



**VISVA-BHARATI  
SANTINIKETAN**

**CIRCULAR**

The undersigned is to request to all the Directors / Principals / Heads of all Academic and Non-Academic Departments / Centers / Sections 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 [2019-2020 (if not forwarded till date) & 2020-2021].

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 30 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: 25/08/2021

*S. Banerjee*  
26/08/2021  
Joint Registrar (Establishment)  
Visva-Bharati

Copy forwarded for information & necessary action to :

1. All Directors / All Principals
2. All Heads of Academic and Non-teaching Departments / Centres / Sections
3. Finance Officer
4. All Joint Registrars / Deputy Registrars / Internal Audit Officer / Assistant Registrars
5. CMO / CSO / UE
6. Deputy Registrar & C.S. to Upacharya
7. P.A. to Registrar
8. University Web Master- To upload in the University Web site
9. Hindi Officer- To translate in to Hindi and arrange to upload the Hindi version in the website
10. 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 Reviewing 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 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):  $\frac{\text{Total Score} \times 30\%}{9}$

- 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 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 note should be attached. In no case, 'doubtful or complaints received against the officials' to be mentioned.