Annual Performance Appraisal Report

Scientific Officer 'SB'

Name of Officer_____ **Shri VIKRAM SINGH CHOUDHARY**_____

Employee Code _____ **6417**_____

Report for the year/period ending____ **01-01-2014** ___ to ___ **30-09-2014** ____

66002
20|11|2014

Government of India
Ministry of Communication & Information Technology
Department of Electronics and Information Technology

NATIONAL INFORMATICS CENTRE

FORM

Annual Performance Appraisal Report of Scientist
(Scientific Officer 'SB' & above)

Report for the year/period ending ___ **01-01-2014** to **30-09-2014** ___

PERSONAL DATA

PART 1 (To be filled by the Administrative Section)

1. Name _____ **Shri VIKRAM SINGH CHOUDHARY** _____

2. Designation _____ **Scientific Officer/Engineer-SB** _____

3. Period of Report_____ **9 months** _____ From **01-01-2014** To **30-09-2014** _____

4. Date of Birth _____ **12/11/1985** _____

5. Date of Joining : In Government _____ **11/08/2011** _____ In NIC _____ **11/08/2011** _____

6. Date of appointment to the present grade _____ **11/08/2011** _____

7. Presently posted in (State/UT Unit)_____ **NIC Hqrs., New Delhi** _____

8. Present Pay Band _____ **PB-2** _____ Grade Pay ₹ _____ **4600** _____ Present Basic Pay ₹_____

9. Academic Qualifications _____ **B.TECH(IT)** _____

10. Period of absence from duty (On leave, training, etc. during the period under report. If undergone training, please specify)

_____

_____

_____

PART 2 – To be filled in by the Officer reported upon

1. Brief description of duties/ Area of activities assigned / Projects assigned

→ Requirement gathering, analysis, development and implementation of Complaint Management System for M/o CA.
→ Development and implementation of new features into PQ-Soft Application.
→ Cyber Security Audit and hosting of PQ-Soft Application.
→ e-Office Implementation in the Ministry of Civil Aviation.
→ Implementation of SPARROW (for e-APAR) and PRISM (for e-filing of Property Returns) in M/o CA.
→ Implementation of Court Cases Monitoring System.
→ Maintenance of various packages running in M/o CA.

2. Please specify targets/objectives/goals (in quantitative or other terms) of works you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)

A. Targets/Objectives/Goals

Complaint Management System
→ To minimize the time taken to resolve the complaint by automatically pushing the complaint to concerned handler & allowing a complaint to be served by multiple handlers by movement of complaints between complaint handlers.
→ To design, develop and implement a web based complaint management application that follow OWASP.

Parliament Question Answer System
→ To add transliteration feature into Hindi Module.
→ To customize the PQ-Soft as per the requirements of M/o Road & Transport.
→ To perform cyber security audit and remove security vulnerabilities reported during the audit.
→ To implement GIGW guidelines.

Implementation of e-Office ,SPARROW, PRISM and CCMS
→ To implement e-Office within the time limits specified by Secretary, M/o CA.
→ To provide technical support on SPARROW in Generation, filing and reviewing of e-APAR within the time-limit stipulated by DoPT, GoI.
→ Coordination with e-Courts division for smooth implementation of CCMS in the ministry and its attached organizations.

B. Achievements

Complaint Management System
→ Followed agile methodology for software development & OWASP for web application security.
→ At the end of each iteration of agile process, a prototype version of the application is released and UAT is performed.
→ Eclipse UMlet plug-in is used to design Use Cases, Activity diagrams and objet behavioral models.
→ Used MVC architecture in designing the web application architecture.
→ Used Hibernate O/R mapping tool to querying/manipulating objects persisted in the rational database.

Parliament Question Answer System
→ Got the audit clearance certificate from CSD, NIC and successfully hosted the site http://pqsoft.nic.in
→ Successfully gave demonstration of customized version of the application to officials of M/o R&T.
→ Successfully Conducted Parliament Session Budget – 2014 and a total of 341 questions were replied through the package during the session.
→ Implemented GIGW guidelines.

Miscellaneous
→ e-Office in M/o CA is implemented in one month of time as desired by secretary, M/o CA.
→ SPARROW package for e-APAR is running successfully in M/o CA is being maintained properly.

C. Other major activities

→ Learning the concepts of responsive web design and HTML5.
→ Learning MongoDB database for document oriented database design.
→ Learning Node.js platform for event driven web application architecture.

3.(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto
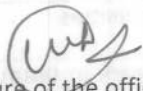
→ Designing and developing Complaint Management System for M/o CA.
→ Security Auditing and Hosting of PQ-Soft application.

4. Please state weather the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the returns should be given.

For the calendar year 2013, I have submitted on 28-01-2014.

Place: NEW DELHI
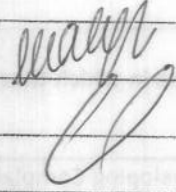
Date: 30|10|2014

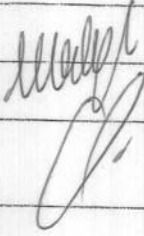Signature of the officer reported upon

Name: VIKRAM SINGH

PART 3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10,where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A). Assessment of work output (weightage to this Section would be **40%**)

1	Reporting Authority	Revised grades by Reviewing Authority (If does not agree with column 2- Also refer Para 2 of Part-5)	Initial of Reviewing Authority
	2	3	4
i) Accomplishment of planned work /work allotted as per subjects allotted	9.5		
ii) Quality of output	9.0		
iii) Analytical ability	8.5		
iv) Accomplishment of exceptional work /unforeseen tasks performed	9.0		
Overall Grading on 'Work Output' A = [(i) + (ii) + (iii) + (iv)] / 4	9.0		

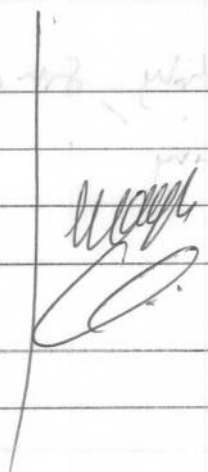(B). Assessment of personal attributes (weightage to this Section would be 30%)

1	Reporting Authority	Revised grades by Reviewing Authority (If does not agree with column 2- Also refer Para 2 of Part-5)	Initial of Reviewing Authority
	2	3	4
i) Attitude to work	9.0		
ii) Sense of responsibility	9.5		
iii) Maintenance of Discipline	9.0		
iv) Communication skills	8.5		
v) Leadership qualities	8.5		
vi) Capacity to work in team spirit	8.5		
vii) Capacity to adhere to time-schedule	9.5		
viii) Inter-personal relations	9.0		
ix) Overall bearing and personality	9.5		
Overall Grading on 'Personal Attributes' B = [(i) + (ii) + (iii) + (iv) + (v) + (vi) + (vii) + (viii) + (ix)] / 9	9.0		

(C). Assessment of functional competency (weightage to this Section would be 30%)

1	Reporting Authority	Revised grades by Reviewing Authority (If does not agree with column 2- Also refer Para 2 of Part-5)	Initial of Reviewing Authority
	2	3	4
i) Professional knowledge/Knowledge of Rules /Regulations /Procedures / in the area of function and ability to apply them correctly	9.5		
ii) Strategic planning ability	8.5		
iii) Decision making ability	8.5		
iv) Coordination ability	9.5		
v) Ability to motivate and develop subordinates	9.0		
vi) Initiative	9.0		
Overall Grading on 'Functional Competency' C = [(i) + (ii) + (iii) +(iv) + (v) + (vi)] / 6	9.0		

PART 4 - GENERAL

1. Relations with the public/users (wherever applicable)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

Interacts with user Community

2. Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

In open Source Technology

3. State of health

Good / Sound .

4. Integrity
(Please comment on the integrity of the officer)

Beyond Doubt

5. Pen Picture by Reporting Officer (in maximum 100 words) on the overall qualities of the officer including area of strengths and lesser strength, <u>extraordinary achievements, significant failures</u> (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections

Hardworking, Sincere and good at coding.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report [A * 0.40 + B * 0.30 + C * 0.30] : Column 2 of Part 3 (A), (B) & (C)

9.0

Signature of the Reporting Officer 07/11/2014

Name in Block Letters CHANDER SHEKHAR

Designation Sr. Technical Director

Place: New Delhi

Date : 07/11/2014

During the period of Report _____

PART-5 — REMARKS OF THE REVIEWING OFFICER

As per records

1. Length of service under the Reviewing Officer : _____ Year(s) _____ Month(s)

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-3(A) (iv) and Part-4 (5))
(In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer. Please comment (in maximum 100 words) on the overall qualities of the officer including area of <u>strengths and lesser strength and his attitude towards weaker section</u>

As penned by reporting officer.

5. Overall numerical grading on the basis of weightage given Section-A, Section-B and Section-C in Part-3 of the Report [A * 0.40 + B * 0.30 + C * 0.30] : (Column 2 of Part 3 (A), (B) & (C), else Column 3 in case of disagreement with Grades given by the Reporting Officer)

9.0

Signature of the Reviewing Officer

Place _____ New Delhi

Name in Block letters : DR MAHESH CHANDRA

Designation _____ DDG

Date _____ 18/11/14

During the period of Report _____ 1/1/14 — 30/9/14.

Annexure-I

Guidelines regarding filling up of APAR with numeric grading
(Scientific Officer 'SB' and Above)

1. The columns in the APAR should be filled with due care and attention and after devoting adequate time.

2. It is expected that any grading of 1 or 2(against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failure and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are excepted to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/ her peers that may be currently working under them.

3. APARs graded between 8 and 10 will be rated as outstanding and will be given a score of 9 for the purpose of calculating average scores for empanelment/ promotion.

4. APARs graded between 6 and 8 short of 8 will be rated as very good and will be given a score of 7.

5. APARs graded between 4 and 6 short of 6 will be rated as good and given a score of 5.

6. APARs graded below 4 will be given a score of zero.

Note:

A. Overall Grading on Part 3 (A) - Assessment on Work Output, Part 3(B)- Assessment on Personal Attributes, Part 3 (C)- Assessment on Personal Competency is to be computed as per the given formula.

B. Overall Numerical Grading by the Reporting Officer will be computed on the basis of the Weightage given in Part 3 (A)- Assessment on Work Output, Part 3(B)- Assessment on Personal Attributes, Part 3 (C)- Assessment on Personal Competency as per the given formula at Part 4(6).

C. Overall Numerical Grading by the Reviewing Officer will be computed on the basis of Weightage given in Part 3 (A)- Assessment on Work Output, Part 3(B)- Assessment on Personal Attributes, Part 3 (C)- Assessment on Personal Competency as per the given formula at Part 5(5).

D. Guidelines regarding the colour scheme to be used by different grades of NIC while filling up their APAR form.
   1) Green - Scientist-G
   2) Yellow - Scientist-E and Scientist-F
   3) Blue - Scientist-D
   4) Pink - Scientist-C
   5) White - Scientist-B / Scientific officer 'SB'

Self-Appraisal for the period (01st Jan 2014 to 30th Sept 2014)

During the period mentioned I, Vikram Singh, Scientific Officer/Engineer-SB, EMP Code- 6417, was assigned & involved in the following projects:

1. Complaint Management System

Complaint management system is a web-based system, developed to minimize the time taken to resolve the complaint by automatically pushing the complaint to concerned handler and tracking the complaint status.

Web-based Complaint management system is a role-based application. It has following roles and their major functionalities:

1) Application User:
   - ✓ Registration of Complaint
   - ✓ Complaint Status Tracking
2) Complaint Handler/Manager
   - ✓ Change/Update/Edit Complaint Status.
   - ✓ Create/Edit/Update action taken report.
   - ✓ Movement of complaint to another handler.
3) Application Administrator:
   - ✓ Add/Edit/Delete Complaint Handlers.
   - ✓ Add/Edit/Delete Users

Technology Used: Ruby on Rails 4.1, PostgreSQL 9.1 , Ubuntu 14+, Aptana IDE
I was involved in all the activities mentioned.

2. Development of New Features into PQSoft Application:

Parliamentary Question Answer Software (PQSoft) is an intra-ministry ICT System developed for online preparation of replies (in bilingual) to parliament questions received by the ministry and to facilitate effective and timely delivery of replies to parliament questions.

PQSoft application has been running locally and being used by all the sections of the ministry since its release of first version in Sept, 2012 and as of now a total of 1000 parliament questions have been replied through PQSoft.
Following new features were added to PQSoft:

1) Added a Google transliteration feature into Hindi Module which helps non-Hindi typist to draft question replies in Hindi.
2) Added a feature which movement of questions from one office/wing/section to another and recording of question's movement.
3) Standardization of package as per the general structure of central government ministries.

I was involved in all the activities mentioned.

3. Security Audit & Hosting of PQSoft Application:

Parliamentary Question Answer Software (PQSoft) is an intra-ministry ICT System developed for online preparation of replies (in bilingual) to parliament questions received by the ministry and to facilitate effective and timely delivery of replies to parliament questions.

PQSoft application has been running locally and being used by all the sections of the ministry since its release of first version in Sept, 2012 and as of now a total of 1000 parliament questions have been replied through PQSoft.

Security Audit of the PQSoft application involved following tasks to be performed in consultation with NIC Cyber Security Team.

1) Checking for Security vulnerabilities in the application by running the local instance of IBM APPSCAN Tool.
2) Submitting the application to NIC Cyber Security Division for Manual Audit.
3) Rectification/Removal of security vulnerabilities reported by CSD Team by implementing the security policy/solution as suggested by CSD Team or by following the common best practices.
4) Submitting the application for the next level of Audit till the application is found with Zero open security vulnerabilities.

Audit Clearance Certificate was issued by Cyber Security Division, NIC wide their Letter No. NIC/CSD/IA/8394 Dated: 07/02/2014.

After getting the Audit Clearance from Cyber Security Division, required steps were taken to register the domain name http://pqsoft.nic.in and hosting the application on the production server at NDC, Shastri Park.

I was involved in all the activities mentioned.

4. e-Office Implementation in M/o CA

e-Office Package was implemented in the ministry in a record time of one month with the help of technical support provided by NIC e-Office Team.

Implementation of e-Office involved following measure activities to be carried out as per the schedule/timeline given by Secretary, MoCA.

1) Filling of EMD Templates & Infrastructure Gap Analysis Templates
2) Filling up of Bulk NIC Email Account Creation Form for e-Office Users and technical support on Mail Account usage.
3) To meet the technical requirement specified Infrastructure Gap Analysis Report
4) Formation of Training Batches
5) Data Migration from FTS to e-Office instance and validation of migrated data.
6) Training to Master Trainers/ Users on Test e-Office Instance
7) Filling up of Digital Signature Forms to procure DSC for e-Office Users
8) Filling up of Infrastructure Gap mentioned in IGAR.
9) Trial Run & Go-Live
10) Creation of VPN Account for higher level officers and installation of VPN Software in their laptop/ipad/iphone.

I was involved in all the activities along with a team of e-Office division deputed in M/o CA.

5. SPARROW Implementation in M/o CA and its Maintenance

SPARROW in an online package for e-filing the Annual Performance Appraisal Report of IAS Officers electronically. Implementation of SPARROW involved following measure tasks:

1) Identification of Custodian, EMD Manager and PAR Manager for SPARROW Package.
2) Training to Custodian, EMD Manager and PAR Manager.
3) Training to IAS Officers on SPARROW Package
4) Procurement of DSC Token for IAS Officers and filling up of DSC Token Registration

Form.

5) Installation of Driver of DSC Token on machines of the Officers and demonstration of its functionality and usage in SPARROW.
6) Full Technical Support for filling up of e-APAR and sending it to Reporting Officer.
7) Managing the transfers and joining of IAS Officers in SPARROW.

I was involved in the activities mentioned on S.No. 4 to 7 and coordinated with SPARROW e-Office team for remaining.

6. Implementation of PRISM in M/o CA

PRISM is an online package developed by NIC e-Office Team for online filing of Property Returns of IAS Officers. Implementation of PRISM involved following measure tasks:

1) Training on the package to IAS Officers working in the ministry.
2) Procurement of DSC to be used in signing the electronic property return.
3) Installation of Driver of DSC Token on machines of the Officers and demonstration of its functionality and usage in SPARROW.

I was involved in the activities mentioned on S.No. 2 & 3 and coordinated with PRISM e-Office Team for remaining.

7. Implementation of Court Cases Monitoring System:

CCMS is a standalone application developed by e-Courts Division of NIC to monitor the litigation cases pending at various courts by any government department/ministry. Implementation of this Package involved following tasks:
1) Demonstration / Training of the Package to Ministry by NIC e-Courts Team.
2) Gathering the information required for customization of the package.
3) Hosting of the CCMS instance on NIC Data Centre.

My involvement in this project was of coordination level.

Miscellaneous
✓ Maintenance of COM-DDO Package.
✓ Maintenance of PQSoft application during the Parliament Session.
✓ Technical Support in uploading and publishing tenders on NIC e-Tending Portal.
✓ Maintenance and updating of File Tracking System (http://cafts.nic.in)
✓ Uploading of 7th CPC Data on NDSAP Portal.

(Vikram Singh)