (Selection Grade)	Chemistry	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
8	Dr. VANDANA KATOCH	Assistant Professor (Selection Grade)	Chemistry	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
9	Dr. NAND GOPAL GIRI	Assistant Professor (Selection Grade)	Chemistry	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
10	Dr. RAHUL SINGHAL	Assistant Professor (Selection Grade)	Chemistry	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
11	Mr. RAJESH KUMAR	Assistant Professor (Selection Grade)	Commerce	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
12	Dr. RAMESH KUMAR	Assistant Professor (Selection Grade)	Commerce	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
13	Dr. RAJINDER SINGH	Assistant Professor (Selection Grade)	Commerce	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)
14	Ms. ITI DANDONA	Assistant Professor (Selection Grade)	Economics	From Stage 3 to Stage 4 (Pay Matrix Level 12 to 13A)

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राजा गार्डन, नई दिल्ली-110027
Raja Garden, New Delhi-110027

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Sr. No.	Name of the Teacher	Designation	Department
15	Dr. ANJALI RAMAN	Assistant Professor (Selection Grade)	English
16	Dr. SONALI GARG	Lecturer (Senior Scale)	English
17	Ms. SIAMLIANVUNG HANGZO	Assistant Professor (Selection Grade)	English
18	Dr. L.GITARANI DEVI	Assistant Professor (Selection Grade)	English
19	Dr. VIKAS SHARMA	Assistant Professor (Selection Grade)	Hindi
20	Dr. DARSHAN PANDEY	Assistant Professor (Selection Grade)	Hindi
21	Ms. NISHTHA- SRIVASTAVA	Assistant Professor (Selection Grade)	History
22	Dr. KUMARI PRIYANKA	Assistant Professor (Selection Grade)	Mathematics
23	Ms. BHARTI	Assistant Professor (Selection Grade)	Physics
24	Dr. MAMTA	Assistant Professor (Selection Grade)	Physics
25	Dr. SUNITA GUPTA	Assistant Professor (Selection Grade)	Zoology
26	Dr. DEEPIKA YADAV	Assistant Professor (Selection Grade)	Zoology
27	Ms. NIMITA KANT	Assistant Professor (Selection Grade)	Zoology
28	Mr. MANISH KUMAR SACHDEVA	Assistant Professor (Selection Grade)	Zoology

Shivaji College (University of Delhi)
Raja Garden, Ring Road,
New Delhi - 110027

Data req. promotion(s) in respect of the following Teaching Staff from the post of Assistant Professor (Stage 1) to the post of Assistant Professor (Senior Scale - Stage 2) and from the post of Assistant Professor (Senior Scale - Stage 2) to the post of Assistant Professor (Selection Grade - Stage 3) under Career Advancement Scheme 2018:

Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
1	Dr. JAYITA THAKUR	Assistant Professor	Biochemistry	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)
2	Dr. RENU BAWEJA	Assistant Professor	Biochemistry	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
3	Dr. SUNITA SINGH	Assistant Professor	Biochemistry	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
4	Dr. PRATIMA RANI SARDAR	Assistant Professor	Botany	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
5	Dr. VIJAY KUMAR	Assistant Professor	Botany	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
6	Dr. V. PRABHAVATHI	Assistant Professor	Botany	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
7	Dr. SMITA TRIPATHI	Assistant Professor	Botany	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)

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कार्यवाहक प्राचार्य / Officiating Principal
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Raja Garden, New Delhi-110027

Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
8	Dr. KIRAN BAMEL	Assistant Professor	Botany	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
9	Dr. MISHA YADAV	Assistant Professor	Botany	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
10	Dr. RAJNI KANOJIA	Assistant Professor	Chemistry	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
11	Dr. BHASKAR MOHAN KANDPAL	Assistant Professor	Chemistry	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
12	Dr. NEENA KHANNA	Assistant Professor	Chemistry	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
13	Mr. MAHENDRA KUMAR MEENA	Assistant Professor	Chemistry	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
14	Dr. VANDANA KATOCH	Assistant Professor	Chemistry	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
15	Dr. NAND GOPAL GIRI	Assistant Professor	Chemistry	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)

Shiv K. Saha
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 Raja Garden, New Delhi-110027

Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
16	Dr. RAHUL SINGHAL	Assistant Professor	Chemistry	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
17	Mr. RAJESH KUMAR	Assistant Professor	Commerce	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
18	Dr. RAMESH KUMAR	Assistant Professor	Commerce	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
19	Dr. RAJINDER SINGH	Assistant Professor	Commerce	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
20	Dr. KIRAN CHAUDHARY	Assistant Professor	Commerce	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
21	Ms. ITI DANDONA	Assistant Professor	Economics	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
22	Mr. SUMEET S. RAHEJA	Assistant Professor	Economics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
23	Dr. SHIVANI GUPTA	Assistant Professor	Economics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)

Shiv K. Saha

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Page 3 of 8

Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
24	Ms. BHUMIKA BHAVNANI	Assistant Professor	Economics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
25	Dr. ANJALI RAMAN	Assistant Professor	English	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
26	Ms. SIAMLIANVUNG HANGZO	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
27	Dr. L.GITARANI DEVI	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
28	Mrs. RITU MADAN	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
29	Dr. VARUN GULATI	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
30	Dr. DIVYA MADAN	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)
31	Ms. PREETI	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)
32	Dr. CHAKPRAM PRIYANKA	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)


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Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
33	Ms. GUNJAN KUMARI	Assistant Professor	English	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)
34	Dr. RAJENDER SINGH	Assistant Professor	Geography	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
35	Dr. PRABUDDH KUMAR MISHRA	Assistant Professor	Geography	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)
36	Dr. VIKAS SHARMA	Assistant Professor	Hindi	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
37	Dr. JYOTI SHARMA	Assistant Professor	Hindi	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
38	Dr. DARSHAN PANDEY	Assistant Professor	Hindi	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
39	Dr. RAJ KUMARI	Assistant Professor	Hindi	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
40	Ms. NISHTHA SRIVASTAVA	Assistant Professor	History	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
41	Mr. ASHESH KR. JHARWAL	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)

Shiv Kumar Sarda

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Raja Garden, New Delhi-110027

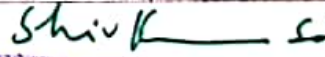
Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
42	Dr. KUMARI PRIYANKA	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
43	Dr. VANDANA	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
44	Dr. NEETU RANI	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
45	Mr. UTTAM KUMAR SINHA	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
46	Dr. SHILPI VERMA	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
47	Mr. MANISH KUMAR MEENA	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)
48	Mr. JITENDRA SINGH	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)


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 Raja Garden, New Delhi-110027

No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
49	Dr. JEETENDRA AGGARWAL	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
50	Ms. DEEPTI	Assistant Professor	Mathematics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
51	Ms. BHARTI	Assistant Professor	Physics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
52	Dr. MAMTA	Assistant Professor	Physics	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
53	Dr. RAJNEESH	Assistant Professor	Sanskrit	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
54	Dr. MEGHRAJ MEENA	Assistant Professor	Sanskrit	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11)
55	Dr. SUKHRAM	Assistant Professor	Sanskrit	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
56	Dr. SUNITA GUPTA	Assistant Professor	Zoology	From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)

Shiv K. Sooden
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 Raja Garden, New Delhi-110027

Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
57	Dr. DEEPIKA YADAV	Assistant Professor	Zoology	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
58	Ms. NIMITA KANT	Assistant Professor	Zoology	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)
59	Mr. MANISH KUMAR SACHDEVA	Assistant Professor	Zoology	From Stage 1 to Stage 2 (Pay Matrix Level 10 to 11) & From Stage 2 to Stage 3 (Pay Matrix Level 11 to 12)


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Shivaji College (University of Delhi)
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New Delhi - 110027

Data req. promotion(s) in respect of the following teaching staff from the post of Associate Professor (Stage 4)/ to the post of Professor (Stage 5) under Career Advancement Scheme 2018:

Sr. No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
1	Dr. SHIV KUMAR SAHDEV	Associate Professor	Mathematics	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
2	Dr. NEENA R WADEHRA	Associate Professor	Biochemistry	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
3	Dr. RASHMI WARDHAN	Associate Professor	Biochemistry	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
4	Dr. DARSHAN MALIK	Associate Professor	Biochemistry	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
5	Dr. RUCHIRA DHINGRA	Associate Professor	Hindi	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
6	Dr. VIRENDER BHARDWAJ	Associate Professor	Hindi	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
7	Dr. DARSHAN PANDEY	Associate Professor	Hindi	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)

कायवाहक प्राध्यापक / Officiating Principal
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राजा गार्डन, नई दिल्ली-110027
Raja Garden, New Delhi-110027

Shiv Kumar Sahdev

APAR PROFORMA – NON-TEACHING STAFF



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

संयुक्त कुलसचिव/उप कुलसचिव/सहायक कुलसचिव/प्रशासनिक अधिकारी के लिए वार्षिक कार्यनिष्पादन
मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JOINT REGISTRAR/DEPUTY
REGISTRAR/ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I - वैयक्तिक तथ्य PERSONAL DATA

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनाम Designation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
4. धारित स्थायी पद और वर्तमान ग्रेड
Permanent post held and the
present grade : _____
5. शैक्षणिक योग्यताएं
Educational Qualification : _____
6. व्यावसायिक एवं तकनीकी योग्यताएं
Professional & Technical
Qualification. : _____
7. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.
8. वर्ष के दौरान किये गये प्रशिक्षण कार्यक्रम
Training programmes attended during
the year : _____
9. रिपोर्ट अवधि के दौरान- कार्य-भार
Charges held during the period
under report : _____

जारी Contd...P-2/-

अधिकारी द्वारा स्वमूल्यांकन -भाग-II
SELF APPRIASAL BY THE OFFICER - PART-II

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए, यदि आवश्यक हो तो कृपया अलग से पृष्ठ संलग्न करें।)

(To be filled in by the Officer reported upon, if necessary extra sheet to be used)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (अA) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

4. (बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

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

5. कृपया वह विशिष्ट क्षेत्र अंकित करें जिससे आप अपने कार्य कौशल को प्रशिक्षण के माध्यम से निखारना चाहते हैं।

Please indicate specific area in which you feel the need to upgrade your skill through training programme.

6. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

दिनांक Date:.....

अधिकारी के हस्ताक्षर **Signature of the Officer**

जारी Contd...P-4/-

प्रतिवेदन अधिकारी द्वारा प्रतिवेदन-भाग-III
REPORT BY THE REPORTING OFFICER - PART-III

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता 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.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
Assessment of "Work Output" (weightage to this section would be 40%)

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted		
ii) कार्यनिष्पादन की कोटि Quality of work output		
iii) विश्लेषणात्मक योग्यता Analytical ability		
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आद्यक्षर Initial		

2. व्यक्तिगत विशेषताओं का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of "Personal Attributes" (on scale of 1-10); weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य की दृष्टिकोण Attitude to work		

ii) जिम्मेदारी का बोध Sense of responsibility		
iii) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit		
iv) संप्रेषण कौशल Communication skills		
v) नेतृत्व गुण Leadership qualities		
vi) अनुशासन का अनुरक्षण Maintenance of Discipline		
vii) समय-सीमा के अंतर्गत कार्य करने की क्षमता Capacity to work in time limit		
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Personal Attributes’		
आद्यक्षर Initial		

3. प्रकार्यात्मक सक्षमता का मूल्यांकन (1-10 के पैमाने पर); इस भाग का वेटेज 30% होगा
Assessment of “Functional Competency” (on scale of 1-10) : weightage to this Section would be 30%

गुण / Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.		

ii) पहल शक्ति Initiative		
iii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability		
iv) पर्यवेक्षण योग्यता Supervisory ability	4	
v) निर्णय लेने की क्षमता Decision making ability		
vi) समन्वय क्षमता Coordination ability		
vii) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’		
आद्यक्षर Initial		

3. स्वास्थ्य की स्थिति State of Health

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4. अनुसूचित जाति/अनु.जनजाति/ अन्य पिछड़ा वर्ग/शा.वि. श्रेणी के व्यक्तियों के प्रति दृष्टिकोण
Attitudes towards people belonging to SC/ST/OBC/PH Categories:

--

5. जनसाधारण के संबंध (जहां कहीं लागू हो)
Relations with public (wherever applicable)

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6. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

i)	संदेह से परे अथवा, Beyond Doubt; or	
ii)	मेरे संज्ञान मे कोई प्रतिकूल बात नहीं आई है अथवा, Nothing adverse has come to my notice; or	
iii)	चूंकि अधिकारी की सत्यनिष्ठा मे संदेह है, अतः एक गुप्त टिप्पणी संगलन है Since the integrity of the officer is doubtful, a Secret Note is attached herewith.	

7. रिपोर्टिंग अधिकारी द्वारा अंकित शब्द -चित्र जिस अधिकारी की रिपोर्ट लिखी जा रही है उसका उसके समग्र गुणों, सामर्थ्य, कमतर सामर्थ्य एवं कमजोर वर्गों के प्रति व्यवहार सहित मूल्यांकन एवं छोटे खाने मे 01 से 10 के पैमाने पर समग्र श्रेणीकरण (समग्र श्रेणीकरण हर वर्ग के लिए नियत वेटेज के अनुपात के औसत मान के योग के आधार पर किया जाना है।)

Pen-Picture by Reporting Officer

(General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the mean value of each group of indications in proportion to the weightage assigned)

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8. समग्र श्रेणी (1-10 अंको के हिसाब से) /Overall Grade (on score of 1-10):

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प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

नाम स्पष्ट अक्षरों में

Name in Block letters: _____

पदनाम

Designation: _____

दिनांक Date:.....

भाग PART-IV पुनरीक्षण / Review
(पुनर्विलोकन अधिकारी REVIEWING OFFICER)

1. क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा निर्गत कार्य और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिरूचियों से सहमत नहीं है, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आद्याक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes

नहीं No

2. असहमति होने की स्थिति में कृपया इसका कारण बताये, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

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

3. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करे लगभग 100 शब्दों में जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. प्रतिवेदन के खंड -III में दिए गए सारांश के आधार पर कुल मिलकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Part-III of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

नाम स्पष्ट अक्षरों में

दिनांक Date:.....

Name in Block letters: _____

पदनाम

Designation: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

प्रारूपकार के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR DRAFTSMAN

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I – वैयक्तिक ब्यौरा PERSONAL DATA

1.1 अधिकारी का नाम Name of Officer : _____

पीआईएमएस आईडी सं.

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PIMS ID No.

1.2 सेवा में कार्यभार ग्रहण की तिथि
Date of Joining the Service : _____

1.3 जन्मतिथि
Date of Birth : _____

1.4 क्या अधिकारी अ.जा./अ.ज.जा./अन्य
पिछड़ा वर्ग का है?
Whether the officer belongs to
SC/ST/OBC? : _____

1.5 वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment to : _____
present grade

	दिनांक Date	ग्रेड Grade
--	----------------	----------------

1.6 वर्तमान पद और उस पर तैनाती की तारीख
Present post and date of posting thereto: _____

	दिनांक Date	ग्रेड Grade
--	----------------	----------------

1.7 इयूटी से अनुपस्थित रहने की अवधि
Period of discontinuity from duty : _____

छुट्टी के कारण
On account of Leave

प्रशिक्षण/अन्य सरकारी कार्यों के कारण
On account of Training/other
official assignments

1.8 शैक्षिक और व्यावसायिक अर्हताएं
Academic and Professional Qualifications: _____

भाग PART – II

कार्यों का संक्षिप्त विवरण Brief description of assignments

- 2.1 रिपोर्टाधीन अवधि के दौरान किए गए कार्यों और उपलब्धियों का संक्षिप्त विवरण लगभग **100 शब्दों** में लिखें जिसमें सौंपे गए विशिष्ट कार्यों का उल्लेख किया जाए।

Brief resume of work done and achievements with particular mention of the specific tasks and actions assigned to you during the period in about **100 words**.

- 2.2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

- 2.2 किए गए कोई अन्य अतिरिक्त और अनपेक्षित कार्य/शुरू किए गए कार्य जिनका उल्लेख करना आवश्यक हो।

Any other additional and unforeseen assignments carried out/Initiatives undertaken worth mentioning.

सूचना देने वाले अधिकारी के तिथि सहित हस्ताक्षर
Officer reported upon Signature with date

भाग PART-III

3.0 क्या आप अधिकारी द्वारा लक्ष्यों और उपलब्धियों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? नीचे दिए गए पैरा 3.1 के संदर्भ में यदि कोई असहमति हो तो उसकी सीमा और उसके कारण बताएं?

Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any

3.1 **निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)**
Assessment of work output (weightage 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पैरा 2.1 के अनुसार दिए गए कार्य को पूरा करने की सीमा Extent of accomplishment of work assigned as per para 2.1			
ii) संपन्न कार्य की गुणता Quality of output			
iii) पैरा 2.2 के अनुसार निष्पादित असाधारण/अनपेक्षित कार्य को पूरा करना Accomplishment of exceptional work/unforeseen tasks performed as per para 2.2			
समग्र ग्रेडिंगOverall Grading			

3.2 **व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)**
Assessment of personal attributes (weightage 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य के प्रति अभिरुचि Attitude to work			

ii) उत्तरदायित्व की भावना और पहल करने की शक्ति Sense of responsibility and initiativeness			
iii) अनुशासन और समय की पाबंदी Discipline & punctuality			
iv) संप्रेषण कौशल Communication skills			
v) टीम भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vi) समय सीमा में कार्य करने की क्षमता Capacity to work in time limit			
समग्र ग्रेडिंग Overall Grading			

3.3 **प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)**
Assessment of functional competency (weightage 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आदयक्षर Initial of Reviewing Authority
i) आरेखों के अनुरेखण की योग्यता तथा इनके अध्ययन की क्षमता Quality of tracing and capacity to read drawings			
ii) आरेख तैयार करना और संरचनात्मक आरेख कार्य Preparation of drawing, Structural drawing work			
iii) प्राक्कलन की जाँच करने की क्षमता Ability to check estimate			
iv) अतिरिक्त प्रतिस्थापित मदों, संविदा दस्तावेजों को तैयार करने और उन्हें जाँचने की योग्यता, जहां लागू हो Ability to prepare and check extra substituted items and contract documents, wherever applicable			

v) समन्वय योग्यता Co-ordination ability			
vi) निविदा आमंत्रण सूचनाओं, संविदा दस्तावेज तैयार करने और जाँचने की योग्यता Ability to prepare, check NITs, Contract documents			
समग्र ग्रेडिंग Overall Grading			

1-10 स्केल पर भाग-III की समग्र ग्रेडिंग

Overall grading of Part-III on scale 1-10

ग्रेडिंग Grading	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
भाग Part 3.1			
भाग Part 3.2			
भाग Part 3.3			
समग्र ग्रेडिंग Overall Grading			

भाग PART-IV:

4.1 सामान्य विशेषताएं General Attributes (वेटेज लागू नहीं Weightage not applicable)

**4.2 सत्यनिष्ठा : कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें :
Integrity : Please comment on integrity of the officer:**

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) स्वास्थ्य की स्थिति State of Health			
ii) कमजोर वर्गों और अनुसूचित जाति/अनु.जनजाति/ अन्य पिछड़ा वर्ग के प्रति दृष्टिकोण Attitudes towards weaker section and SC/ST/OBC			

<p>iii) अभिरूचि एवं कार्यक्षम: कृपया अधिकारी की अभिरूचि और उन क्षेत्रों का उल्लेख करें जिनमें वह प्रशिक्षण संबंधी जरूरतों सहित विकास करने में कार्यक्षम है Aptitude and potential please mention about the aptitude of the officer and areas in which he has potential to develop alongwith training needs.</p>			
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4.3 लगभग 70 शब्दों में पेन पिक्चर Pen Picture in about 70 words:

दिनांक Date:

स्थान Place:

रिपोर्टिंग अधिकारी के हस्ताक्षर
Signature of Reporting Officer

भाग PART-V

समीक्षा REVIEW

- 1) पुनर्विलोकन प्राधिकारी के अधीन सेवा अवधि
Length of Service under Reviewing Authority:

जारी Contd...P-7/-

- II) क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा निर्गत कार्य और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिरूचियों से सहमत नहीं हैं, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आद्याक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes नहीं No

- III) मत भिन्नता की स्थिति में तत्संबंधी विवरण और कारणों का उल्लेख करें।

In case of difference of opinion details and reasons for the same may be given.

- IV) यदि अधिकारी अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग के सदस्य के बारे में रिपोर्ट किया है, तो कृपया इसका विशेष रूप से उल्लेख करें कि क्या रिपोर्टिंग अधिकारी ने अनु. जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग के अधिकारी के कार्यनिष्पादन का निष्पक्ष मूल्यांकन किया है।

If the officer reported upon is a member of SC/ST/OBC, please indicate specifically whether the attitude of reporting officer in assessing the performance of SC/ST/OBC officer has been fair and just.

- V) 1-10 स्केल पर समग्र ग्रेडिंग Overall Grade on scale 1-10:

दिनांक Date:

स्थान Place:

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of Reviewing Officer

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

कार्यपालक अभियंता/सहायक अभियंता के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR EXECUTIVE ENGINEER/ASSISTANT ENGINEER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I – वैयक्तिक ब्यौरा PERSONAL DATA

1.1 अधिकारी का नाम Name of Officer : _____

पीआईएमएस आईडी सं.

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PIMS ID No.

1.2 सेवा में कार्यभार ग्रहण की तिथि
Date of Joining the Service : _____

1.3 जन्मतिथि
Date of Birth : _____

1.4 क्या अधिकारी अ.जा./अ.ज.जा./अन्य पिछड़ा वर्ग का है
Whether the officer belongs to SC/ST/OBC : _____

1.5 वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment to : _____
present grade

	दिनांक Date	ग्रेड Grade
--	----------------	----------------

1.6 वर्तमान पद और उस पर तैनाती की तारीख
Present post and date of posting thereto: _____

	दिनांक Date	ग्रेड Grade
--	----------------	----------------

1.7 इ्यूटी से अनुपस्थित रहने की अवधि
Period of discontinuity from duty : _____

	छुट्टी के कारण On account of Leave
--	---------------------------------------

प्रशिक्षण/अन्य सरकारी कार्यों के कारण
On account of Training/other
official assignments

- 1.8 शैक्षिक और व्यावसायिक अर्हताएं
Academic and Professional Qualifications: -----
- 1.9 वास्तुकला काउंसिल की वैध पंजीकरण सं. तथा
तिथि(केवल वास्तुकला के मामले में लागू)
Registration No. of Council of Architecture : -----
and date upto which it is valid (applicable
in case of Architects only)
- 1.10 अंतर्देशीय/विदेशी प्रशिक्षण/पुनश्चर्या पाठ्यक्रम शुरू
किए और व्यावसायिक अर्हताएं प्राप्त कर ली
Inland/Foreign Training/Refresher Courses : -----
undertaken and Professional qualification
attained
- 1.11 अध्येतावृत्ति/व्यावसायिक निकायों की सदस्यता/
अर्हताप्राप्त विभागीय परीक्षा
Fellowship/Membership of Professional : -----
Bodies/Departmental Exam qualified

भाग PART – II

वर्ष हेतु स्वमूल्यांकन SELF APPRAISAL FOR THE YEAR

- 2.1 कार्यों का संक्षिप्त विवरण
Brief description of duties of post:

- 2.2 कृपया मात्रात्मक/प्रत्यक्ष/वित्तीय लक्ष्यों/उद्देश्यों (8 से 10 मद वरीयता के क्रम में) का उल्लेख करें जो आपके लिए नियत किए गए थे और प्रत्येक लक्ष्य के संबंध में आपने उपलब्धि प्राप्त की हो
Please specify the quantitative/physical/financial targets/objectives (8 to 10 items priority – wise / in order of importance) that were set for you and your achievements against each targets.

लक्ष्य Targets:	उपलब्धि Achievements

- 2.3 कृपया कॉलम 2.2 में निर्दिष्ट लक्ष्यों/उद्देश्यों के संदर्भ में अपनी उपलब्धियों पर संक्षिप्त टिप्पणी करें। कृपया उन लक्ष्यों का उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।
Please comment briefly on your achievements with reference to targets/objectives referred to in column 2.2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

--

- 2.4 कृपया कॉलम 2.2 में निर्दिष्ट लक्ष्यों के संदर्भ में कमियों पर संक्षिप्त टिप्पणी करें। कृपया उन लक्ष्यों को प्राप्त करने में यदि कोई अवरोध रहे हों, तो उनका उल्लेख करें ।
Please comments briefly on the shortfalls with reference to the targets referred to in column 2.2. Please specify the constraints, if any, in achieving the targets.

--

2.5 (का) क्या आपने वर्तमान वर्ष के लिए सभी अधिकारियों हेतु संबंधित वार्षिक कार्य योजना बना ली है, जिसके आप रिपोर्टिंग प्राधिकारी हैं?

Have you set the annual work plan for all officers for the Current year, in respect of whom you are the reporting authority?

हाँ Yes नहीं No

(ख) क्या आपने सभी संबंधित अधिकारियों की ए.पी.ए.आर. लिखी है, जिसके आप रिपोर्टिंग प्राधिकारी हैं ?

Have you written the APAR of all officers in respect of whom you are the Reporting Authority?

हाँ Yes नहीं No

2.6 किसी भी अन्य अतिरिक्त एवं अप्रत्याशित कार्य जिनका उल्लेख करना आवश्यक हो, उनका उल्लेख करें, जो संपन्न किए गए/ शुरू किए गए

Any other additional and unforeseen assignments carried out/Initiatives undertaken worth mentioning

1.

2.

2.7. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

सूचना देने वाले अधिकारी के तिथि सहित हस्ताक्षर
Officer reported upon Signature with date

भाग PART-III

3.0 क्या आप लक्ष्यों एवं उपलब्धियों के संबंध में अधिकारी के स्वमूल्यांकन से सहमत हैं। नीचे दिए गए पैरा 3.1 के संदर्भ में यदि कोई असहमति हो तो उसकी सीमा और कारण बताएं

Do you agree with the self appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any

3.1 **निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)**

Assessment of work output (weightage - 40%)

On scale 1-10 के स्केल में ; कृपया अनुदेशों को देखें see instructions

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पैरा 2.2 के अनुसार दिए गए कार्य को पूरा करने की सीमा Extent of Accomplishment of planned work as per para 2.2. above			
ii) संपन्न कार्य की गुणता Quality of output			
iii) पैरा 2.6 के अनुसार निष्पादित असाधारण/अनपेक्षित कार्य को पूरा करना Accomplishment of exceptional work/unforeseen tasks performed as per para 2.6 above			
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'			

3.2 **व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)**

Assessment of personal attributes (weightage 30%)

On scale 1-10 के स्केल में ; कृपया अनुदेशों को देखें see instructions

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1) कार्य के प्रति अभिरुचि Attitude to work			

2) पहल, ड्राइव एवं साधन-संपन्नता Initiative, drive and resourcefulness			
3) अनुशासन Discipline			
4) संप्रेषण कौशल Communication skills			
5) टीम भावना से कार्य करने की क्षमता Capacity to work in team spirit			
6) समय सीमा में कार्य करने की क्षमता Capacity to work to time lines			
7) परस्पर-व्यक्तिगत संबंधों और अपने मुवक्किल एवं ग्राहकों के साथ संबंध Inter-personal relations and relation with clients and customers			
8) विश्वसनीयता एवं जिम्मेदारी लेने का निर्णय और इच्छा Dependability and willingness to take responsibility			
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग Overall Grading on personal attributes			

3.3 प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)
Assessment of functional competency (weightage 30%)

On scale 1-10 के स्केल में ; कृपया अनुदेशों को देखें see instructions

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1) कार्यक्षेत्र से संबंधित नियमों/ विनियमों/ कार्यप्रणाली का ज्ञान और उनको सही तरह से प्रयोग करने की योग्यता Knowledge of Rules/ Regulations/ Procedures in the area of function and ability to apply them effectively			
2) नीतिबद्ध योजना बनाने की क्षमता Strategic Planning ability			

3) निर्णय लेने की क्षमता Decision making ability			
4) विश्लेषणात्मक योग्यता Analytical ability			
5) समन्वय क्षमता Coordination ability			
6) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
7) कार्यपालक अभियंता के लिए For EEs योजना एवं अभिकल्पन, विशिष्टता एवं संहिताओं, मूल्यांकन, सतर्कता तकनीक का ज्ञान एवं प्रवीणता Knowledge and Proficiency in Planning & Designing, Specification and Codes, Valuation, Vigilance Techniques वास्तुविद् के लिए For Architects डिजाइन से लेकर उनके रखरखाव की समस्याओं आदि पर ध्यान देने की व्यावहारिकता। सौंदर्य, कल्पनाशील, अभिनव डिजाइन्स के लिए रचनात्मकता और मौलिकता। Practicability of design attention to maintenance problems etc., Creativity and originality for aesthetic, imaginative and innovative designs उद्यान कृषिविद् के लिए For Horticulture भूनिर्माण और फूलों के शो के लिए डिजाइन, बागवानी क्रिया विधि Landscaping and Designing flower shows, Horticulture Methodology			
8) प्रबंधन का संगठन एवं कार्यों का पर्यवेक्षण Management organization and supervision of works			
9) अतिरिक्त प्रतिस्थापित मदों को शुरू करने में तत्परता। माप, परीक्षण जांच,रिकार्डिंग समापन प्रमाणपत्र, सीटीई के अवलोकन हेतु जवाब Promptness in initiating extra substituted items. Finalising measurements, test checks, recording completion certificate, Responding to CTE's observation (वास्तुविद् के लिए लागू नहीं N.A. for Architects)			
'प्रकार्यात्मक सक्षमता' पर कुल मिलाकर ग्रेडिंग Overall Grading on functional competency			

1-10 स्केल पर भाग-III की समग्र ग्रेडिंग

Overall grading of Part-III on scale 1-10

ग्रेडिंग Grading	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
भाग Part 3.1			
भाग Part 3.2			
भाग Part 3.3			
समग्र ग्रेडिंग Overall Grading			

4.1 सत्यनिष्ठा : कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें ।

Integrity : Please comment on integrity of the officer:

4.2

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) स्वास्थ्य की स्थिति State of Health			
ii) कमजोर वर्गों और अनुसूचित जाति/अनु.जनजाति/ अन्य पिछड़ा वर्ग के प्रति दृष्टिकोण Attitudes towards weaker section and SC/ST/OBC			
iii) अभिरुचि एवं कार्यक्षम: कृपया अधिकारी की अभिरुचि और उन क्षेत्रों का उल्लेख करें जिनमें वह प्रशिक्षण संबंधी जरूरतों सहित विकास करने में कार्यक्षम है Aptitude and potential please mention about the aptitude of the officer and areas in which he has potential to develop alongwith training needs,			

4.3 लगभग 70 शब्दों में पेन पिक्चर **Pen Picture in about 70 words:**

दिनांक Date:

स्थान Place:

रिपोर्टिंग अधिकारी के हस्ताक्षर

Signature of Reporting Officer

भाग PART-V

समीक्षा REVIEW

- 1) पुनर्विलोकन प्राधिकारी के अधीन सेवा की अवधि
Length of Service under Reviewing Authority:

- 2) क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा कार्य आउटपुट और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिरूचियों से सहमत नहीं है, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आद्याक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes

नहीं No

3) मत भिन्नता की स्थिति में तत्संबंधी विवरण और कारणों का उल्लेख करें

In case of difference of opinion details and reasons for the same may be given

4) रिपोर्टिंग अधिकारी की पेन पिक्चर पर अभ्युक्तियां/अवलोकन

Remarks/observation on the Pen Picture by the Reporting Officer:

5) 1-10 स्केल पर समग्र ग्रेडिंग Overall Grade on scale 1-10:

दिनांक Date:

स्थान Place:

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of Reviewing Officer

स्वीकृति ACCEPTANCE

क्या आप रिपोर्टिंग अधिकारी/पुनर्विलोकन अधिकारी द्वारा किए गए मूल्यांकन और मत भिन्नता के ब्यौरों और उसके कारण, यदि कोई हों, से सहमत हैं? ऐसे मामलों में स्वीकृति प्राधिकारी 1-10 स्केल पर समग्र ग्रेड भी देगा।

Do you agree with the assessment made by the Reporting Officer/Reviewing Officer and details of difference of opinion, if any, with reasons for the same. In such case, acceptance authority will also give overall grade on a scale of 1 to 10.

हाँ Yes

नहीं No

उत्कृष्ट Outstanding (9)

अच्छा Good (5)

बहुत अच्छा Very Good (7)

असंतोषजनक Unsatisfactory (0)

स्वीकारकर्ता प्राधिकारी के हस्ताक्षर

दिनांक Date :

Signature of Accepting Authority_____

नाम स्पष्ट अक्षरों में

स्थान Place :

Name in Block Letters_____

रिपोर्ट अवधि के दौरान पदनाम

Designation during the period of Report_____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

कनिष्ठ सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JUNIOR ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
3. धारित पद का पदनाम
Designation of post held : _____
4. क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to : _____
Scheduled Caste/ST/OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
in the present grade : ग्रेड Grade:_____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

स्व मूल्यांकन SELF APPRAISAL – भाग PART-2

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियाँ भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण Brief description of duties:

2. _____ से _____ तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्यों का संक्षिप्त सार-वृत्त (दिया जाने वाला सार- 100 शब्दों से अधिक न हो)
Brief resume of the work done by you during the year/period from _____
to _____ (The resume to be furnished should be limited to **100 words**)

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

स्थान Place:

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

रिपोर्ट लिखने वाले अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियाँ भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
 (Please read carefully the guidelines before filling the entries)

1. द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो की 1-10 तक के पैमाने पर होनी चाहिए जिसमे 1 का तात्पर्य निम्नतम ग्रेड और 10 का तात्पर्य उच्चतम ग्रेड से है।

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

(क) कार्य निष्पादन का मूल्यांकन (इस खंड की तहरीज 40% होगा)

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

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) योजनाबद्ध कार्य/ आबंटित विषयों के अनुसार आबंटित कार्य को पूरा करना Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणवत्ता Quality of work			
iii) टंकण में प्रवीणता Proficiency in typing (speed and accuracy)			
iv) कार्य में प्रवीणता, नामतः निर्धारित रजिस्ट्रों और चार्टों इत्यादि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.			
‘कार्य निष्पादन पर’ समय ग्रेडिंग (कुल [i से iv]) Overall Grading on ‘Work Output’ (Total [i to iv])			

(ख) व्यक्तिगत गुण/विशेषता का मूल्यांकन (इस खंड की तहरीज 30% होगा)

(B) Assessment of Personal attributes (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य की प्रति अभिवृत्ति Attitude to work			
ii) उत्तरदायित्व की भावना Sense of responsibility			
iii) अनुशासन बनाए रखना Maintenance of discipline			
iv) संप्रेषण कौशल Communication skills			
v) विश्लेषणात्मक योग्यता Analytical ability			
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team			
vii) समय सीमा का पालन करने की योग्यता Ability to meet deadline			
viii) अंतरव्यक्तिगत संबंध Inter personal relations			
‘व्यक्तिगत गुण /विशेषताओं’ की समय ग्रेडिंग (कुल [i से viii]) Overall Grading on ‘Personal Attributes’ (Total [i to viii])			

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड की तहरीज 30% होगी)

(C) Assessment of functional competency (weightage to this section would be 30%)

	रिपोर्ट लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting Authority	समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority
1	2	3	4
i) काम-काज के क्षेत्र में नियमों /विनयमों /पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly			

ii) समन्वय क्षमता Coordination ability			
iii) पहल शक्ति Initiative			
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer			
‘कार्यात्मक क्षमता’ पर समग्र ग्रेडिंग (कुल [i से iv]) Overall grading on ‘Functional Competency’ (Total [i to iv])			

नोट Note: समग्र ग्रेडिंग, निर्धारित की गई तहरीज के अनुपात में संकेतकों के प्रत्येक समूह के माध्य मान के योग पर आधारित होगी

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य GENERAL-भागPART-4

1. जनता के साथ संपर्क Relations with the public (जहाँ कहीं लागू हो wherever applicable)
(कृपया जनता की अधिकारी तक पहुँच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

--

2. प्रशिक्षण Training
(कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें) Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

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3. स्वास्थ्य की स्थिति State of Health

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4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें) Please comment on the integrity of the officer)

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5. क्षमताओं और कमतर क्षमताओं, असाधारण उपलब्धियां, महत्वपूर्ण विफलताओं तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समग्र गुणों पर रिपोर्ट लिखने वाले अधिकारी द्वारा की शब्द चित्र (लगभग 100 शब्दों में) Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. रिपोर्ट के भाग- III में खंड क, ख और ग में दी गई तहरीज के आधार पर समग्र आंकिक ग्रेडिंग। Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम मोटे अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि के दौरान
During the period of Report: _____

समीक्षा अधिकारी द्वारा अभ्यक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. समीक्षा अधिकारी के तहत सेवाकाल Length of service under the Reviewing Officer

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2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में रिपोर्ट लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 और भाग-4(5)} (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खंड में आपके लिए दिये गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आद्याक्षर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? {Ref: Part-3 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):

--

3. असहमति की स्थिति में कारण बताएं। कृपया ऐसा कुछ हैं जिसमे आप संशोधन करना अथवा जोड़ना चाहते हैं ?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. अ.जा./ अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में रिपोर्ट लिखने वाले अधिकारी की अभिवृत्ति

The attitude of the Reporting Officer in assessing the performance of SC/ST officer

--

5. समीक्षा अधिकारी द्वारा शब्द चित्र । (लगभग 100 शब्दों में) कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समग्र गुणों पर टिप्पणी करें ।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. रिपोर्ट के भाग-3 में खंड-क, खंड-ख और खंड-ग में दी गई तहरीज के आधार पर समय आंकिक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:..... नाम मोटे अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि के दौरान
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

कनिष्ठ अभियंता के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JUNIOR ENGINEER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I – वैयक्तिक ब्यौरा PERSONAL DATA

1.1 अधिकारी का नाम Name of Officer : _____

पीआईएमएस आईडी सं.

PIMS ID No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.2 सेवा में कार्यभार ग्रहण की तिथि

Date of Joining the Service

:

1.3 जन्मतिथि

Date of Birth

:

1.4 क्या अधिकारी अ.जा./अ.ज.जा./अन्य

पिछड़ा वर्ग का है

Whether the officer belongs to
SC/ST/OBC

:

1.5 वर्तमान ग्रेड में लगातार नियुक्ति की तिथि

Date of continuous appointment to
present grade

दिनांक

Date

ग्रेड

Grade

1.6 वर्तमान पद और उस पर तैनाती की तारीख

Present post and date of posting thereto:

दिनांक

Date

ग्रेड

Grade

1.7 इ्यूटी से अनुपस्थित रहने की अवधि

Period of discontinuity from duty :

छुट्टी के कारण

On account of Leave

प्रशिक्षण/अन्य सरकारी कार्यों के कारण

On account of Training/other
official assignments

1.8 शैक्षिक और व्यावसायिक अर्हताएं

Academic and Professional Qualifications: -----

जारी Contd...P-2/-

1.9 विभागीय परीक्षा उत्तीर्ण की Departmental Exam passed :

हाँ Yes नहीं No

भाग PART – II

कार्यों का संक्षिप्त विवरण Brief description of assignments

2.0 रिपोर्टाधीन अवधि के दौरान किए गए कार्यों और उपलब्धियों का संक्षिप्त विवरण लगभग **100 शब्दों** में दें जिसमें सौंपे गए विशिष्ट कार्यों का उल्लेख किया जाए।

Brief resume of work done and achievements with particular mention of the specific tasks and actions assigned to you during the period in about **100 words**.

2.1 किए गए कोई अन्य अतिरिक्त और अनपेक्षित कार्य/शुरू किए गए कार्य जिनका उल्लेख करना आवश्यक हो।

Any other additional and unforeseen assignments carried out/Initiatives undertaken worth mentioning.

2.2 कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

सूचना देने वाले अधिकारी के तिथि सहित हस्ताक्षर
Officer reported upon Signature with date

भाग PART-III

3.0 क्या आप अधिकारी द्वारा लक्ष्यों और उपलब्धियों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? नीचे दिए गए पैरा 3.1 के संदर्भ में यदि कोई असहमति हो तो उसकी सीमा और उसके कारण बताए?

Do you agree with the self-appraisal of the officer with regard to targets and achievements. Indicate reasons and extent of disagreement with reference to 3.1 below, if any

3.1 **निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)**
Assessment of work output (weightage - 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) पैरा 2.0 के अनुसार दिए गए कार्य को पूरा करने की सीमा Extent of accomplishment of work assigned as per para 2.0		
ii) संपन्न कार्य की गुणता Quality of output		
iii) विश्लेषण-क्षमता Analytical ability		
iv) पैरा 2.1 के अनुसार निष्पादित असाधारण/अनपेक्षित कार्य को पूरा करना Accomplishment of exceptional work/unforeseen tasks performed as per para 2.1		
समग्र ग्रेडिंग Overall Grading		
आद्यक्षर Initial		

3.2 **व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)**
Assessment of personal attributes (weightage 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्य के प्रति अभिरूचि Attitude to work		
ii) उत्तरदायित्व की भावना और पहल करने की शक्ति Sense of responsibility and initiativeness		
iii) अनुशासन और समय की पाबंदी Discipline & punctuality		
iv) संप्रेषण कौशल Communication skills		

v) टीम भावना में कार्य करने की क्षमता Capacity to work in team spirit		
vi) समय सीमा में कार्य करने की क्षमता Capacity to work in time limit		
vii) परस्पर-व्यक्तिगत संबंधों और अपने मुवक्किल एवं ग्राहकों के साथ संबंध Inter-personal relations including client and customer relations		
viii) स्वास्थ्य की स्थिति State of Health		
ix) अभिरूचि एवं कार्यक्षम: कृपया अधिकारी की अभिरूचि और उन क्षेत्रों का उल्लेख करें जिनमें वह प्रशिक्षण संबंधी जरूरतों सहित विकास करने में कार्यक्षम है Aptitude and potential please mention about the aptitude of the officer and areas in which he has potential to develop alongwith training needs.		
समग्र ग्रेडिंग Overall Grading		
आद्यक्षर Initial		

3.3 प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)
Assessment of functional competency (weightage 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
i) कार्यक्षेत्र से संबंधित नियमों/विनियमों/कार्यप्रणाली का ज्ञान और उनको सही तरह से प्रयोग करने की योग्यता Knowledge of Rules/Regulations/ Procedures/Specifications and Codes in the area of function and ability to apply them effectively		
ii) योजना एवं अभिकल्पन, प्राक्कलन, आरेख बनाना, क्षमता का ब्यौरा Planning & Design, estimation, drawing sketching and detailing ability		
iii) दरों का विश्लेषण, अतिरिक्त सहायक मदों का विश्लेषण Analysis of Rates, extra substituted items (वास्तुविद् सहायकों के लिए लागू नहीं N.A. for Architectural Assistants)		
iv) समन्वय क्षमता Coordination ability		
v) प्रबंधन, संगठन, नियंत्रण और कार्य की देखरेख Management, organization, control and supervision of work (वास्तुविद् सहायकों के लिए लागू नहीं N.A. for Architectural Assistants)		

vi) विश्वसनीयता, बुद्धिमत्ता, अध्यवसाय अनुदेशों का अनुपालन करने में तत्परता Dependability, intelligence, industry, promptness in carrying out instructions		
समग्र ग्रेडिंग Overall Grading		
आद्यक्षर Initial		

भाग-IV: PART-IV

4.0 लगभग 70 शब्दों में पेन पिक्चर Pen Picture in about 70 words:

**1-10 स्केल पर भाग-III की समग्र ग्रेडिंग
Overall grading of Part-III on scale 1-10**

ग्रेडिंग Grading	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
भाग Part 3.1		
भाग Part 3.2		
भाग Part 3.3		
समग्र ग्रेडिंग Overall Grading		
आद्यक्षर Initial		

दिनांक Date:

स्थान Place:

रिपोर्टिंग अधिकारी के हस्ताक्षर
Signature of Reporting Officer
with seal

भाग PART-V समीक्षा REVIEW

- 1) पुनर्विलोकन प्राधिकारी के अधीन सेवा की अवधि
Length of Service under Reviewing Authority:

- 2) क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा कार्य आउटपुट और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? यदि आप किन्हीं संख्यात्मक मूल्यांकन या अभिरूचियों से सहमत नहीं है, तो कृपया उस भाग में दिए गए कॉलम में अपने मूल्यांकन का उल्लेख करें और अपनी प्रविष्टियों पर आदयाक्षर करें।

Do you agree with the assessment made by the Reporting Officer with respect to the work output and various attributes in Part-III. In case you do not agree with any of the numerical assessment or attitudes, please record your assessment in column provided for in that Part and initial your entries

हाँ Yes

नहीं No

- 3) मत भिन्नता की स्थिति में तत्संबंधी विवरण और कारणों का उल्लेख करें
In case of difference of opinion details and reasons for the same may be given

- 4) रिपोर्टिंग अधिकारी की पेन पिक्चर पर अभ्युक्तियां/अवलोकन
Remarks/observation on the Pen Picture by the Reporting Officer:

- 5) 1-10 स्केल पर समग्र ग्रेडिंग Overall Grade on scale 1-10:

दिनांक Date:

स्थान Place:

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of Reviewing Officer

स्वीकृति ACCEPTANCE

क्या आप रिपोर्टिंग अधिकारी/पुनर्विलोकन अधिकारी द्वारा किए गए मूल्यांकन और मत भिन्नता के ब्यौरें और उसके कारण, यदि कोई हों, से सहमत हैं? ऐसे मामलों में स्वीकृति प्राधिकारी 1-10 स्केल पर समग्र ग्रेड भी देगा।

Do you agree with the assessment made by the Reporting Officer/Reviewing Officer and details of difference of opinion, if any, with reasons for the same. In such case, acceptance authority will also give overall grade on a scale of 1 to 10.

हाँ Yes

नहीं No

दिनांक Date : स्वीकारकर्ता प्राधिकारी के हस्ताक्षर
Signature of Accepting Authority _____
स्थान Place : नाम स्पष्ट अक्षरों में
Name in Block Letters _____

रिपोर्ट अवधि के दौरान पदनाम
Designation during the period of Report _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

चिकित्सा अधिकारी के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR MEDICAL OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. धारित पद का पदनाम
Designation of post held : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
4. Date of Joining : _____
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
- to the present grade : ग्रेड Grade:_____
6. Pay Band with grade pay : _____
7. Department/Organization : _____
- where working and since when

जारी Contd....P-2/-

9. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण) से अनुपस्थिति की अवधि। यदि उक्त कार्मिक ने प्रशिक्षण लिया है तो उसका विवरण दें

Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training,
specify.

भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)
(To be filled in by the Officer reported upon)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य की द्रष्टि से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (अA) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

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

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

भाग PART-3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे 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.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

जारी Contd....P-4/-

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्यनिष्पादन की गुणता Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
‘निर्गत कार्य’ पर कुल मिलाकर श्रेणीकरण Overall Grading on ‘Work Output’			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण कौशल Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			

vii) समय-सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal attributes'			

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Co-ordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
'प्रकार्यात्मक सक्षमता' पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

सामान्य GENERAL – (भागPART-4)

- जनता के साथ भागीदारी Relations with the public (जहाँ भी प्रयोज्य wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की द्रष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं(संदर्भ: भाग 2 का 3(अ) एवं 3(ब) एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो।

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

6. प्रतिवेदन के भाग-3 के खंड अ, ब और स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण ।

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

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....

नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:.....

पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

भाग PART-5

1. पुनर्विलोकन अधिकारी की अभ्युक्ति REMARKS OF THE REVIEWING OFFICER.

पुनर्विलोकन अधिकारी के अंतर्गत सेवा काल

Length of service under the Reviewing Officer

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2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? [संदर्भ: भाग-3(अ)(iv) तथा भाग-4(5)]

(यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा विधमनता को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures 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 on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
---------	---------

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

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

--

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी के समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हों ।

Pen picture by Reviewing Officer. Please comment (in about **100 words**) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

--

5. प्रतिवेदन के भाग-3 के खंड अ, खंड ब और खंड स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण ।

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

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि में During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

मल्टी टासकिंग स्टाफ के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSEMENT REPORT FOR MULTI TASKING STAFF

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT -----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. पदनाम
Designation : _____
3. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words) _____

4. क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to : _____
Scheduled Caste/S T/OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

स्वमूल्यांकन SELF APPRAISAL – भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

2. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

स्थान Place:

दिनांक Date:.....

प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3

ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority
1	2	3
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of work allotted as per subjects allotted		
ii) कार्यनिष्पादन की कोटि Quality of work output		
iii) क्या वह मशीन/ स्टोर का ज्ञान रखता है। Does he/she know the machine/ store		
iv) क्या वह नियमित रूप से मशीन/ स्टोर/भवन को ठीक रखता है Does he/she maintain the machine/ store/ building properly and regularly.		
v) क्या वह सफाई करता है और चार्ट, दृश्य स्लइड/ भंडारण आइटम/ परिसर की देखभाल करता है Does he/she clean and takes care of chart, visual slides/ storage items/ premises.		
vi) किए गए अप्रत्याशित कार्य/ अपवादात्मक कार्य की परिपूर्णता Accomplishment of exceptional work/unforeseen tasks performed		
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आद्यक्षर Initial		

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B)Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) कार्य की अभिवृत्ति Attitude to work		
ii) जिम्मेदारी का बोध Sense of responsibility		

iii) Regularity and Punctuality नियमितता और समय की पाबंदी		
iv) अनुशासन को बनाए रखना Maintenance of discipline		
v) संप्रेषण कौशल Communication skills		
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team		
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline		
viii) परस्पर व्यक्तिगत संबंध Inter -personal relations		
ix) Clean use of uniform		
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल [i से ix]) Overall Grading on ‘Personal Attributes’ (Total [i to ix])		
आद्यक्षर Initial		

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)
1	2	3
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly		
ii) समन्वय क्षमता Coordination ability		
iii) पहल शक्ति Initiative		
iv) कंप्यूटर पर कार्य करने में प्रवीणता, जहां पर उपलब्ध हो Proficiency in working on computer, wherever available		
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल [i से iv])Overall grading on ‘Functional Competency’ (Total [i to iv])		
आद्यक्षर Initial		

नोट Note: संकेतक के प्रत्येक ग्रुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned

सामान्य GENERAL-भागPART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
पदनाम
दिनांक Date:..... Designation: _____
प्रतिवेदन की अवधि में
During the period of Report: _____

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. पुनर्विलोकन अधिकारी की सेवा अवधि Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 तथा भाग-4(5)} (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? {Ref: Part-3 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):

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

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

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

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

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:..... पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

निजी सचिव/वरिष्ठ वैयक्तिक सहायक/वैयक्तिक सहायक/आशुलिपिक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PRIVATE SECRETARY/SENIOR
PERSONAL ASSISTANT/PERSONAL ASSISTANT/STENOGRAPHER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
3. धारित पद का पदनाम
Designation of post held : _____
4. क्या अधिकारी अनुसूचित जाति/
अ.ज.जा./अ.पि.व. से संबंधित है ?
Whether the officer belongs to : _____
S. C./S. T./OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
6. प्रतिवेदन अवधि के दौरान सम्बद्ध अधिकारी
का नाम तथा पदनाम
Name of Officer with designation : _____
with whom attached during the
period under report _____
7. वर्ष के दौरान छुट्टी, प्रशिक्षण आदि के कारण इयूटी
से अनुपस्थिति की अवधि।
Period of absence from duty on : _____
Leave, training, etc. during the year.

स्वमूल्यांकन SELF APPRAISAL – भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. वर्ष/अवधि के दौरान _____ से _____ तक आपके द्वारा किए गए कार्यों का संक्षिप्त विवरण (विवरण **100 शब्दों** में लिखा जाना चाहिए)
Brief resume of the work done by you during the year/period from _____ to _____ (The resume to be furnished should be limited to 100 words):

2. कृपया उन मदों का भी उल्लेख करें जिनमें बहुत अधिक उपलब्धियाँ रहीं हों और उनमें अपने योगदान का भी उल्लेख करें।
Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

3. कृपया अपने इनपुट(उद्देश्यों) की प्राप्ति में हो रही कमियों तथा कारणों, यदि कोई हों, तो उनका संक्षेप में उल्लेख करें।
Please state, briefly, the shortfalls in your input and reasons therefore, if any.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

--

स्थान Place:

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

दिनांक Date:.....

भाग PART-3

मूल्यांकन APPRAISAL

1. क्या भाग-2 के विवरण से प्रतिवेदन अधिकारी सहमत हैं? यदि नहीं, तो किस सीमा तक असहमत हैं और क्या कारण हैं?

Does the Reporting Officer agree with the statement made in part 2? If not, the extent of disagreement and reasons thereof.

--

2. प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

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

	ग्रेडिंग Grading
i) कार्य की गुणता Quality of work	

ii) व्यावसायिक कौशल का स्तर Level of professional skill	
iii) गुप्त एवं परम गुप्त मामलों तथा कागजात को निपटाने में विश्वसनीयता बनाए रखने की योग्यता Trust worthiness in handling secret and top secret matters and papers	
iv) कार्य डायरी का अनुरक्षण और बैठकों, साक्षात्कारों आदि के लिए आवश्यक कागजात को समय पर प्रस्तुत करना Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
‘निर्गत कार्य’ पर कुल मिलाकर ग्रेडिंग (कुल[i से iv]) Overall Grading on ‘Work Output’ (Total [i to iv])	

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of Personal Attributes (weightage to this section would be 30%)

	ग्रेडिंग Grading
i) कार्य की अभिवृत्ति Attitude to work	
ii) बुद्धि, उत्सुकता Intelligence, keenness	
iii) अनुशासन का अनुरक्षण Maintenance of discipline	
iv) जिम्मेदारी का बोध Sense of responsibility	
v) संप्रेषण क्षमताएं Communication skills	
vi) टीम में कार्य करने की योग्यता Ability to work in team	
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline	
viii) उपस्थिति में नियमनिष्ठा/नियमितता तथा समयपालन Regularity and Punctuality in attendance	
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल[i से viii]) Overall Grading on ‘Personal Attributes’ ([i to viii])	

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	ग्रेडिंग Grading
i) आशुलिपिकीय कार्य में प्रवीणता तथा शुद्धता Proficiency and accuracy in Stenographic work	

ii) परस्पर व्यक्तिगत संबंध Inter-personal relations	
iii) समन्वय करने योग्यता Coordination ability	
iv) प्रभावी संपर्क, पहल शक्ति एवं टेलीफोन कॉल्स तथा आगंतुकों के साथ अच्छा व्यवहार Effective liaison, Initiative and tact in dealing with telephone calls & visitor	
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल[i से iv]) Overall grading on ‘Functional Competency’ ([i to iv])	

नोट Note: संकेतक के प्रत्येक गुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

भागPART-4

सामान्य GENERAL

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें)
(Please comment on the officer's accessibility to the public and responsiveness to their needs)

--

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें
Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

--

3. स्वास्थ्य की स्थिति State of Health

--

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

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5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	प्रतिवेदन की अवधि में During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

वैज्ञानिक अधिकारी/वरिष्ठ वैज्ञानिक अधिकारी/कनिष्ठ वैज्ञानिक अधिकारी के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SCIENTIFIC OFFICER/ SENIOR
SCIENTIFIC OFFICER/JUNIOR SCIENTIFIC OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्यौरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम Name of Officer : _____
2. जन्म तिथि Date of Birth : _____
3. अर्हताएं Qualifications
एa) सिविल अकादमिक Civil Academic: _____
बीb) व्यावसायिक Professional/ : _____
तकनीकी Technical
सीc) प्रवीणता सहित विदेशी भाषा : _____
Foreign Language with
proficiency
डीd) उत्तीर्ण प्रोन्नति परीक्षा : _____
Promotion examination
passed
4. प्रारंभिक नियुक्ति/ग्रेड की तिथि
Date of initial appointment/grade : _____
5. क्या अधिकारी अ.जा./अ.ज.जा./अन्य
पिछड़ा वर्ग का है?
Whether the officer belongs to
SC/ST/OBC? : _____
6. वर्तमान ग्रेड/पदनाम एवं नियुक्ति तिथि
Present grade/designation &
date of appointment : _____

7. सेवा के दौरान नियुक्तियों का ब्यौरा Details of appointments held during the service

पद Post	से From	तक To	ग्रेड वेतन Grade Pay

8. रिपोर्टिंग, पुनर्विलोकन एवं स्वीकारकर्ता प्राधिकारी
Reporting, Reviewing and Accepting Authorities

रिपोर्टिंग चैनल Channel of Reporting	नाम एवं पदनाम Name and Designation	रिपोर्ट की अवधि Period covered in the report
रिपोर्टिंग प्राधिकारी Reporting Authority		
पुनर्विलोकन प्राधिकारी Reviewing Authority		
स्वीकारकर्ता प्राधिकारी Accepting Authority		

9. वर्ष के दौरान इयूटी से अनुपस्थिति की अवधि(छुट्टी, प्रशिक्षण आदि)
Period of absence from duty (on leave, training etc.) during the period.

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10. यदि अधिकारी ने कोई प्रशिक्षण प्राप्त किया है, तो कृपया उसका उल्लेख करें।
If the officer has undergone any training, please specify.

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11. पुरस्कार तथा सम्मान Awards and Honours : _____

12. रिपोर्टिंग वर्ष के दौरान एपीएआर/एनआईआर/एनआईसी के ब्यौरे
Details of APAR/NIR/NIC rendered during the reporting year

	नाम एवं पदनाम Name and Designation	अवधि Period	रिपोर्ट के प्रकार Type of Report
रिपोर्टिंग प्राधिकारी Reporting Authority			
पुनर्विलोकन प्राधिकारी Reviewing Authority			
स्वीकारकर्ता प्राधिकारी Accepting Authority			

भाग PART-2 स्वमूल्यांकन SELF APPRAISAL

1. कर्तव्यों का संक्षिप्त विवरण Brief description of duties:
(आपके द्वारा धारित पद के उद्देश्य तथा कार्य, जो आपको निष्पादित करने होते हैं, लगभग **100 शब्दों** में Objectives of the position you hold and the tasks you are required to perform, in about **100 words**)

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2. वार्षिक कार्य योजना और उपलब्धियां Annual work plan and achievement:

निष्पादित किए जाने वाले कार्य/वर्ष के लिए निर्धारित किए गए लक्ष्य Tasks to be performed/Targets set for the year	वास्तविक उपलब्धि Actual Achievements

3. रिपोर्ट अवधि के दौरान क्या आपको लगता है कि आपने कोई असाधारण योगदान दिया है अर्थात् असाधारण चुनौतीपूर्ण कार्य सफलतापूर्वक पूरा किया गया कोई बड़ा प्रणालीगत सुधार किया (जिसके परिणामस्वरूप प्रयोक्ता/स्वामित्वधारकों को महत्वपूर्ण लाभ पहुँचा हो और/या समय अथवा लागत में कमी आई हो) यदि ऐसा है तो (100 शब्दों में) उसका विवरण दें :

During the period under report, do you believe that you have made any exceptional contribution, e.g., successful completion of an extraordinary challenging task or major systemic improvement (resulting in significant benefit to the user/stake Holder and/or reduction in time and costs)? If so, please give a description (within 100 words)

4. वे कौन से कारक हैं जिन्होंने आपके कार्यनिष्पादन में अवरोध पैदा किया?
What are the factors that hindered your performance?

5. कृपया उन क्षेत्रों को बताएं जिनमें आप प्रशिक्षण कार्यक्रमों द्वारा अपने कौशल को बेहतर बनाने की जरूरत महसूस करते हैं :

Please indicate specific areas in which you feel that need to upgrade your skills through training programmes.

6. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

Please state if the Annual Return for immovable property for the preceding calendar year was filed up by 31st January of the succeeding year. If not, the date of filing the same.

दिनांक Dated:

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of Officer reported upon

भाग PART -III मूल्यांकन APPRAISAL

1. कृपया बताएं क्या आप संबंधित अधिकारी द्वारा भाग-II में उल्लिखित कार्य योजना और अपूर्व निर्धारित कार्यों को पूरा करने से संबंधित उत्तर से सहमत हैं। यदि नहीं, तो वास्तविक विवरण दें।
Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section-II. If not, please furnish actual details.

2. जिस अधिकारी की रिपोर्ट लिखी जा रही है यदि उसके द्वारा असाधारण योगदान दिया गया हो तो उसके दावे पर कृपया अपनी टिप्पणी दें।
Please comments on the claim (if made) of exceptional contribution by the officer reported upon.

3. जिस अधिकारी की रिपोर्ट लिखी जा रही है क्या उसे अपने कार्य के संबंध में विशेषतया कोई असफलता मिली है? यदि हाँ, तो वास्तविक विवरण दें।

Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish actual details.

4. क्या आप संबंधित अधिकारी द्वारा बताए गए कौशल बढ़ाने की जरूरत से सहमत हैं? यदि नहीं तो अपनी सिफारिश दें।

Do you agree with the skill up-gradation needs as identified by the officer? If not give your recommendations.

5. निर्गत कार्य का मूल्यांकन (1-10 के पैमाने पर), इस भाग का **40%** वेटेज होगा

Assessment of work output (on a scale of 1-10): weightage to this Section would be **40%**)

विशेषताएं Attributes	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियोजित कार्य/आबंटित विषयों के आधार पर आबंटित कार्यों की उपलब्धि Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य-निष्पादन की कोटि Quality of work output			
iii) विश्लेषण-क्षमता Analytical ability			
iv) विशिष्ट कार्य की उपलब्धि/अप्रत्याशित कार्यों का निष्पादन Accomplishment of exceptional work/unforeseen tasks performed			
निर्गत कार्य का समग्र ग्रेडिंग Overall Grading on 'Work Output'			

6. व्यक्तिगत गुणों का मूल्यांकन (1-10 के पैमाने पर), इस भाग का **30%** वेटेज होगा
Assessment of personal attributes (on a scale of 1-10) ; weightage to this Section would be **30%**)

विशेषताएं Attributes	रिपोर्टिंग अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी Reviewing Officer	पुनर्विलोकन अधिकारी के हस्ताक्षर Initial of Reviewing Officer
i) कार्य के प्रति दृष्टिकोण Attitude to work			
ii) उत्तरदायित्व की भावना Sense of responsibility\			
iii) अनुशासन बनाए रखना Maintenance of Discipline			
iv) संप्रेषण कौशल Communication skills			
v) नेतृत्व के गुण Leadership qualities			
vi) टीम के हिस्से के रूप में काम करने की क्षमता Capacity to work as part of a team			
vii) समय-सीमा के अंतर्गत कार्य करने की क्षमता Capacity of work in time limit			
viii) परस्पर-व्यक्तिगत संबंधों Inter-personal relations			
व्यक्तिगत गुणों की समग्र ग्रेडिंग Overall Grading on 'Personal attributes'			

7. प्रकार्यात्मक सक्षमता का मूल्यांकन (1-10 के पैमाने पर), इस भाग का **30%** वेटेज होगा
Assessment of functional competency (on a scale of 1-10); weightage to this Section would be **30%**)

विशेषताएं Attributes	रिपोर्टिंग अधिकारी Reporting Officer	पुनर्विलोकन अधिकारी Reviewing Officer	पुनर्विलोकन अधिकारी के हस्ताक्षर Initial of Reviewing Officer
i) कार्यक्षेत्र से संबंधित नियमों/विनियमों/कार्यप्रणाली का ज्ञान और उनको सही तरह से लागू करने की योग्यता Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.			

ii) सौंपे गए क्षेत्र के अंतर्गत आने वाले मामलों में अपने स्तर पर निर्णय लेने की क्षमता Capacity to take decision at his/her level on matters within area of delegation			
iii) समन्वय क्षमता Coordination ability			
iv) प्रेरित तथा प्रोत्साहित करने की योग्यता Ability to inspire and motivate			
v) तकनीकी ज्ञान Technical Knowledge			
प्रकार्यात्मक सक्षमता की समग्र ग्रेडिंग Overall Grading on 'Functional Competency'			

8. स्वास्थ्य की स्थिति State of Health : _____

9. सत्यनिष्ठा Integrity – इस कॉलम में टिप्पणी निम्नलिखित तीन विकल्पों में से एक होगी The remarks against this column shall be made in one of the three options mentioned below:

- i) संदेह से परे अथवा Beyond Doubt; or, : _____
- ii) मेरे संज्ञान में कोई प्रतिकूल बात नहीं आई है
अथवा Nothing adverse has come to my notice; or : _____
- iii) चूंकि अधिकारी की सत्यनिष्ठा में संदेह है,
अतः एक गुप्त टिप्पणी संलग्न है।
Since the integrity of the officer is doubtful, a Secret Note is attached : _____
herewith.

(इस कॉलम को ए.पी.ए.आर. पर निर्देशों के अनुलग्नक-II में इंगित किए गए दिशा निर्देशों के अनुसार भरा जाए Column should be filled up as per guidelines indicated in Annexure-II to the Instructions on APAR)

10. जिस अधिकारी की रिपोर्ट लिखी जा रही है उसके समग्र गुणों, सामर्थ्य, कमतर सामर्थ्य एवं कमजोर वर्गों के प्रति व्यवहार सहित व्यापक मूल्यांकन एवं छोटे खाने में 01 से 10 के पैमाने पर समग्र ग्रेडिंग(समग्र ग्रेडिंग हर वर्ग के संकेतक के लिए नियत वेटेज के अनुपात के औसत मान के योग के आधार पर किया जाना है) General assessment of the officer reported upon including overall qualities, strengths, lesser strengths and attitude towards weaker sections and overall grading in the smaller box provided on a scale of 1-10 (the overall grading in the be based on addition of the

mean value of each group of indications in proportion to the weightage assigned)

11. समग्र ग्रेड(1-10 अंकों के हिसाब से)

Overall Grade (on score of 1-10) : _____

स्थान Place:

दिनांक Date:

रिपोर्टिंग अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

(संख्यात्मक ग्रेडिंग सहित ए.पी.ए.आर. को भरने संबंधी अनुदेश ए.पी.ए.आर. के संलग्नक-1 में इंगित है
Instructions regarding filing up of APAR with numerical grading are indicated in Annexure-I to the
Instructions of APAR)

भाग PART – IV (समीक्षा Review)

1. क्या आप भाग-III में रिपोर्टिंग अधिकारी द्वारा कार्य आउटपुट और विभिन्न गुणों के संबंध में किए गए स्वमूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? (यदि आप प्रतिवेदन अधिकारी द्वारा दिए गए गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं है तो कृपया अपना मूल्यांकन इस भाग के दिए गए भाग के निर्धारित स्तम्भ में दें तथा विद्यमानता को आदयक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Section-III. Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
---------	---------

2. असहमत होने की स्थिति में कृपया इसके कारण बताएं, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?

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

3. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया लगभग 100 शब्दों में टिप्पणी करें, जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

4. प्रतिवेदन के भाग-III में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण
Overall numerical grading on the basis of weightage given in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Office

प्राप्ति RECEIPT

मुझे.....से.....तक की अवधि के लिए ए.पी.ए.आर. की विषय-वस्तु दिनांक..... को सूचित की गई। संबंधित विषय पर आदेशानुसार, यदि मैं ए.पी.ए.आर. की विषय-वस्तु के प्रति प्रतिवेदन करना चाहता हूँ, यदि कोई हो, तो मुझे 15 दिनों के भीतर प्रस्तुत करना होगा।

Contents of the APAR for the period from _____ to _____ communicated to me on _____. As per instructions on the subject, if I wish to represent against the contents of the APAR, I have to do so within 15 days.

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the officer reported upon
नाम एवं रैंक/पदनाम
Name & Rank/Designation _____

-----ए.पी.ए.आर. कक्ष द्वारा संवीक्षा की गई
Scrutinised by -----APAR Cell

नोट NOTE:

ए.पी.ए.आर. संबंधी निर्देश संलग्न है जिसमें इसको तैयार करने/परिपूर्ण करने के लिए नियत समय-सीमा (अनुलग्नक-II) भी सम्मिलित है।

Instructions on APAR including a Time-schedule (Annexure-II) for preparation/completion of actions pertaining to the same are enclosed.

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

वृत्तिक सहायक/अर्ध-वृत्तिक सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PROFESSIONAL ASSISTANT/SEMI PROFESSIONAL ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

रिपोर्ट की अवधि:

PERIOD OF REPORT: FROM

वैयक्तिक ब्यौरा PERSONAL DATA

(पदधारी द्वारा भरा जाए To be filled in by the incumbent)

1. नाम Name :
2. पदनाम Designation :
3. स्थायी Permanent / अस्थायी
Temporary :
4. योग्यताएं Qualification :
5. जन्मतिथि Date of Birth :आयु Age.....
6. क्या अधिकारी अनुसूचित जाति/
अ.ज.जा./अ.पि.व. से संबंधित है ?
Whether the officer belongs to
S. C./S. T./OBC? :
7. नियुक्ति/वर्तमान ग्रेड में प्रोन्नति
की तिथि Date of appointment /
promotion to the present cadre :
8. वेतनमान Pay Scale :
- मूल वेतन Basic Pay : ₹
9. पुस्तकालय इकाई का नाम जहाँ
कार्यरत हैं Name of the Library
Unit in which worked :

10. आलोच्य अवधि के दौरान यदि आपने कोई

उल्लेखनीय कार्य किया है तो उसका उल्लेख करें

State if you did any noteworthy work
which increased the output/efficiency
during the period under review

:

11. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

दिनांक Date: _____

(पदधारी के हस्ताक्षर Signature of the incumbent)

खंड SECTION 1:

कर्तव्यों के निष्पादन PERFORMANCE OF DUTIES

	विशिष्ट SPECIFIC रेटिंग RATING	औसत AVERAGE रेटिंग RATING
1.1 कार्य के आवंटित क्षेत्रों में नेमी कार्य एवं प्रक्रियाओं का ज्ञान Knowledge of routines and procedures in the assigned areas of work.		
क) पुस्तकालय अधिकारियों की सचिवीय-सह-वैयक्तिक सहायता		
a) Secretarial-cum-Personal Assistance to Library Officers
ख) अर्जन कार्य		
b) Acquisition Work
ग) आवधिक कार्य		
c) Periodicals Work

घ)	प्रक्रमण कार्य		
d)	Processing Work
ड.)	संचलन कार्य		
e)	Circulation Work
च)	संदर्भ एवं रीडर्स कार्य को सहायता		
f)	Reference & Assistance to Readers Work
छ)	स्थापना कार्य		
g)	Establishment Work
ज)	लेखा कार्य		
h)	Accounts Work
झ)	बाइंडिंग कार्य		
i)	Binding Work
ट)	भंडार कार्य		
j)	Stores Work
ठ)	प्रेषण कार्य		
k)	Despatch Work
1.2	सरकारी रिकार्ड्स, फाइलें, सुव्यवस्थित कागजात, कागज की पुनःप्राप्ति आदि का रखरखाव Maintenance of Official records, files, papers with orderliness, retrieval of papers etc.
1.3	मसौदा नोट्स, पत्राचार हेतु पत्र आदि तैयार करने की योग्यता Ability to draft notes, letters correspondence etc.
1.4	आउटपुट रेटिंग Output rating
1.5	भाषाओं में प्रवीणता एवं लिखावट Proficiency & Handwriting in languages:		
i.	अंग्रेजी English
ii.	हिंदी Hindi
iii.	अन्य भारतीय भाषाएं Other Indian Language
iv.	अन्य विदेशी भाषाएं Other Foreign Language

1.6 स्वच्छता, परिशुद्धता एवं तैयारी/निपटान/टंकण/ तत्परता
Degree of neatness, accuracy and promptness in
preparation / disposal / typing / performance of

- | | | | |
|------|---|-------|-------|
| i. | सूचीपत्र कार्ड Catalogue Cards | | |
| ii. | ग्रन्थसूची Bibliographic | | |
| iii. | स्टेंसिल Stencils | | |
| iv. | सरकारी कागजात Official papers | | |
| v. | अन्य बातें, यदि कोई हों Other things, if any..... | | |

अन्य विशेषताओं का मूल्यांकन
ASSESSMENT OF OTHER QUALITIES

औसत रेटिंग खंड
AVERAGE RATING SECTION

- | | | |
|-----|---|-------|
| 2.1 | प्रत्यक्ष प्रयास करने और दुरूह कार्य अर्थात्
श्रमसाध्य कार्य करने की योग्यता
Ability to make physical efforts and to handle
arduous assignments i.e. Industriousness | |
| 2.2 | बुद्धिमत्ता, सतर्कता, उत्सुकता इत्यादि मानसिक क्षमता
का उपयोग करने की योग्यता
Ability to exercise mental capacities i.e. intelligence,
alertness, keenness etc. | |
| 2.3 | कार्यालय समय का अनुपालन करने में समयनिष्ठ
Punctuality in observance of office hours | |
| 2.4 | छुट्टी लेने में बारंबारता
Frequency in availing of leave | |
| 2.5 | सौंपे गए कार्य का निपटान अर्थात् कार्य को शीघ्रता,
शुद्धता और तत्परता से निपटाने में समर्पण
Disposal of assigned work i.e. Dedication to clear
the assignment with speed, accuracy and promptness | |
| 2.6 | सरकारी प्राधिकारियों, कार्यालय आदेशों, कार्यालय
प्रक्रियाओं आदि का सम्मान और सहयोग करने
की इच्छा की तीव्रता
Regard for and degree of willing cooperation with
official authorities, office orders, office procedures etc. | |

- 2.7 सहकर्मियों एवं अधीनस्थों के साथ संबंध और उनका सहयोग करने की इच्छा
Relations and willingness cooperation with colleagues and subordinates
- 2.8 संबंधित पुस्तकालय अधिकारियों से 'दैनिक उपलब्धि रिकार्ड' को नियमित साक्ष्यांकित कराना और उसका उचित रखरखाव करना
Proper maintenance of 'Daily Achievement Record' with regular attestation from concerned library officers

खंड-2 की औसत रेटिंग
AVERAGE RATING OF SECTION 2

समग्र मूल्यांकन OVER ALL ASSESSMENT

1. उपर्युक्त खंडों के आधार पर औसत रेटिंग
Average rating based on above sections
2. आचरण के संदर्भ में सत्यनिष्ठा, व्यवहार, अनुशासन उत्पादक, आत्मविश्वास, सरकारी मामलों का रखरखाव आदि का मूल्यांकन
Assessment of integrity in terms of conduct, behaviour discipline, productive, confidence, maintenance of official matters etc.
3. यदि समीक्षाधीन वर्ष के दौरान किसी भी अनुशासनहीनता, लापरवाही, चूक अथवा उदासीनता के लिए भर्त्सना की गई हो, तो उसका ब्यौरा दें
Details, if reprimanded for any indiscipline, negligence lapse or indifference during the year under review
4. स्थायीकरण/प्रोन्नति/ई.बी. की क्रॉसिंग के बारे प्रस्ताव
Proposal about confirmation / promotion / crossing of E.B.

दिनांक Date _____

हस्ताक्षर एवं पदनाम Signature and Designation
(रिपोर्टिंग अधिकारी Reporting Officer)

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ
REMARKS OF REVIEWING OFFICER

दिनांक Date: _____

हस्ताक्षर एवं पदनाम **Signature and Designation**
(पुनर्विलोकन अधिकारी **Reviewing Officer**)

विश्वविद्यालय पुस्तकाध्यक्ष की अभ्युक्तियाँ, यदि कोई हों
REMARKS, IF ANY OF THE UNIVERSITY LIBRARIAN

दिनांक Date: _____

विश्वविद्यालय पुस्तकाध्यक्ष
UNIVERSITY LIBRARIAN

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

अनुभाग अधिकारी के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SECTION OFFICER

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____ / _____ / _____
: (शब्दों में In words) _____

3. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date _____
to the present grade : ग्रेड Grade: _____
4. वर्तमान पद तथा उस पर नियुक्ति की तिथि
Present post and date of : पद Post _____
appointment thereto : दिनांक Date _____
5. क्या आप अनुसूचित जाति/अनुसूचित
जनजाति/अ.पि.व. से संबंधित हैं?
Whether the officer belongs to SC/ST/OBC : _____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training,
specify.

जारी Contd...P-2/-

भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)
(To be filled in by the Officer reported upon)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिणाम/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (आ) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

--

(बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

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

--

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

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दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

भाग PART-3

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता 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.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)
(A) Assessment of work output (weightage to this section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted			

ii) कार्यनिष्पादन की गुणता Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण कौशल Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय-सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
'व्यक्तिगत विशेषताओं' पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Personal attributes'			

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’			

सामान्य GENERAL – (भागPART-4)

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं(संदर्भ: भाग 2 का 3(अ) एवं 3(ब) एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref. 3(A) & 3(B) of Part-2 and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

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

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:.....

नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:.....

पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

भाग PART-5

1. पुनर्विलोकन अधिकारी की अभ्युक्तियाँ
REMARKS OF THE REVIEWING OFFICER.

पुनर्विलोकन अधिकारी के अंतर्गत सेवा अवधि
Length of service under the Reviewing Officer

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2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? [संदर्भ: भाग-3(ए)(iv) तथा भाग-4(5)]
(यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures 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 on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
---------	---------

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पणी (लगभग 100 शब्दों में) करें।
Pen picture by Reviewing Officer. Please comments (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

--

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

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

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पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:.....	नाम स्पष्ट अक्षरों में Name in Block letters: _____
दिनांक Date:.....	पदनाम Designation: _____
	रिपोर्ट की अवधि में During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जानिर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

वरिष्ठ सहायक/सहायक के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SENIOR ASSISTANT/ASSISTANT

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

1. अधिकारी का नाम
Name of the Officer : _____
2. जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
3. धारित पद का पदनाम
Designation of post held : _____
4. क्या अधिकारी अनु.जाति/ अनु. जनजाति/
अन्य पिछड़ा वर्ग से संबंधित है ?
Whether the officer belongs to : _____
Scheduled Caste/S T/OBC?
5. वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
to the present grade : ग्रेड Grade:_____
6. वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण)
से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on : _____
Training, leave etc.) during the year.
If he/she has under gone training, specify.

स्वमूल्यांकन SELF APPRAISAL – भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

2. वर्ष/अवधि के दौरान _____से _____तक आपके द्वारा किए गए कार्यों का संक्षिप्त विवरण (विवरण **100 शब्दों** में दिया जाना चाहिए)

Brief resume of the work done by you during the year/period from_____ to_____ (The resume to be furnished should be limited to **100 words**)

3. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

स्थान Place:

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

प्रतिवेदन अधिकारी द्वारा मूल्यांकन- भाग-3
ASSESSMENT BY THE REPORTING OFFICER – PART-3

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the guidelines before filling the entries)

प्रत्येक कार्य की विशेषताओं के लिए प्रतिवेदन प्राधिकारी द्वारा 1-10 के स्केल में संख्यात्मक ग्रेडिंग दी जानी चाहिए, जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता है।

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

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

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

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1	2	3	4
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आबंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्य की गुणता Quality of work			
iii) कार्य निष्पादन करने में प्रवीणता अर्थात् निर्धारित रजिस्ट्रों एवं चार्ट्स आदि का रखरखाव Proficiency in work, namely maintenance of prescribed registers and charts etc.			
'निर्गत कार्य' पर कुल मिलाकर ग्रेडिंग (कुल [i से iii]) Overall Grading on 'Work Output' (Total [i to iii])			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B)Assessment of Personal attribute (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1	2	3	4
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			

जारी Contd ...P-4/-

iii) अनुशासन को बनाए रखना Maintenance of discipline			
iv) संप्रेषण कौशल Communication skills			
v) विश्लेषणात्मक योग्यता Analytical ability			
vi) टीम के रूप में कार्य करने की योग्यता Ability to work in team			
vii) समय सीमा में कार्य पूरा करने की योग्यता Ability to meet deadline			
viii) परस्पर व्यक्तिगत संबंध Inter personal relations			
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग (कुल [i से viii]) Overall Grading on ‘Personal Attributes’ (Total [i to viii])			

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

	प्रतिवेदन प्राधिकारी द्वारा दिए गए ग्रेड Grades by Reporting Authority	पुनर्विलोकन प्राधिकारी द्वारा दिए गए ग्रेड (यदि कॉलम-2 में दिए गए ग्रेड से सहमत नहीं हैं) Revised Grades by Reviewing Authority (if doesn't agree with col.2)	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
1	2	3	4
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं और उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations /Procedures in the area of function and ability to apply them correctly			
ii) समन्वय क्षमता Coordination ability			
iii) पहल शक्ति Initiative			
iv) कंप्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer			
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग (कुल [i से iv]) Overall grading on ‘Functional Competency’ (Total [i to iv])			

नोट Note: संकेतक के प्रत्येक ग्रुप के लिए निर्धारित वेटेज के अनुसार संबंधित समूहों के औसत अंकों का योग समग्र ग्रेडिंग का आधार होगा।

The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

सामान्य GENERAL-भागPART-4

1. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) (Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training
(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity
(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
प्रतिवेदन की अवधि में
During the period of Report: _____

पुनर्विलोकन अधिकारी की अभ्युक्तियाँ-भाग-5
REMARKS OF THE REVIEWING OFFICER - PART-5

1. पुनर्विलोकन अधिकारी की सेवा अवधि Length of service under the Reviewing Officer

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? {संदर्भ: भाग-3 तथा भाग-4(5)} (यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes I Part-3 and Part-4? {Ref: Part-3 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):

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

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

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि में
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

सिस्टम विश्लेषक/प्रोग्रामर/सहायक प्रोग्रामर के लिए वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट ANNUAL PERFORMANCE ASSESSMENT REPORT FOR SYSTEM ANALYSTS/PROGRAMMERS/ASSISTANT PROGRAMMERS

कार्यालय/संकाय/विभाग

OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART -I

1. अधिकारी का नाम Name of the Officer : _____
2. पदनाम Designation : _____
3. जन्मतिथि Date of Birth : _____
4. अर्हताएं Qualification
 - i) शैक्षणिक Academic: : _____
 - ii) व्यावसायिक Professional : _____
5. क्या अधिकारी अ.जा./अ.ज.जा./अन्य पिछड़ा वर्ग का है
Whether the officer belongs to SC/ST/OBC? : _____
6. प्रारंभिक नियुक्ति की तिथि
Date of Initial appointment : _____
7. वर्तमान पद धारित करने की तिथि
Date from which present post held : _____
8. प्रशिक्षण/लम्बी छुट्टी(3 महीने से अधिक नहीं) के कारण अनुपस्थिति अवधि
Period of absence on account of Training/long leave (more than 3 months) : प्रशिक्षण Training: _____
: छुट्टी Leave: _____

जारी Contd...P-2/-

भाग PART-II
स्वमूल्यांकन SELF APPRAISAL

1. रिपोर्ट अवधि के दौरान अर्जित अर्हताएं, यदि कोई हों
Qualification acquired during the reporting period, if any:

क्रमांक S.No.	परीक्षा/व्यावसायिक अर्हताएं Exam/Professional Qualification	किस संस्थान से अर्जित की गई Institution from which acquired	पाठक्रम अवधि Duration of the course
i)			
ii)			
iii)			

2. रिपोर्ट अवधि के दौरान सूचना प्रौद्योगिकी से संबंधित कार्यक्रम/सम्मेलन/सेमीनार में भाग लेने का ब्यौरा Details of IT related training programmes/Conferences/Seminars attended during the period under report.

क्रमांक S.No.	प्रशिक्षण कार्यक्रमों/सम्मेलनों/सेमीनारों में भाग लिया गया Training Programmes / Conferences / Seminars attended	अवधि Duration
i)		
ii)		
iii)		

3. रिपोर्ट अवधि के दौरान प्रणाली/जॉब/प्रोजेक्ट्स पर कार्य करने का संक्षिप्त विवरण
Brief Description of system/job/projects on which during the period under report:

क्रमांक S.No.	गतिविधियां Activity	उपलब्धियां/योगदान Achievements/Contributions
i)	रिपोर्ट अवधि के दौरान किस सिस्टम/जॉब्स/प्रोजेक्ट्स पर कार्य किया गया(यदि अतिआवश्यक हो तो अतिरिक्त पृष्ठ संलग्न किए जाए) System/jobs/projects on which worked during reporting period (Additional pages may be attached, if absolutely necessary).	

ii)	उपर्युक्त (i) में उल्लिखित सिस्टम/जॉब/प्रोजेक्ट के संबंध में मैनुअल कार्य (संवीक्षा, कोडिंग, डाटा नियंत्रण प्रूफ शोधन आदि) Manual Work (Scrutiny, coding, data control, proof reading etc.) with respect to system/job/project mentioned above at (i).	
iii)	उपर्युक्त (i) में उल्लिखित प्रत्येक सिस्टम/जॉब/प्रोजेक्ट का सिस्टम विश्लेषण एवं अभिकल्पन कार्य System analysis and design work on each of job/project mentioned in (i) above.	
iv)	उक्त (i) में उल्लिखित प्रत्येक सिस्टम/जॉब/प्रोजेक्ट्स पर किए गए प्रोग्रामिंग कार्य Programming work done on each of the systems/jobs/projects mentioned in (i) above.	
v)	कार्य का प्रलेखन Documentation work	
vi)	रिपोर्ट अवधि के दौरान प्रयोग की गई मुख्य प्रोग्रामिंग, विश्लेषक, टूल्स, पकेजेज Major programming language, analysis, tools, packages used during the assessment period.	
vii)	अन्य गतिविधियाँ जैसे सेमीनार, प्रशिक्षण पकेजेज, सम्मेलन, रोड शो/प्रदर्शनी इत्यादि(सूचना प्रौद्योगिकी से संबंधित) का आयोजन Other activities like organizing seminars, training packages, conferences, Road Show/ Exhibition etc. (only IT related)	
viii)	रिकार्ड का कंप्यूटरीकरण Computerization of record	
ix)	स्व-उत्पन्न नवप्रवर्तनों Self-generated innovations	
x)	विशेष उपलब्धियाँ एवं योगदान Significant achievements and contributions	

xi)	कोई गतिरोध/मजबूरी जिसके कारण उत्पादकता प्रभावित हुई, इसको दूर करने हेतु सुझाव। Any bottleneck/constraint which affect productivity with suggestions to remove the same.	
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4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

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दिनांक Dated:

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of Officer reported upon

भाग PART-III

(रिपोर्टिंग अधिकारी द्वारा मूल्यांकन Assessment by the Reporting Officer)

1. रिपोर्टिंग अधिकारी के अधीन : _____ से _____ तक
कार्य करने की अवधि
Period spent under the : From _____ to _____
reporting officer
2. 'स्वमूल्यांकन रिपोर्ट' पर सामान्य टिप्पणी
General comments on "Self : सहमत Agree/सहमत नहीं Do not agree/
Appraisal Report" आंशिक रूप से सहमत Partial agree

3. संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता 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.

3.1 (ए) (A) सामान्य कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा) Assessment of General work (weightage to this section would be 40%)

क्रमांक S. No.	गुणता/विशेषताओं का विवरण Description of quality/ characteristics	मूल्यांकन Assessment		
		प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
(i)	स्वास्थ्य की स्थिति General Health			
(ii)	स्वभाव Temperament			
(iii)	नियमितता एवं समयनिष्ठा Regularity and punctuality			
(iv)	लगन Diligence			
(v)	अनुशासन Discipline			
(vi)	सहकर्मियों से संबंध Relation with colleagues			
(vii)	वरिष्ठों से संबंध Relation with superiors			
(viii)	प्रयोक्ताओं से संबंध Relation with users			
(ix)	बुद्धिमत्ता Intelligence			
(x)	पहल Initiative			
(xi)	आत्मविश्वास Self confidence			
(xii)	तकनीकी सहयोग Technical coordination			
(xiii)	संगठनात्मक क्षमता Organizational ability			
(xiv)	सीखने की इच्छा Willingness to learn			
(xv)	मार्गदर्शन करने की क्षमता Ability to guide			

(xvi)	नेतृत्व करने की क्षमता Leadership qualities			
(xvii)	संप्रेषण Communication			
(xviii)	मौखिक Verbal			
(xix)	लिखित Written			
(xx)	विश्वसनीयता Dependability			
(xxi)	जिम्मेदारी की भावना Sense of responsibility			
(xxii)	प्रशासनिक निर्णय एवं दूरदर्शिता Administrative judgment and foresight			
(xxiii)	कार्य करने में दक्षता Efficiency in the work			
(xxiv)	अधिक काम/अतिरिक्त जिम्मेदारी लेने की इच्छा Willingness to accept more work/extra responsibility			
(xxv)	प्रयोक्ता अनुरोध पर ध्यान देने में तत्परता Promptness in attending to users request			
(xxvi)	कार्य करने में सामान्य दिलचस्पी General interest in work			
(xxvii)	परियोजना प्रबंधन Project management			
(xxviii)	सत्यनिष्ठा Integrity			
	कुल मिलाकर ग्रेडिंग Overall Grading (i to xxviii)			

3.2 (बी) तकनीकी ज्ञान एवं कंप्यूटर शिक्षा प्रशिक्षण की विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(B) Assessment of Technical Knowledge and Computer Education Training (weightage to this section would be 30%)

तकनीकी ज्ञान Technical Knowledge

(i)	सिस्टम प्रबंधन System management			
(ii)	सिस्टम का विकास System development			
(iii)	प्रलेखन Documentation			

कंप्यूटर शिक्षा प्रशिक्षण Computer education training

(iv)	सिखाने की क्षमता Ability to teach			
(v)	अनुभव को बांटने की क्षमता Ability to provide hands on experience			
	कुल मिलाकर ग्रेडिंग Overall Grading (i to v)			

3.3 (सी) व्यावसायिक योग्यताएं एवं स्व उत्पन्न नवप्रवर्तनों की विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

(C) Assessment of Professional skills and Self Generated Innovations (weightage to this section would be 30%)

व्यावसायिक योग्यताएं Professional skills

		मूल्यांकन Assessment		
		प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
(i)	सामान्य General			
(ii)	सिस्टम विश्लेषक एवं अभिकल्पन System Analysis and Design			
(iii)	प्रोग्रामिंग Programming			

स्व उत्पन्न नवप्रवर्तनों Self Generated Innovations

(vi)	नई योजनाओं का परिचय Introduction of new schemes			
(v)	गृह परियोजनाओं के माध्यम से अर्थव्यवस्था Economy through in house projects			
	कुल मिलाकर ग्रेडिंग Overall Grading (i to v)			

4. जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) please comment on the officer's accessibility to the public and responsiveness to their needs)

5. प्रशिक्षण Training

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

6. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं(संदर्भ: भाग 2 का 3 एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो ।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failure (ref. 3 of Part-2 and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

दिनांक Dated:

नाम Name : _____

पदनाम Designation: _____

भाग PART-IV

(पुनर्विलोकन अधिकारी की अभ्युक्तियां Remarks by Reviewing Officer)

1. क्या आप रिपोर्टिंग अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? कृपया उल्लेख करें कि क्या आप इस रिपोर्ट में कुछ संशोधन करना अथवा कुछ जोड़ना चाहते हैं।
Do you agree with the assessment given by the Reporting Officer? Please indicate whether you would like to modify or add anything to this report

2. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।
Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

3. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

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

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पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

दिनांक Dated:

नाम Name: _____

पदनाम Designation: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good" and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

तकनीकी अधिकारी/वरिष्ठ तकनीकी सहायक/तकनीकी सहायक/सांख्यिकी सहायक/प्रयोगशाला सहायक के लिए

वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR TECHNICAL OFFICER/SENIOR
TECHNICAL ASSISTANT/TECHNICAL ASSISTANT/STATISTICAL ASSISTANT/LABORATORY
ASSISTANT

संकाय/विभाग/कार्यालय

FACULTY/DEPARTMENT/OFFICE -----

समाप्ति वर्ष/अवधि का प्रतिवेदन

REPORT FOR THE YEAR/PERIOD ENDING-----

वैयक्तिक ब्योरा PERSONAL DATA - (भाग PART-I)

- अधिकारी का नाम
Name of the Officer : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : _____/_____/_____
: (शब्दों में In words)_____
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
Date of continuous appointment : दिनांक Date_____
- वर्तमान ग्रेड में लगातार नियुक्ति की तिथि
to the present grade : ग्रेड Grade:_____
- क्या अधिकारी अनुसूचित जाति/
अ.ज.जा./अ.पि.व. से संबंधित है ?
Whether the officer belongs to : _____
- S. C./S. T./OBC?
- वर्तमान पद तथा उस पर नियुक्ति की तिथि
Present post and date of : पद Post_____
- appointment thereto : दिनांक Date_____
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण) से अनुपस्थिति की अवधि। यदि उक्त कार्मिक
ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on Training, leave etc.) during the year. If he/she has under gone
training, specify.

भाग PART-2

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरा जाए)
(To be filled in by the Officer reported upon)

1. किए गए कार्यों का संक्षिप्त विवरण Brief description of duties:

--

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों उन (परिमाण/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बनाएं और प्रत्येक लक्ष्य से अपनी उपलब्धि बताएं ।

(उदाहरण- आपके अनुभाग/कार्यालय/विभाग के लिए वार्षिक कार्य योजना)

Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

(Example Annual Action Plan for your Section/Office/Department)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (आ) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में हो रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।

Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

--

(बB) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हों और उनमें अपने योगदान का भी उल्लेख करें।

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

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख लिखी जाए।

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 filing the return should be given.

दिनांक Date:.....

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of the Officer reported upon

भाग PART-3

संख्यात्मक ग्रेडिंग का निर्धारण प्रतिवेदन तथा पुनर्विलोकन प्राधिकारी द्वारा किया जाना है, जो 1-10 के पैमाने पर होना चाहिए। जहाँ 1 सबसे कम ग्रेड तथा 10 सबसे अधिक ग्रेड को दर्शाता 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.

(कृपया प्रविष्टियों को भरने से पहले दिशा-निर्देशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the guidelines before filling the entries)

(ए) निर्गत कार्य का मूल्यांकन (इस भाग का वेटेज 40% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) पूर्व नियोजित कार्य की परिपूर्णता/विषयों के आधार पर आबंटित किया गया कार्य। Accomplishment of planned work/work allotted as per subjects allotted			
ii) कार्यनिष्पादन की गुणता Quality of output			
iii) विश्लेषणात्मक योग्यता Analytical ability			
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
‘निर्गत कार्य’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Work Output’			

(बी) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का वेटेज 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण कौशल Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) टीम की भावना में कार्य करने की क्षमता Capacity to work in team spirit			

vii) समय-सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
‘व्यक्तिगत विशेषताओं’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Personal attributes’			

(सी) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का वेटेज 30% होगा)

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

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी Reviewing Authority	पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएं एवं उनके सही प्रयोग को जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
‘प्रकार्यात्मक सक्षमता’ पर कुल मिलाकर ग्रेडिंग Overall Grading on ‘Functional Competency’			

सामान्य GENERAL – (भाग PART-4)

- जनता के साथ भागीदारी Relations with the public (जहाँ लागू हो wherever applicable)
(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें) please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण Training

(कृपया अधिकारी की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार तथा वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति State of Health

4. सत्यनिष्ठा Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियां, महत्वपूर्ण असफलताओं(संदर्भ: भाग 2 का 3(अ) एवं 3(ब) एवं कमजोर वर्गों के प्रति अभिवृत्ति शामिल हो ।

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

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग।

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

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प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____
दिनांक Date:..... पदनाम
Designation: _____
रिपोर्ट की अवधि में
During the period of Report: _____

भाग PART-5

1. पुनर्विलोकन अधिकारी की अभ्युक्तियाँ REMARKS OF THE REVIEWING OFFICER.

पुनर्विलोकन अधिकारी के अंतर्गत सेवा अवधि
Length of service under the Reviewing Officer

--

2. क्या आप भाग-3 व भाग-4 के निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किए गए मूल्यांकन से सहमत हैं? [संदर्भ: भाग-3(ए)(iv) तथा भाग-4(5)]

(यदि आप प्रतिवेदन अधिकारी द्वारा किए गए विशेषताओं के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो आप कृपया अपना मूल्यांकन इस खंड में दिए गए स्तम्भ में दें तथा अपनी प्रविष्टियों को आद्यक्षर करें)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures 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 on the column provided for you in that section and initial your entries.)

हाँ Yes	नहीं No
---------	---------

3. असहमत होने की स्थिति में कृपया इसके कारण बताएं। क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं ?

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

4. पुनर्विलोकन अधिकारी द्वारा पेन पिक्चर। कृपया अधिकारी की कम सामर्थ्य क्षेत्र एवं उसकी कमजोर वर्गों के प्रति अभिवृत्ति सहित उसकी समस्त विशेषताओं के बारे में टिप्पण(लगभग 100 शब्दों में) करें।

Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

5. प्रतिवेदन के भाग-3 के खंड ए, बी और सी में दिए गए वेटेज के आधार पर कुल मिलाकर संख्यात्मक ग्रेडिंग। Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान Place:..... नाम स्पष्ट अक्षरों में
Name in Block letters: _____

दिनांक Date:..... पदनाम
Designation: _____

रिपोर्ट की अवधि में
During the period of Report: _____

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश
Guidelines regarding filing up of APAR with numerical grading

- (i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled in with due care and attention and `after devoting adequate time.
- (ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) 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। श्रेणी 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन अधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
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 failures 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.
- (iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/पदोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जायेगा।
APARs 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 empanelment /promotion.
- (iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- (v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and 6 short of 6 will be rated as "Good " and given a score of 5.
- (vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।
APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year – Financial year)

<u>S.No.</u>	<u>Activity</u>	<u>Date by which to be completed</u>
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not be given).	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by reporting officer to reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the officer reported upon where there is accepting authority.	1 st September 15 th September
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication.
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (b) where there is accepting authority for APAR.	21 st September 6 th October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November



शिवजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)



NAAC ACCREDITED "A" GRADE COLLEGE

Date: 25.01.2022

Details of Non-Teaching Staff Promoted during the year 2020-21

Sl. No.	Prefix	Name	Previous Designation	Current Designation	Date of Promotion	Department
1	Mr.	RAJ KUMAR MISHRA	Senior Assistant	Section Officer	23-Jun-21 (A/N)	Office
2	Mr.	ATTAR SINGH YADAV	Senior Assistant	Section Officer	23-Jun-21 (A/N)	Office
3	Mr.	SANTOSH KUMAR SHAW	Assistant	Sr. Assistant	02-Nov-21	Accounts Section
4	Mr.	PRADEEP SHARMA	Assistant	Sr. Assistant	02-Nov-21	Accounts Section

Shiv Kumar Sahdev

**Prof. Shiv Kumar Sahdev
Principal**