



**VISVA-BHARATI
SANTINIKETAN
CIRCULAR**

The undersigned is to convey that a Circular of even number dated 30/05/2016 was issued requesting to forward the A.P.A.R.s of non-teaching employees within 15 day's. However, the same has not yet been received from the concerned Heads of Departments. Therefore, the Director / Principals / Heads of all Academic and Non-Academic Departments/ Centers / Sections are again requested to forward the Annual Performance Appraisal Report (A.P.A.R.) and Integrity Certificate of the Non-Teaching employees working under their control in the prescribed proforma enclosed herewith for the year (2015-2016).

Photocopy of the enclosed proforma may be used for this purpose.

The filled in A.P.A.R.s and Integrity Certificate should reach the undersigned by 15 days from the date of issuance of this circular to enable the administration to process the cases of promotion / up gradation of the employees working under their control.

This may be treated as URGENT.

No. Estab/E-III/APAR
Date: 21/06/2016

Joint Registrar (Establishment)
Visva-Bharati

Copy forwarded for information & necessary action to:

01. All Directors/All Principals
02. All Heads of Academic and Non-teaching Departments/Centres/Sections
03. Finance Officer
04. All Joint Registrars/Deputy Registrars/Internal Audit Officer/Assistant Registrars
05. CMO/CSO/UE
06. C.S. to Upacharya
07. P.A. to Registrar
08. University Web Master – To upload in the University Web site
09. Hindi Officer – To translate in to Hindi and arrange to upload the Hindi version in the website
10. File

**VISVA BHARATI
SANTINIKETAN
APAR FOR 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 Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subjects allotted				
(ii) Quality of output (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):- $\frac{\text{Total Score}}{4} \times 40\% =$

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 Reviewing 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):- $\frac{\text{Total Score}}{9} \times 30\% =$

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 Reviewing 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 maintained by the employee.				
(iii) Strategic planning ability (GP Rs. 4600/- & above)				
(iv) Decision making ability (GP Rs. 4600/- & above)				
(v) Coordination ability				
(vi) Ability to motive and develop subordinates (GP Rs. 4600/- & above)				
Total Grading on functional competency (C)				

Formula for Grading (C):-

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

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

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 fact 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 note should be attached. In no case, "doubtful integrity or complaints received against the officials" to be mentioned