

APAR - Annual Performance Appraisal Report

Employee Name and No.: MR PRITAM CHATTERJEE (431)

Appraisal Period: From 01-01-2024 To 31-12-2024

Evaluation by Employee.

1.	Please give an evaluation of the work done by you during the year highlighting achievement of targets, if any, as well as unfinished items of work assignments (i.e. the balance sheet of your performance) with particular reference to the following :
(a).	Contribution to regular work of the organisation including different segments of work.
(b).	Specific contribution in the areas outside the scope of your regular work.
(c).	Important milestones achieved during the year.
Response:	<p>(a) I have actively worked and contributed to the organization's daily operations, engaging in diverse tasks across various segments to ensure the smooth functioning of our work. Some of the specific projects are mentioned below.</p> <p>1. ScribeDB - Enhancement for Debarred Candidate-Scribe This enhancement introduces several critical changes to the ScribeDB application: (i) Debarred Registration Restriction: Debarred scribes are prohibited from registering as scribes in future projects. (ii) Mandatory AADHAR: AADHAR is now a required field for scribe registration. (iii) Live Photo Capture: A live photo of the scribe must be captured during registration. (iv) Efficient Data Management: Data related to debarred scribes will be managed more effectively. A new management module for debarred candidates has been integrated into the existing ScribeDB application. When entering a scribe's basic information (AADHAR number, phone number, email), the system checks for any matches with debarred candidates, preventing their registration. The registration process requires the scribe's AADHAR number and includes a live photo capture feature.</p> <p>2. APG - Center Preference This utility allocates examination centers to candidates based on various criteria, including seat availability, PWD preferences, gender preferences, and center preferences. This development has significantly improved efficiency by reducing the time required for allotment.</p> <p>3. APG - Venue Merging This utility merges center capacities between main and compensatory centers efficiently. This utility reduces the manual work involved in APG.</p> <p>4. OVIP - Enhancement The OVIP application has been updated to include EXS/DEXS categories, with the DESM category added in RRB OA.</p> <p>5. Equipercentile - Enhancement A new Equipercentile application has been developed to process data with four options.</p> <p>6. Copying Case - Digitalization This web application is developed under "Digital Innovation 2024-25". This web application manages and analyzes unfair means data digitally. It supports four user types: RPG, RVG, TSS, and Copy Case Committee (L1 & L2). As the technical lead, I contributed to requirement gathering, problem-solving, design, review gathering, project implementation and support.</p> <p>7. OPDP This web application is developed developed under "Digital Innovation 2024-25". This web application allows banks to upload promotional exam data and after uploading it validates the uploaded data. After validation data is saved in database for further processing by APG. This application increased the efficiency of APG by validating data at Bank's end. My contributions included requirement gathering, problem-solving, design, review gathering, project implementation and support.</p> <p>8. APG - Common Candidate Allocation This utility allocates centers to candidates applying for multiple posts based on various conditions like seat availability, PWD preference, gender preference and center preferences. As the technical lead, I played a key role in requirement gathering, problem-solving, design, review gathering, project implementation and support.</p> <p>9. RPG: Generate Statistics for Adaptive Testing Modules are developed for statistical data generation for adaptive testing processes.</p> <p>10. IIMS This web application is designed for the F&AS department to manage various investments efficiently. My role involved requirement gathering, problem-solving, design, review gathering, project implementation and support.</p> <p>11. Application Support and Enhancements Support and enhancements have been provided across various deployed projects in departments such as AutoDP (Automated Descriptive Paper evaluation), Interview Score Online, RPG department, APG department, HPS, PO&ON management system, Equipercentile, Quantile, result processing activities, psychometrics, and battery code generation.</p> <p>(b) Specific contribution in the areas outside the scope of your regular work: Apart from my regular work, I have worked in below mentioned activity</p> <p>1. GITLAB Training Previously SDG was using open source version of Gitlab for version control and deployment. Upon facing some technical issues, IBPS decided to use commercial version of Gitlab. My role was to identify vendors who provides services starting from Gitlab installation, user creation and provides basic training on Git. After getting my senior's support, I could fulfil all my responsibilities by installing Gitlab-Premium and by arranging 5 day training session on Gitlab.</p> <p>(c) Important Milestone:</p> <p>1. Being a part of Digitization of Interview Process and getting appreciation was an important milestone in my career.</p> <p>2. I got appreciation for installing Live photo capturing module in Scribe DB application.</p>
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2 .	Please indicate problem faced while executing your assignments – system and procedures. Interpersonal relationships, etc.

Response:	<p>Some of the issues which I faced during executing my assignments are mentioned below.</p> <ol style="list-style-type: none"> 1. Technical Sessions: We use various technologies/tools like git, html, tailwind css, Django etc. Technical sessions could be arranged on these technologies during office hours which could help us in upskilling and adopting latest procedures in software development. 2. We have faced issues in VAPT audit regarding implementation of ssl certificate in applications. If training would be provided, we could have handled the audit in much efficient manner.
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3 .	Please indicate steps taken by you to improve system and procedures,increasing efficiency, etc.
Response:	<p>To improve the system and procedures, which also increase the efficiency, I took below mentioned steps.</p> <ol style="list-style-type: none"> 1. GITLAB-Premium Implementation: I took the initiative to implement GITLAB-Premium within IBPS, which effectively manages version control and code deployment. This has streamlined our development processes and improved collaboration among team members. 2. Project Management Enhancements: I introduced several changes to our project management approach for IT projects. By gathering requirements for applications and preparing comprehensive design documents that outline module names, application process flows, technologies to be used, and flow diagrams, we have minimized understanding gaps. This documentation not only clarifies requirements but also enhances efficiency in software development and reduces project delivery times. 3. API Development: With a focus on security and simplicity in application process flows, I oversaw the development of an ISO-compliant API. This has facilitated smoother integrations and improved overall system performance. 4. Application Security: I implemented high-level application security measures across all web applications to safeguard sensitive data and ensure compliance with industry standards. 5. Digitization of Processes: I digitized several manual processes within the RPG/RVG departments, which has significantly improved task execution efficiency and effectiveness.
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4 .	Please comment on the factors influencing your performance, e.g. assistance and support received from the team working with you, guidance received from Superiors, work environment, etc.
Response:	<p>Here are the key factors that positively impact my performance:</p> <ol style="list-style-type: none"> 1. Team Support: The collaborative spirit within my team has been instrumental in enhancing my performance. The willingness of my colleagues to share knowledge, provide assistance, and work together towards common goals has fostered a productive atmosphere. Regular brainstorming sessions and open communication have allowed us to tackle challenges effectively and innovate solutions. 2. Guidance from Superiors: The mentorship and guidance I have received from my superiors have been invaluable. Their insights into strategic decision-making and project management have helped me navigate complex situations with confidence. Regular feedback sessions have also provided me with constructive criticism that has facilitated my professional growth and improved my decision-making skills. 3. Work Environment: The positive work environment at the Institute greatly contributes to my motivation and productivity. A culture that encourages creativity, recognizes achievements, and supports professional development has enabled me to thrive. Access to necessary resources and tools has further empowered me to perform at my best. 4. Opportunities for Development: Being a part of various projects like ISO certification, AIG (Automated Item Generation) has played a crucial role in enhancing my skills. These opportunities have not only expanded my technical knowledge but also improved my leadership capabilities, allowing me to contribute more effectively to the team. 5. Clear Objectives and Expectations: Having clear goals and expectations set by both the organization and my superiors has provided me with a strong framework for performance evaluation. This clarity helps me prioritize tasks effectively and focus on delivering high-quality results aligned with the Institute's objectives. 6. Recognition and Encouragement: Receiving recognition for my contributions has been a significant motivator. Positive reinforcement from both peers and management boosts morale and encourages continued effort towards achieving our collective goals. <p>In summary, the encouragement from my seniors and the collaborative spirit of my team significantly enhance my ability to perform at my best.</p>
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5 .	Any other comments (pertaining to your professional development, personal matters, etc.) that you would like to inform the Institute.
Response:	<p>I would like to take this opportunity to share some insights regarding my professional development and personal growth during my tenure at the Institute.</p> <ol style="list-style-type: none"> 1. Continuous Learning: I have consistently prioritized professional development by seeking opportunities to enhance my skills. Recently, I completed courses in AI/ML, Generative AI, and Cloud Computing, which have provided me with cutting-edge industry knowledge and best practices. This dedication has not only strengthened my technical expertise but has also enabled me to make more impactful contributions to the team. 2. Leadership Development: Taking on additional responsibilities has allowed me to cultivate my leadership abilities. By leading projects and mentoring junior team members, I have gained invaluable experience in team management and collaboration. These experiences have deepened my understanding of the importance of fostering a supportive and innovative work environment. 3. Feedback and Adaptability: I actively seek feedback from peers and supervisors, viewing it as an essential tool for growth. This approach has helped me adapt to evolving circumstances and continuously improve my performance, ensuring alignment with organizational goals. 4. Contribution to Organizational Culture: I am passionate about contributing positively to the Institute's culture. By participating in training sessions on ISO and promoting teamwork, diversity, and inclusion, I have supported efforts to create a collaborative and inclusive workplace environment.

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Rating by Reporting Authority.

Sr.No.	Rating attributes	Rating Given
1.	Handling Regular Work	
1.1	General intellectual / conceptual level related to professional matters in general and work areas in particular.	6
1.2	Insight into procedures followed by the department..	6
1.3	Efficiency in dealing with the client Organisations / Outside experts/ Consultant / Servicer Providers, etc.	6
1.4	Anticipating problems, communication-written and oral,suggestions offered, etc.	6
2.	Competence in solving problems in the professional field / work areas.	
2.1	Competence in professional knowledge/ work areas.	6
2.2	Competence in analysis of difficult situations and finding solutions.	6
3	Competence demonstrated for higher level functioning.	7
4	Contribution to administrative matters.	6
5	Efforts made for professional / self-development through academic pursuits.	5
6	Communication Skill (as evinced within the organisation and from feedback from the clients / experts / service providers.)	6
7	Overall involvement/commitment to tasks.	7
8.	Interpersonal Competence:	
(a)	vis-à-vis colleagues, superiors,Subordinates.	6
(b)	Vis-à-vis client executives / outside experts / service providers.	6
9	Stability, poise, ability to put up to stress.	6
10	Initiative demonstrated in work.	6
11	Honesty & Integrity.	7
	OVERALL RATING	6

Comments by Reporting Authority

12	I have gone through the self-appraisal and content mentioned therein.
	I Agree with the content.
13 .	Any other special positive/negative points:
	Pritam has been our lead in the software development area, he understands the requirement and take initiatives to complete the tasks in a time bound manner. He handles his team members efficiently and ensures that they give positive results. The overall performance of Pritam is very good and satisfactory.