



बिहार विकास मिशन

(भौतिक संविधान के लिए शासकीय अधीन)

बिहार राज्य भवन, डिजाइन डिग्री, कैम्पस,
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सं० सं- बिविमि०-स्था०-(HR Manual)-०१/२०१९.....पटना, दिनांक ०५/०२/२०२१

-:: आदेश ::-

बिहार विकास मिशन के HR Manual में संविदा के आधार पर नियोजित कर्मियों के परिवीक्षा अवधि मूल्यांकन प्रपत्र के Part-III अंश को कार्यहित में निम्नवत् संशोधित किया जाता है:-

Part-III

Observations by Reporting Authority

Rating (✓) (Refer to attach guidelines)					
Attendance	5 ()	4 ()	3 ()	2 ()	1 ()
Job knowledge and Skills	5 ()	4 ()	3 ()	2 ()	1 ()
Quality of work	5 ()	4 ()	3 ()	2 ()	1 ()
Initiative & Motivation	5 ()	4 ()	3 ()	2 ()	1 ()
Team Work	5 ()	4 ()	3 ()	2 ()	1 ()
General Conduct	5 ()	4 ()	3 ()	2 ()	1 ()
Discipline	5 ()	4 ()	3 ()	2 ()	1 ()
Total Points					
	7-19	Not Recommended for Confirmation			
	20-24	Recommended for Probation Extension			
	25 & Above	Recommended for Confirmation			

Remarks:- All the 7 attributes, Appraisee must score 2 & above for Confirmation.

- पूर्व के परिवीक्षा अवधि मूल्यांकन प्रपत्र का शेष अंश यथावत् रहेगा।
- नवीन परिवीक्षा अवधि मूल्यांकन प्रपत्र आदेश के साथ संलग्न है।
- इसमें अध्यक्ष, कार्यकारी समिति, बिहार विकास मिशन -सह-मुख्य सचिव, बिहार का अनुमोदन प्राप्त है।

अनु०-यथोक्त।

४३१२०२१
(संजय कुमार)
सदस्य सचिव

ज्ञापांक:- बिविमि०-स्था०-(HR Manual)-०१/२०१९.....पटना, दिनांक ०५/०२/२०२१

प्रतिलिपि :- अध्यक्ष कार्यकारी समिति, बिहार विकास मिशन-सह-मुख्य सचिव, बिहार/ अध्यक्ष उप मिशन, बिहार विकास मिशन-सह-विकास आयुक्त, बिहार/ मिशन निदेशक, बिहार विकास मिशन, बिहार, पटना को सादर सूचनार्थ प्रेषित।

४३१२०२१
(सदस्य सचिव)

ज्ञापांक:- बिविमि०-स्था०-(HR Manual)-०१/२०१९.....पटना, दिनांक ०५/०२/२०२१

प्रतिलिपि :- सभी विभागीय अपर मुख्य सचिव/ प्रधान सचिव/ सचिव, बिहार/ सभी जिला पदाधिकारी, बिहार/ सभी जिला योजना पदाधिकारी/ सभी प्रबंधक, जिला निबंधन एवं परामर्श केन्द्र/ मुख्य महाप्रबंधक/ महाप्रबंधक (विधि एवं अधिप्राप्ति)/ महाप्रबंधक (मानव संसाधन)/ महाप्रबंधक (वित्त एवं लेखा)/ बिहार विकास मिशन के सभी पदाधिकारी/ कर्मी (नियोजित सहित) को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

४३१२०२१
(सदस्य सचिव)

Ref No.:-
For office use

Bihar Vikas Mission

Confirmation Appraisal Form

Part-I

Personal Particulars	
Name of Appraisee	
Designation	
Location	
Date of Joining/...../..... (dd/mm/yyyy)
Period under Review	From/...../...../...../.....

Part-II

Self Assessment by Appraisee		
Key Result Area (As per Job Description or any other Work allotted)	Performance Assessment (Qualitative Assessment of Work done under respective KRA or Work allotted)	Observations by Reporting Authority

Part-III

Observations by Reporting Authority

Rating (v) (Refer to attach guidelines)					
Attendance	5()	4()	3()	2()	1()
Job knowledge and Skills	5()	4()	3()	2()	1()
Quality of work	5()	4()	3()	2()	1()
Initiative & Motivation	5()	4()	3()	2()	1()
Team Work	5()	4()	3()	2()	1()
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Total Points					
	7-19	Not Recommended for Confirmation			
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Remarks:- All the 7 attributes, Appraisee must score 2 & above for Confirmation.

Overall comments on performance by Reporting Authority

Signature with Designation & Date

Part-IV

Comments of Reviewing Authority

Signature with Designation & Date

Part-V

Comments of Accepting Authority

Signature with Designation & Date

Assessment Areas	Rating Guidelines for Reporting Authority
1. Attendance	5 = No late for work or absence record, willing to take urgent duty at short notice. 4 = No late for work or absence record during the appraisal period. 3 = Less than 3 times of late for work or absence record during the appraisal period 2 = 3 times of late for work or absence record during the appraisal period 1 = More than 3 time of late for work or absence record during the appraisal period.
2. Job Knowledge and skills	5 = Substantially exceeds job requirements
3. Quality of work	4 = Exceeds job requirements
4. Initiative and motivation	3 = Meets job requirements
5. Team work	2 = Partially meets job requirements
6. General conduct	1 = Does not meet most job requirements
7. Discipline	5 = No disciplinary record, always follow supervisor's and working instructions 4 = No disciplinary record 3 = Less than 3 times of disciplinary record 2 = 3 times of disciplinary record 1 = More than 3 times of disciplinary record