

**ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE**  
(Indian Council of Agricultural Research)  
**RAJAHMUNDRY-533 105 (A.P.)**

F.No.1(19-FF)/2017-18/Adm.I

Date: 30.06.2017

**CIRCULAR**

Sub: Five/Seven-Ten/ Yearly Assessment of Technical personnel--Reg.

-x-

It is proposed to conduct Technical Assessment Committee Meetings, Functional Group-wise and Category-wise, for considering merit promotions to the following Technical Personnel, those, who have completed 5/7/10 years considered (as the case may be) by 31<sup>st</sup> August, 2017, as per ICAR guidelines :

Sl. No.	Name, Designation w.e.f.	Place of posting	Assessment Period	Due Assessment w.e.f.
1	2	3	4	5
Cat.III (Field/Farm)				
1.	Smt. J.V.R. Satyavani, Chief Technical Officer(FF), Cat.III . 03.03.2012	KVK, Kalavacharla	03.03.2012 to 02.03.2017	One Adv. Increment 03.03.2017
2.	Smt. N. Aruna Kumari, Chief Technical Officer(FF), Cat.III . 03.02.2012	Ag. Extension.	03.02.2012 to 02.02.2017	One Adv. Increment 03.02.2017
3.	Dr. C.Mahadeva (SC), Chief Technical Officer(FF), Cat.III . 03.02.2012	ICAR-CTRI Research Station, HUNSUR(Karnataka)	03.02.2012 to 02.02.2017	One Adv. Increment 03.02.2017
4.	Sri R.Sudhakar, Chief Technical Officer(FF), Cat.III . 03.02.2012	KVK,Kalavacharla	03.02.2012 to 02.02.2017	One Adv. Increment 03.02.2017
5.	Dr. M. Nageswara Rao, Asst. Chief Technical Officer(FF), Cat.III . 01.01.2010	M.S. Unit,	01.01.2010 to 31.12.2016	CTO (FF) 01.01.2017
6.	Sri G. Adinarayana, Asst. Chief Technical Officer(FF), Cat.III . 01.01.2010	Seed Production Sec.,	01.01.2010 to 31.12.2016	CTO (FF) 01.01.2017
7.	Sri C.V.K.Reddy . Asst. Chief Technical Officer(FF), Cat.III . 01.01.2010	P.M.E. Cell.	01.01.2010 to 31.12.2016	CTO (FF) 01.01.2017

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1	2	3	4	5
8.	Dr. S.S.Srinivas Asst. Chief Technical Officer(FF), Cat.III 18.06.2010	ICAR-CTRI Research Station, HUNSUR(Karnataka)	18.06.2010 to 17.06.2017	CTO (FF) 18.06.2017
9.	Dr. P.Nagesh Asst. Chief Technical Officer(FF), Cat.III 03.02.2005	ICAR-CTRI Research Station, HUNSUR(Karnataka)	Subsequent Assessment 03.02.2007 to 02.02.2014	CTO(FF) 03.02.2014 (Not considered benefit w.e.f. 03.02.2012 & 03.02.2013)
10.	Sri C.Muruganantham (SC), Senior Technical Officer(FF), Cat.III 11.11.2011	ICAR-CTRI Research Station, Vedasandur(TN)	11.11.2011 to 10.11.2016	ACTO (FF) 11.11.2016

Cat.II (Field/Farm)				
11.	Smt. J. Vasanthi (OBC), Techl.Officer (FF) 09.04.2007 M.Sc.(M.B.) w.e.f. May, 2016	Div. of Crop Chem.& Soil Science.	09.04.2007 To 31.12.2016	STO (FF) 01.01.2017
12.	Sri Shambu Gowda, Senior Technical Assistant(FF), Cat.II 16.03.2012	ICAR-CTRI Research Station, HUNSUR(Karnataka)	16.03.2012 To 15.03.2017	TO (FF) 16.03.2017
13.	Sri Chikkanna Setti, Senior Technical Assistant(FF), Cat.II 01.05.2012	ICAR-CTRI Research Station, HUNSUR(Karnataka)	01.05.2012 To 30.04.2017	TO(FF) 01.05.2017
14.	Sri Sanna Swamy, Senior Technical Assistant(FF), Cat.II 11.05.2012	ICAR-CTRI Research Station, HUNSUR(Karnataka)	11.05.2012 To 10.05.2017	TO(FF) 11.05.2017
15.	Sri C.Puttamalliah (SC), Technical Assistant(FF), Cat.II 23.12.2011	ICAR-CTRI Research Station, HUNSUR(Karnataka)	23.12.2011 To 22.12.2016	STA (FF) 23.12.2016
16.	Sri A.Suresh Babu(SC), Technical Assistant(FF), Cat.II 01.11.2011	ICAR-CTRI Research Station, GUNTUR(AP)	01.11.2011 To 31.10.2016	STA (FF) 01.11.2016
17.	Sri B.Suresh Kumar(SC), Technical Assistant(FF), Cat.II 02.04.2012	ICAR-CTRI Research Station, HUNSUR(Karnataka)	02.04.2012 To 01.04.2017	STA (FF) 02.04.2017

Cat.I (Field/Farm)				
1	2	3	4	5
18.	Sri D.S.R.Sastry, Sr. Technician FF, Cat.I 23.10.2006	B.S.R.F.,Katheru	23.10.2006 To 22.10.2016	TA (FF) 23.10.2016
19.	Sri Y.V.Subramanyam, Sr. Technician FF, Cat.I 23.10.2006	B.S.R.F.,Katheru	23.10.2006 To 22.10.2016	TA (FF) 23.10.2016
20.	Sri B. Durgarao(ST), Sr. Technician FF, Cat.I 25.10.2006	ICAR-CTRI Research Station, Jeelugumilli(AP)	25.10.2006 To 24.10.2016	TA (FF) 25.10.2016
21.	Sri A.L.Narasimha Murthy, Sr. Technician FF, Cat.I 30.10.2006	ICAR-CTRI Research Station, Jeelugumilli(AP)	30.10.2006 To 29.10.2016	TA (FF) 30.10.2016
22.	Sri S. Rama Raju(ST), Technician FF, Cat.I 23.10.2001 AN Assessment Formas received by the office.	Div. of Crop Improvement.	23.10.2001 AN To 23.10.2006	TA (FF) 24.10.2006

Cat.III (Workshop)				
23	Sri N. Sreedhar (OBC) Technical Officer(WS) 29.03.2005	M.S.Unit,	Subsequent Assessment 29.03.2006 to 28.03.2011	STO(WS) 29.03.2011 (No benefit was granted w.e.f. 29.03.2010)
Cat.II (Workshop)				
24	Sri K.Malakondaiah , Tech. Asst.(WS), 19.04.2009	M.S.Unit,	Subsequent Assessment 19.04.2010 To 18.04.2015	STA(WS) 19.04.2015 (No benefit was granted w.e.f. 19.04.2014)



Cat.I (Workshop)				
1	2	3	4	5
25	Sri V.Subba Rao (SC), Sr.Technician(V'S-Driver) 16.09.2011	ICAR-CTRI Res.Stn., Guntur(AP)	16.09.2011 To 15.09.2016	TA(WS) 16.09.2016
26	Sri G.Govinda Raja (OBC), Sr.Technician(WS-Driver) 11.09.2011	ICAR-CTRI Res.Stn., Jeelugumilli(AP)	11.09.2011 To 10.09.2016	TA(WS) 11.09.2016
27	Sri E. Veerabhadra Rao, Technician(WS) 27.09.2011 AN	ICAR-CTRI Res.Stn., Guntur(AP)	27.09.2011AN To 27.09.2016	Sr.Tech.(WS) 28.09.2016

Cat.III (Lab.)				
28	Smt. D.V.L. Saravathi, ACTO(Lab.) 01.01.2010	Div. of Crop Chem.& Soil Sci.	01.01.2010 To 31.12.2016	CTO(Lab.) 01.01.2017
29	Sri B. Krishna Kumar, Sr. Tech.Officer (Lab.), w.e.f. 01.07.2004	ICAR-CTRI Res.Stn., Guntur(AP)	Subsequent Assessment 01.07.2006 To 30.06.2011	ACTO(Lab.) 01.07.2011 (No benefit was granted w.e.f. 01.07.2009, & 01.07.2010)
30	Smt. Y. Ramabai (SC), Sr. Tech. Officer (Lab.), w.e.f.01.07.2001	Div. of Crop Chem.& Soil Sci.	Subsequent Assessment 01.07.2003 To 30.06.2008	ACTO(Lab.) 01.07.2008 Granted one Adv. Increment w.e.f. 01.07.2006 Not considered for Merit Promotion w.e.f.01.07.2007
Cat.II(Lab.)				
31	Sri Ch.Sudhakara Babu (SC) Technical Asst.(Lab.), w.e.f. 28.01.2012	Div. of Crop Chem.& Soil Sci.	28.01.2012 To 27.01.2017	STA(Lab.Comp.) 28.01.2017

Sl. No.	Name, Designation w.e.f.	Place of posting	Assessment Period	Due Assessment w.e.f.
Cat.II (Library Information and Documentation)				
32	Sri M.D, Elins, Sr.Techl. Asst.(Lib.) 21.09.2011	Library,	21.09.2011 to 20.09.2016	TO (Lib.Infor.Doc.) 21.09.2016

Specimen Assessment Proforma to the concerned Technical Personnel may be downloaded from icar-ctriwebsite [www.ctri.org.in](http://www.ctri.org.in) for filling up of the same in the relevant columns. Required service particulars may be obtained from the concerned Service Register. Further, any other information requires, may be obtained from the Administration.

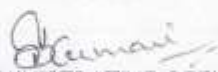
ICAR vide it's letter No. 19(4)/2012-Est.IV, dated 16<sup>th</sup> July,2012 stipulated that submission of Annual Immovable Property Return is a mandatory pre-requisite while considering the recommendations of the Technical Assessment Committee in respect of Technical personnel for approval. Vide Council's letter No. 39-8/2011-Vig., dated 22<sup>nd</sup> May, 2012, it was indicated that **Vigilance Clearance** can be denied to an officer on account of non-submission of AIPR.

Five copies ( 1 original + 4 xerox copies ) of filled Assessment forms after getting the recommendations of the concerned HODs/Heads of Stations/ controlling officers as Reviewer and the same will be sent to the PS to Director, ICAR-CTRI, Rajahmundry within 30 DAYS from the date of this Circular for getting remarks.

In this connection, it is to inform that delay in late submission of assessment forms may please be avoided so that the assessment meetings will be conducting in time.

All the Heads of Divisions/Sections/Stations/Units concerned may please cooperate and give instructions to the concerned Technical Personnel working under them for submission of Assessment Forms in time .

Encl.: As above

  
SR. ADMINISTRATIVE OFFICER

Copy to the Head, Div. of Crop Production/ Crop Improvement/ Crop Chemistry & Soil Science for information and necessary action.

Copy to The Nodal Officer, PME Cell for information and necessary action.

Copy to In-charge, M.S. Unit/Library/B.S.R.F., Katheru/ B.T.R.C., Kalavacharla/ Seed production Unit for information and necessary action.

Copy to the Programme Coordinator, KVK, Kalavacharla for information and necessary action. Break of Service details of the Technical Personnel if available in the concerned Service Register for the said assessment period, may please be intimated to the undersigned.

Copy to Head, ICAR-CTRI Research Station, Kandukur/Hunsur for information and necessary action. . Break of Service details of the Technical Personnel if available in the concerned Service Register for the said assessment period, may please be intimated to the undersigned.

Copy to Head i/c ICAR-CTRI Research Station, Vidasandur/ Guntur/ Jeelugumilli/Dinhata for information and necessary action. . Break of Service details of the Technical Personnel if available in the concerned Service Register for the said assessment period, may please be intimated to the undersigned.

Copy to A.A.O.(B&C) : Break of Service details of the Technical Personnel if available in the concerned Service Register for the said assessment period, may please be intimated to the undersigned.

Copy to PS to Director with a request to receive the filled Assessment Forms from the concerned Controlling Officers for getting recommendations of the Director, ICAR-CTRI, Rajahmundry and transmit the same to the undersigned.

Copy to PS to SAO (APARs) for information and necessary action.

Copy to Dealing Asst. Adm.I (AIPRs) for confirmation regarding receipt of AIPRs from the above technical personnel in time.

Copy to AAQ(E)/Adm.I Guard File.

✓ Copy to the In-charge, AKMU : With a request to upload the Circular along with the enclosed proforma in the *icar-ctri website* for taking further necessary action by the concerned.



Cat. I  
1/3

**PROFORMA - I**

**ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL**  
**(CATEGORY-I) OF THE L.C.A.R.**

( To be completed by the concerned Estt. Division)

1. Reported Period :
2. Name :
3. Date of Birth :
4. Designation :
5. Present Grade & scale of pay :
6. Date of Entry into Service :
7. Date of continuous appointment to the present grade :
8. Period of absence from duty, on Leave, Training, Health etc. during the period under report. : E.L. days  
Com. Leave days
9. Academic/Professional qualifications: (underline any qualifications obtained during the period under report.

**PART - I**

(To be filled in by the Reviewee)

Please furnish the following information :

10 Educational Career :

Certificate/Diploma/Degree	Class/ Grade	Univ./ Board/Instt.
i)		
ii)		
iii)		
iv)		
v)		

10. Additional qualifications/training acquired during the period under review:

Contd...2.

cat-I  
2  
3

11. Employment record for last five/ten years ending \_\_\_\_\_ starting with your present post, list in reverse order every employment you have had.

Name of Employing organisation	Designation	Salary/ Pay Scale	Date of Joining	Date of Leaving
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Signature of Reviewee  
Name \_\_\_\_\_

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

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

**PART - II**  
(To be filled in by the Reviewer)

1. Is the information provided by the Reviewee correct to the best of your knowledge?
2. Please give a resume of the work done by the Reviewee during the last five/ten years ending on \_\_\_\_\_ in relation to tasks assigned to him/her.

3. Please comment on reviewee's :

(a) Amenability to discipline

(b) Punctuality

(c) Integrity

4. Recommendation of the reviewer

Signature:  
Name:  
(in block letters)

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

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

Contd...3..



cat-I  
3  
3

**PART - III**

Remarks of the Head of Division/Research Station/Project(if he /she is not the reviewer)

Signature:

Name:  
(in block letters)

Designation:

Date:.....

**PART - IV**

Recommendations of the Director(in case of employees of the Institute)/Secretary, ICAR(in case of employees of the ICAR headquarters and/or the centrally administered programmes).

Signature:

Name:  
(in block letters)

Designation:

Date:.....

Cat-II  
1  
8

## Proforma II

### FIVE YEARLY ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL (CATEGORY II) OF ICAR

(To be filled in by the Director / DG's Office)

1. Reported period :
2. Name :
3. Date of birth / age :
4. Field of specialization :
5. Basic degree / diploma and  
The Institution the degree  
Was obtained from :
6. Date of entry into the  
Council's service :
7. Present grade and scale of pay :
8. Duties assigned to the post  
for which the person has  
been recruited :
9. Date of continuous  
appointment to the present grade:
10. Any other basic information :

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry into the ICAR)

cat-II  
2  
8

2

# PART I

(To be filled in by the Reviewee)

Please furnish the following information:

## 1. Educational Career

Degree / Diploma / Certificate	Class / Grade	Univ. / Board / Instt.	Year
Masters Degree or equivalent or any other Degree			
Bachelor's Degree / Diploma			
Matriculation / School Leaving Certificate / Higher Secondary / PUC			

2. (a) Subjects of specialization at the highest degree / diploma
- (b) Subjects of specialization at the lower degree / diploma

3. Additional qualifications / training Acquired in India and / or abroad (list of all part-time or short time training, not included in educational career. Give dates, duties and duration of Course)

4. Employment record of last five / ten years ending on ----- starting with your present post, list in REVERSE ORDER every employment You have had.

Name of employing organization	Designation	Salary / pay scale	Date of joining	Date of leaving	Nature of duties actually performed



5.
  - a) Honours / Awards etc.
  - b)
    - (i) Membership of professional Societies
    - (ii) Officers and committees  
Assignments held in professional Societies
  - c) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate / conduct a seminar)
  - d) Special assignments (list each one giving dates) and briefly describe the work done
  - e) Duration of absence from the institute for foreign visits, etc. during the 5-10 years period (the number of months may be specified)
6. Is there any other type of work than your present Job / assignment that you would rather do in the Institute or outside?. If yes, please indicate.
7. Please give below the productivity statement in respect of the work done by you during the period under review.

(This is intended to reflect the actual performance by the reviewee during 5/10 years. Some of the items may not be applicable to the individuals based on the nature of duties assigned. In such cases he/she may indicate against the items that it is not applicable. For items (a) to (e) please indicate the numbers only).

(The items included in the statement are only illustrative and not exhaustive)

Productivity

Past 5/10 years

- a) Technical support for scientific Work, such as :

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4  
8

- number of animals managed
- area of land / fish ponds managed
- number of projects served
- others (please specify)

Productivity

Past 5/10 years

b) Training work such as:

- Course (to be) taught
- Special lectures / talks given by member
- Chairman / Student Advisory Committees
- others (please specify)

c) Extension education work such as:

- radio / television talks
- field trips
- exhibitions
- farmers / cultivators (to be)
- contacted
- others (please specify)

d) Team work and co-operation mentioning Specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved.

e) Institution / building activities, such as:

- membership in special committees / task force

cat-II  
5  
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5

- organizing seminars / symposia in the institution
  - any other (please specify)
  - f) Unpublished reports, papers etc.
  - g) Published work, if applicable, such as:
    - books / monographs
    - professional papers / articles
    - popular articles
    - books reviews
    - professional communication to journals / magazines
    - professional abstracts
    - technical reports
  - h) Papers (to be) prescribed at professional meetings
  - i) Participation in professional meetings.
  - j) Relationship with his/her professional colleagues:
    - (i) Guidance received
    - (ii) Guidance given
    - (iii) Participation in co-operative research problems.
8. Please append the precise resume of work done during the period ending on----- with full supporting evidence, if any.



cat II  
6  
8

6

9. If some of your all your professional work remained incomplete or have fallen below your expectations please furnish reasons for that, and suggest improvement, if any.

Signature of Reviewee -----

Name -----  
(in Block letters)

Date -----

Designation -----

cat-11  
7  
8

7

**PART - II**

(To be filled in by the Reviewer)

1. Is the information provided by the reviewee correct to the best of your knowledge?
2. Do you generally agree with the position indicated by the reviewee against items 7,8 and 9 of Part I of the proforma.
3. Please comment on reviewee's
  - a) Amenability to discipline
  - b) Punctuality
  - c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you.
5. Recommendations

Signature .....

Name .....  
(In Block letters)

Designation .....

Date .....

**PART - III**

Remarks of the Head of Division / Research Station / Project (if he is not the reviewer)

Signature .....

Name .....  
(In Block letters)

Designation .....

Date .....

cat-II  
8  
8

8

#### PART - IV

Recommendation of the Director (in case of employees of Institutes) / DG ICAR or DDG, ICAR (in case of employees of the Headquarters and / or the centrally administered programme).

Date -----

Signature -----

Name -----  
(in Block letters)

Designation -----



**Proforma III****ASSESSMENT FORM FOR TECHNICAL PERSONNEL  
(CATEGORY III) OF THE ICAR***(To be filled in by the concerned Estt Section at the Institute/ICAR hqrs)*

1. Reported period
2. Name
3. Date of birth/age
4. Field of specialization
5. Basic degree and the institution the degree was obtained from
6. Date of entry into the Council's service
7. Present grade and scale of pay
8. Duties assigned to the post for which the person has been recruited
9. Date of continuous appointment to the present grade
10. Any other basic information

(Besides the above information, the office may be required to furnish at the time of assessment all the information relevant to the employee's career before and after entry into the ICAR)

**PART I**  
(To be filled in by the Reviewee)

Please furnish the following information.

1. Educational career

Degree/Diploma Certificate	Class/Grade	University/Board Institute	Year
Doctorate			
Master's degree or equivalent or any higher degree			
Bachelor's degree/Diploma			
Matriculation/school leaving certificate/higher secondary/ PUC			

2. (a) Subjects of specialization at the highest  
degree/diploma

(b) Subjects of specialization at the next  
lower degree/diploma

3. Additional qualification/training acquired in India and/or abroad (List of all part-time or short-term trainings, not included in educational career. Give dates, duties and duration of course)

4. Employment record of last five/seven years ending on .....  
Starting with your present post, list in Reverse Order every employment you have had.

Name of employing actually organization	Designation	Salary/pay scale	Date of joining	Date of leaving	Nature of duties performed
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5. What were the priority areas of work during the past five/seven years of your service ending on ..... Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

Area	Priority	Time allocation
Technical support for scientific work		
Teaching/guiding		
Extension		
Management/Co-Ordination		
Administration		
Any other area (Please specify the area)		



6. (a) Honours/awards etc ;
- (b) (i) Membership of professional societies ;
- (ii) Offices and committee assignment held in professional societies ;
- (c) Special invitations (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/conduct a seminar) ;
- (d) Special assignments (list each one giving dates and briefly describe the work done) ;
- (e) Duration of absence from the institute, for foreign visits, etc. during the five/seven year period (the number of months may be specified) ;
7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3=average; 4=above average; and 5=outstanding) Please indicate appropriate score for each area
- | Priority area | Assigned score |
|---------------|----------------|
| 1             |                |
| 2             |                |
| 3             |                |
| 4             |                |
| 5             |                |
- Total score
8. Is there any other type of work than your present job/assignment that you would rather do in the institute or outside? If yes, please indicate.
9. Please give below the productivity and projection table in respect of the work done by you during the period under review.

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only.

cat III  
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# ICAR HANDBOOK OF TECHNICAL SERVICES

5

(The items included in the statement are only illustrative and not exhaustive)

	Past 5/7 years	Proposed to do next year
1. Technical support for Scientific work such as :		
- number of animals managed		
- area of land/fish ponds managed		
- number of projects served		
- others (Please specify)		
2. Training and teaching work such as:		
- course (to be) taught		
- special lectures/talks given by member/chairman/student advisory committees		
- others (Please specify)		
3. Extension education work, such as:		
- radio/television talks		
- field trips		
- exhibitions		
- farmers/cultivators (to be) contacted		
- others (Please specify)		
4. Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved		
5. Institution building activities such as:		
- membership in the institutional committees		
- membership in special committees/ task-force		
- organizing seminars/symposia in the institution		
- any others (Please specify)		

(Continued)

	Past 5/7 years	Proposed to do next year
6. Unpublished reports, papers, etc.		
7. Published work, if applicable, such as:		
- books/monographs		
- professional papers/articles		
- popular articles		
- book reviews		
- professional communication to		
- journals/magazines		
- professional abstracts		
- technical reports		
8. Papers (to be) presented at professional meetings		
9. Participation in professional meetings		
10. Relationship with his professional colleagues:		
a. Guidance received		
b. Guidance given		
c. Participation in co-operative research programmes		
11. Please furnish the most salient features of the work done in each of the top 3 priority areas as marked in question number (5) in Part I. This should include the points: (A) description of project(s)/assignment(s); (B) objectives of the stated project(s)/assignment(s); (C) any major progress, accomplishments, utilization, etc. for the work done. Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence)		
Priority Area 1:		
Priority Area 2:		
Priority Area 3:		
12. Please append a precise resume of the work done during the period ending .....with full supporting evidence, if any.		

13. If some or all of your professional work remained incomplete or fell below your expectations, please furnish reasons for that, and suggest improvement, if any.
14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

### FOR THE USE OF THE REVIEWER(S) ONLY

1. Is the information provided by the Reviewee is correct to the best of your knowledge?
2. De you generally agree with the assessment and the projections provided by the Reviewee? Please give your critical appraisal.

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....

3. Recommendation of the Director (in case of employees of the Institutes)/Director-General, ICAR, or Dy. Director-General, ICAR (in case of employees of the headquarters and/or centrally administered programmes).

Signature.....

Name.....  
(In Block letters)

Designation.....

Date.....



## APPENDIX-VII

**Proforma for Supplementary Information to be Furnished by the Technical Personnel for their Subsequent Assessment for Grant of Merit Promotion.**  
(To be filled initially by Estt. Section of the concerned institute/ICAR Hqrs.)

### PART-I

1. Name :
2. Field of specialization and present posting :
3. Date of appointment in Technical Service :  
and category and grade.
- 5/7/10 yearly Assessment Period :
- 1st. Supplementary Assessment :

### PART-II

(To be filled by the reviewee)

1. Do you wish to add any supplementary Material to the material already furnished to the Assessment Committee for Five-Yearly Assessment? If so, please indicate the details thereof along with any additional qualifications/training acquired. :
2. Do you wish to have a personal discussion with the Assessment Committee :  
(Please indicate 'Yes' or 'No')  
In the absence of any indication, it will be presumed that the Technical Personnel does not want to come for Personal Discussion.

SIGNATURE OF REVIEWEE

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(For use of Reviewers only)

3. Is the supplementary material furnished :  
by the Reviewee correct to the best of  
your knowledge?

4. Do you generally agree with the :  
assessment and projections made by the  
Reviewee in the supplementary material.

Signature of the  
Reviewee(s) \_\_\_\_\_

Name \_\_\_\_\_  
(In Block Letters)  
Designation \_\_\_\_\_

Date \_\_\_\_\_

5. Recommendations of the Director ( in the case  
Employees of Institutes)/Secretary, ICAR  
(in the case of the employees of the Head  
Quarters and/or the Centrall Administered Programme).

Signature of the  
\_\_\_\_\_

Name \_\_\_\_\_  
(In Block Letters)  
Designation \_\_\_\_\_

Date \_\_\_\_\_

(Introduced vide ICAR letter No.7-4/79-Per.III dated 6<sup>th</sup> June 1979)