

VISVA-BHARATI
SANTINIKETAN

CIRCULAR

Further to the circular of even number dated 24/03/2015, this is for information of all concerned that even after the deadline of 30/04/2014 for submission of Annual Performance Assessment Report (APAR) for the non-academic employees concerned for the year of 2014-2015, some Departments/ Sections have not yet forwarded the same to this office. Non-receipt of APAR of employees may lead to delay in promotion, confirmation and other benefits of the employees concerned.

Therefore all concerned are once again requested to forward the filled in APAR of the staff working under their control for the year 2014-2015 latest by 21st May, 2015 positively.

The filled in APAR should be sent to Joint Registrar (Establishment)

No.Estab/E-III/APAR
Dated: 09/05/2015

Joint Registrar
(Establishment)
Visva-Bharati

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor/All Provosts/ Directors/ Principals of all Bhavanas/ Vibhagas
- 2) All Heads of Departments/ Centres
- 3) Controller of Examination
- 4) Finance Officer
- 5) All Joint Registrars/ Deputy Registrars/ IAC/ Assistant Registrars
- 6) C.M.O. / C.S.O. / U.E.
- 7) C.S. to Vice-Chancellor
- 8) P.A. to Registrar
- 9) Hindi Officer – to translate into Hindi and arrange to upload in the University website.
- 10) Section Officer (M)
- 11) University Webmaster – to upload in the University website.
- 12) File

VISVA-BHARATI
SANTINIKETAN
APAR FOR THE NON-ACADEMIC EMPLOYEES
APAR for the year : _____

- a) Name :
- b) Date of birth: _____ f) Qualification: _____
- c) Designation: _____ g) Bhavana/ Department: _____
- d) Post held during the period of APAR _____ h) Nature of work in brief _____
- e) Date and year from which post held by the employee _____
- A. Assessment of work output (weightage to this section would be 40%) maximum score 10 for each attribute.

	Score given by Reporting Authority	Initial of Reporting Authority	Score given by Reviewing Authority	Initial of Reporting Authority
i) Accomplishment of planned work/work allotted as per subjects allotted				
ii) Quality of out (based on nature of work)				
iii) Analytical ability (based on nature of work)				
iv) Accomplishment of exceptional work/ unforeseen task performed				
Total Grading on Work Output (A)				

Formula for Grading (A):- $\frac{\text{Total Score} \times 40\%}{4} =$

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- B. Assessment of personal attributes (weightage to this Section would be 30%) maximum score 10 for each attribute.

	Score given by Reporting Authority	Initial of Reporting Authority	Score given by Reviewing Authority	Initial of Reporting Authority
i) Attitude to work				
ii) Sense of responsibility				
iii) Maintenance of discipline				
iv) Regularity & Punctuality in attendance				
v) Communication skills				
vi) Leadership quality				
vii) Capacity to work in team spirit				
viii) Capacity to work in time limit				
ix) Inter- personal relations				
Total Grading on personal attributes (B)				

Formula for Grading (B): $\frac{\text{Total Score} \times 30\%}{9}$

(2)

- C. Assessment of functional competency (Weightage to this Section would be 30%) maximum score 10 for each attribute.

	Score given by Reporting Authority	Initial of Reporting Authority	Score given by Reviewing Authority	Initial of Reporting Authority
i) Knowledge of Rules/ Regulation/ Procedure in the area of function and ability to apply them correctly				
ii) Proper maintaining & update of records/files by the employee				
iii) Strategic planning ability (GP Rs. 4600/- and above)				
iv) Decision making ability (GP Rs. 4600/- and above)				
v) Coordination ability				
vi) Ability to motive and develop subordinates (GP Rs. 4600/- and above)				
Total Grading on functional competency (C)				

Formula for Grading (C) :

a) For employees in GP to Rs. 4200/-: $\frac{\text{Total score} \times 30\%}{3} =$

b) For employees in GP Rs. 4600/- : $\frac{\text{Total Score} \times 30\%}{6} =$

Overall Grading (Reporting Officer):- A+B+C =

Signature of the Reporting Officer with Seal

(The Reviewing Officer should carefully consider and state whether he / she accepts the assessment recorded by the Reporting Officer in all respect. If he/ she differs from the Reporting Officer in any respect, the facts should be clearly stated below)

Overall Grading (Reviewing Officer):- A+B+C =

Signature of the Reviewing Officer with Seal

2)

Integrity Certificate: *

"The records of service of Sri/ Smt. _____ who is to be considered for promotion/ confirmation in the grade have been scrutinized and it is certified that there is no doubt about his/ her integrity."

Head of the Office with seal

If there is doubt / suspicion regarding integrity, a secret detailed not should be attached. In no case, 'doubtful or complaints received against the officials' to be mentioned.