**BIHAR ANIMAL SCIENCES UNIVERSITY, PATNA**

Format No.-02

ANNUAL ASSESSMENT REPORT FOR OFFICERS & NON-TEACHING STAFF

FOR THE YEAR ……………………..

(TO BE FILLED IN BY STAFF MEMBERS)

**Part-I**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Name of the Staff | | **:** |  |
| 2. | Date of Birth | | **:** |  |
| 3. | Designation | | **:** |  |
| 4. | Date of joining the post | | **:** |  |
| 5. | Place of posting | | **:** |  |
| 6. | Nature of the work assigned | | **:** |  |
| 7. | What are your main work during the year and what grade do you deserve in your position? | | **:** | PROPOSED GRADE |
| i. |  | **:** |  |
| ii. |  | **:** |  |
| iii. |  | **:** |  |
| iv. |  | **:** |  |
| v. |  | **:** |  |
| 8. | What position do you think to occupy after five years? | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  | Signature of the Staff member |
|  |  | |  |  |
| 9. | Comments of the Reporting Officer about the actual work load. If he/she agrees, with the work load, he/she should record a certificate that effect. If however, he/she does not agree, he/she should specify. | |  |  |

**Continued on sheet no. (2)**

**Part-II**

**(TO BE FILLED IN BY TE REPORTING OFFICER)**

Grading by the Head of the Department or Supervisory Officer please indicate the grades against each item keeping the following norms in view:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A+** | **:** | | Exceptionally Good or outstanding or Excellent, i.e. his/her performance is invariably much above the requirements of the job to such an extent that it is almost impossible to surpass his/her level of performance. It is rare to find a man with a higher actual or potential performance. | | | | | |
| **A** | **:** | | Very Good i.e. the performance is as a rule, consistently and substantially above the requirements of the job and he/she has a potential for further growth and to reach a higher level. | | | | | |
| **B** | **:** | | Good, i.e. the performance matches the requirements of the job. This grade represents a good average performance or a good passing grade. He/she is fit for the job and should be contained there. | | | | | |
| **C** | **:** | | Fair or below the average or rarely meet the requirements with no potential for further improvement. This refers to the marginal workers who are to be tolerated only so long as they cannot be utilized elsewhere. | | | | | |
| **D** | **:** | | Poor or unsatisfactory, i.e. the performance is below the requirements to the job and the staff member is misfit and should not be retained. | | | | | |
|  |  | |  | | | | | |
| **PLESE TICK (√) APPROPRIATE GRADE IN BLUE INK** | | | | | | | | |
| **1.** | **INTELLECT** | | | A+ | A | B | C | D |
| **2.** | **PERSONAL QUALITIES:** | | | | | | | |
|  | a. | Personality and force of character | | A+ | A | B | C | D |
|  | b. | Energy, Seal and Initiative | | A+ | A | B | C | D |
|  | c. | Sense of responsibility | | A+ | A | B | C | D |
| **3.** | **ORGANISATIONAL ABILITY:** | | | | | | | |
|  | a. | Administrative judgment and foresight | | A+ | A | B | C | D |
|  | b. | Readiness to take decision | | A+ | A | B | C | D |
|  | c. | Ability to lead & get the best out of subordinate | | A+ | A | B | C | D |
|  | d. | Team work | | A+ | A | B | C | D |
|  | e. | Relations with others | | A+ | A | B | C | D |
| **4.** | **EFFICIENCY:** | | | | | | | |
|  | a. | Diligence | | A+ | A | B | C | D |
|  | b. | Devotion of Duty | | A+ | A | B | C | D |
|  | c. | Speed or decision | | A+ | A | B | C | D |

**Continued on sheet no. (3)**

**Part-III**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **5.** | **GENERAL OBSERVATION:** | | | | | | |
|  | a. | Has he done some outstanding work or shown any special ability or aptitude. | A+ | A | B | C | D |
|  | b. | General Observation and sense of Discipline. | A+ | A | B | C | D |
|  | c. | General professional knowledge/competence in library management. | A+ | A | B | C | D |
|  |  |  |  |  |  |  |  |
| **6.** | **SPECIAL SKILL** | | | | | | |
|  | a. |  |  |  |  |  |  |
|  | b. |  |  |  |  |  |  |
|  | c. |  |  |  |  |  |  |
| **7.** | **ASSESSMENT OF INTEGRITY:** | | | | | | |
|  | a. | Nothing has come to my knowledge which caste any reflection on the integrity of Shree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | b. | His general reputation for honesty is good. | | | | | |
|  | c. | The following facts have come to my knowledge which castes a doubt on his integrity. | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | SIGNATURE OF THE REPORTING OFFICER | | | | | |
|  |  |  | | | | | |
|  |  | Full Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  |  |  | | | | | |
|  |  | Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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**Continued on sheet no. (4)**

|  |  |  |  |
| --- | --- | --- | --- |
| **8.** | Has the Officer been informed orally or in writing about the short-coming loading to a rating below AVERAGE with which you agree? | | |
|  |  |  | |
|  | ……………………………………………………………………………………………… | | |
|  |  | |  |
|  |  | |  |
|  |  | | SIGNATURE |
|  |  | |  |
|  | Name: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | |  |
|  | Date: \_\_\_\_\_\_\_\_\_\_\_\_ Designation: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | |  |
|  | ……………………………………………………………………………………………… | | |

**Part-IV**

**(REMARKS BY THE VICE-CHANCELLOR)**

|  |  |
| --- | --- |
|  | SIGNATURE OF THE VICE-CHANCELLOR |
|  |  |
| ……………………………………………………………………………………………..…… | |
|  |  |

**Part-IV**

**(COMMUNUCATION OF ADVERSE REMARKS? IF ANY)**

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The Assessment Report only of the Section Officer/Administrative Officer and other equivalent rank officers will be forwarded to the Vice-Chancellor for his remarks.