

# INSTITUTE OF HOME ECONOMICS

(UNIVERSITY OF DELHI)



## 6.3 - Faculty Empowerment Strategies

**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff.**



**INSTITUTE OF HOME ECONOMICS**  
(University of Delhi)  
**इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स**  
(दिल्ली विश्वविद्यालय)



**NAAC GRADE 'A' ACCREDITED**

**Supporting Documents for 6.3.5**

**Institutions performance appraisal system for teaching and non-teaching staff**

<b>Key Indicator</b>	<b>Details of Proof</b>	<b>Page Nos.</b>
6.3.5	APAR and PBAS forms	1-36



## 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  
to the present grade : दिनांक Date \_\_\_\_\_  
: 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.

जारी Contd...P-2/-



**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. 31<sup>st</sup> 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: .....

जारी Contd....P-3/-



**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 आवंटित 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 स्लाइड/ 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'		
आदयक्षर 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.

जारी Contd ...P-6/-



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 चीजों 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: .....

पदनाम

Designation: .....

दिनांक Date:.....

रिपोर्ट की अवधि में

During the period of Report: .....

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संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने सम्बंध दिशानिर्देश  
Guidelines regarding filling 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".

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# UNIVERSITY OF DELHI

ANNUAL PERFORMANCE APPRAISAL REPORT FOR SECTION OFFICER  
OFFICE/FACULTY/DEPARTMENT-----

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

## PERSONAL DATA - (PART-I)

1. Name of Officer : \_\_\_\_\_
2. Date of Birth(DD/MM/YYYY) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
: (In words) \_\_\_\_\_
3. Date of continuous appointment to the present grade : Date \_\_\_\_\_  
: Grade: \_\_\_\_\_
- Present post and date of appointment thereto : Post \_\_\_\_\_  
: Date \_\_\_\_\_
- Period of absence from duty (on training leave etc.) during the year. : \_\_\_\_\_  
If he/she has under gone training, specify.

## PART-2

(To be filled in by the Officer reported upon)

Brief description of duties:

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Contd....P-2/-

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)

Targets/Objectives/Goal	Achievements

(A) 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.

Contd...P-3/-



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

Dated:

Signature of Officer reported upon

### PART-3

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.

(Please read carefully the guidelines before filing the entries)

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

	Reporting Authority	Reviewing Authority (Refer Para-2 of Part-5)	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

Contd...P-4/-



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

	Reporting Authority	Reviewing Authority (Refer Para-2 of Part-5)	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on 'Personal attributes'			

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

	Reporting Authority	Reviewing Authority (Refer Para-2 of Part-5)	Initial of Reviewing Authority
i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on Functional Competency			

Contd...P-5/-



GENERAL - (PART-4)

1. Relations with the public (wherever applicable)  
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

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

3. State of health:

4. Integrity  
(Please comment on the integrity of the officer)

Contd....P-6/-



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

Signature of the Reporting Officer

Place:

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

Date:

During the period of Report: \_\_\_\_\_

### PART-5

#### 1. REMARKS OF THE REVIEWING OFFICER.

Length of service under the Reviewing Officer -

2. 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.)*

Yes	No
-----	----

Contd.....P-7/-





# 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)

1. अधिकारी का नाम  
Name of the Officer : \_\_\_\_\_

2. 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 :  
to the present grade

दिनांक Date \_\_\_\_\_

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  
appointment thereto

पद Post \_\_\_\_\_

दिनांक Date \_\_\_\_\_



**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 आपने स्वयं अपने लिए निर्धारित किए हैं या आपके लिए निर्धारित किए गए हैं उन (परिमाण/मात्रा या अन्य रूपों में) कार्यों की आठ-दस मंदां 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 Targets/Objectives/Goal	उपलब्धियाँ Achievements

3. (आ) कृपया मद-2 में बताएं गए लक्ष्यों/उद्देश्यों 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.



(बूB) 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. 31<sup>st</sup> 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

दिनांक Date:.....

### 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 दिशानिर्देशों को ध्यानपूर्वक पढ़ लें )



	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 गुणता Quality of output		
iii) विश्लेषणात्मकयोग्यता Analytical ability		
iv) अपवादात्मक कार्य की परिपूर्णता/किए गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed		
निगत कार्य पर कुल मिलाकर ग्रेडिंग Overall Grading on 'Work Output'		
आद्यक्षर Initials		

(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
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'		
आद्यक्षर Initials		

(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
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'		
आद्यक्षर Initials		

#### 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.

प्रतिवेदन अधिकारी के हस्ताक्षर  
Signature of the Reporting Officer

स्थान Place: .....

नाम स्पष्ट अक्षरों में

Name in Block letters: .....

पदनाम

दिनांक Date: .....

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

... आप मानते हैं कि भाग-3 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 आदृश्य 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

(संदर्भ: भाग-3(ए)(iv) तथा भाग-4(5))



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

नाम स्पष्ट अक्षरों में  
Name in Block letters: \_\_\_\_\_

स्थान Place: \_\_\_\_\_

पदनाम \_\_\_\_\_



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 अधिकास्थियों 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".

\*\*\*\*\*



**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 <sup>st</sup> 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 <sup>th</sup> April
3.	Submission of report by reporting officer to reviewing officer.	30 <sup>th</sup> 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 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided.	31 <sup>st</sup> 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 <sup>st</sup> September  15 <sup>th</sup> 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 <sup>st</sup> September  6 <sup>th</sup> 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 <sup>th</sup> November.





## UNIVERSITY OF DELHI

(Confidential Report for Professional Assistant / Semi Prof. Assistant)

PERIOD OF REPORT FROM ..... TO .....

- N.B. 1. Reporting Officer / Reviewing Officer will use the under given rating system. Assume that the person naturally deserves '4'. Then rate him/her either '4' or less '4' or more than '4' on the basis of the enumerated criteria or first hand experience with the incumbent as him/her senior officer..
0. No Knowledge of the particular aspect being evaluated.
  1. Very poor and unacceptable.
  2. Poor i.e. not Satisfactory at all.
  3. Less than satisfactory.
  4. Satisfactory i.e. Mee's accepted average standard.
  5. Good i.e. above average.
  6. Very Good i.e. Much above average.
  7. Outstanding i.e. Too Much above average.
2. Work out the average rating of each section and the overall assessment of the incumbent should be the average of the sectional average.

### PERSONAL DATA

(To be filled in by the incumbent)

1. Name .....
2. Designation .....
3. Permanent / Temporary .....
4. Qualification .....
5. Date of Birth ..... Age.....
6. Date of appointment / promotion to the present cadre .....
7. Pay Scale ..... Basic Pay ₹ .....
8. Name of the Lib. Unit in which worked during the year .....

Contd..P---2/-



9. State if you did any noteworthy work which increased the output/efficiency during the period under review

.....

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the incumbent)

### SECTION 1: PERFORMANCE OF DUTIES

**SPECIFIC  
RATING**

**AVERAGE  
RATING**

**1.1 Knowledge of routines and procedures in the assigned areas of work.**

- |    |   |       |       |
|----|---|-------|-------|
| a) | Secretarial-cum-Personal Assistance to Library Officers | ..... | ..... |
| b) | Acquisition Work  | ..... | ..... |
| c) | Periodicals Work  | ..... | ..... |
| d) | Processing Work   | ..... | ..... |
| e) | Circulation Work  | ..... | ..... |
| f) | Reference & Assistance to Readers Work                  | ..... | ..... |
| g) | Establishment Work                                      | ..... | ..... |
| h) | Accounts Work   | ..... | ..... |
| i) | Binding Work  | ..... | ..... |
| j) | Stores Work   | ..... | ..... |
| k) | Despatch Work   | ..... | ..... |

Contd...P-3/-



- 1.2 Maintenance of Official records, files, papers with orderliness, retrieval of papers etc. ....
- 1.3 Ability to draft notes, letters correspondence etc. ....
- 1.4 Output rating ....
- 1.5 Proficiency & Handwriting in languages:
- a. English ....
- b. Hindi ....
- c. Other Indian Language ....
- d. Other Foreign Language ....
- 1.6 Degree of neatness, accuracy and promptness in preparation / disposal / typing / performance of
- a. Catalogue Cards ....
- b. Bibliographics ....
- c. Stencils ....
- d. Official papers ....
- e. Other things, if any ....

### ASSESSMENT OF OTHER QUALITIES

### AVERAGE RATING SECTION

- 2.1 Ability to make physical efforts and to handle arduous assignments i.e. Industriousness ....
- 2.2 Ability to exercise mental capacities i.e. intelligence, alertness, keenness etc. ....
- 2.3 Punctuality in observance of office hours ....
- 2.4 Frequency in availing of leave ....
- 2.5 Disposal of assigned work i.e. Dedication to clear the assignment with speed, accuracy and promptness ....

Contd..P-4/-



- 2.6 Regard for and degree of willing cooperation with official authorities, office orders, office procedures etc. ....
- 2.7 Relations and willingness cooperation with colleagues and subordinates .....
- 2.8 Proper maintenance of 'Daily Achievement Record' with regular attestation from concerned library officers .....

**AVERAGE RATING OF SECTION 2**  
**OVER ALL ASSESSMENT**

- 1. Arrange rating based on above sections .....
- 2. Assessment of integrity in terms of conduct, behaviour discipline, productive, confidence, maintenance of official matters etc. ....
- 3. Details, if reprimanded for any indiscipline, negligence lapse or indifference during the year under review .....
- 4. Proposal about confirmation / promotion / crossing of E.B. ....

Date \_\_\_\_\_

Signature and Designation  
(Reporting Officer)

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**REMARKS OF REVIEWING OFFICER**

Date: \_\_\_\_\_

Signature and Designation  
(Reviewing Officer)

**REMARKS, IF ANY OF THE UNIVERSITY LIBRARIAN**

Date: \_\_\_\_\_

UNIVERSITY LIBRARIAN

\*\*\*\*\*





**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:





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:





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.





**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





(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	Gradaation (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





**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. |





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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