



VISVA-BHARATI
SANTINIKETAN
CIRCULAR

गणित सदन / Computer Centre
विष्णुभारती / Visva-Bharati
सारांश सं./Docket No.62
तिथि/Date 31/7/24

The Directors / Principals / Heads / in charge, controlling officers of all Academic and Non-Academic Departments / Centers / Sections / Offices etc are hereby requested to forward the Annual Performance Appraisal Report (APAR) and Integrity Certificate in respect of the Non-Academic Employees working under their control in the prescribed proforma enclosed herewith , for the year 2022-2023 (if not forwarded till date) & 2023-2024.

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

The filled in APARs and Integrity Certificate should reach the office of the Deputy Registrar (Establishment) within 30 days from the date of issuance of this circular positively so to enable the administration to process various service matters, such as, promotion / up gradation /confirmation, etc of employees.

This may be treated as **URGENT**.

No. Estab/E-III/APAR

Date: 27/06/2024

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Registrar (Acting)
Visva-Bharati

Copy forwarded for information & necessary action to:

1. All Directors / All Principals
2. Heads of all Academic and Administrative Departments / Centres / Sections/Offices
3. Finance Officer (Officiating)/Librarian
4. Joint Registrars / Deputy Registrars / Internal Audit Officer / Assistant Registrars
5. CMO / UE (Acting)
6. In-Charge, Security
7. Joint Registrar & C. S. to Upacharya
8. P.A. to Registrar
9. University Web Master- To upload on the University Web site
10. Hindi Officer To translate into Hindi and arrange to upload the Hindi version on the website
11. File

विश्वभारती
VISVA-BHARATI



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 give 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): $\frac{\text{Total Score}}{4} \times 40\% =$

4

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

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 not should be attached. In no case, 'doubtful or complaints received against the officials' to be mentioned.