

APAR- (Annual Performance Appraisal Report)

Employee Code : 205
Employee Name : PRASHANT SAWAL
Appraisal Period : From 01-01-2023 To 31-12-2023

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:

I am looking after RPG and SDG departments of TSS.
In RPG (Result Processing Group) I have been ensuring that the results are processed and shared with the Clients on time. The department has handled around 500 projects in current year. The processing activities covered for each project includes - download TCS exam data, convert TCS data into our data format, Quintile generation, validation, score generation, equipercentile, generating stats, apply cutoffs, copying, generate results.
In SDG (Software Development Group) I have been involved in the developments of the following projects :- HRMS, Online Scribe Registration, Visitor Management Software, APAR (Annual Performance Appraisal), Online CRP Expenses, Online Interview application for CRP which has three phases i.e. Candidate Document upload, DVS-Documents Verification System and ISO-Interview Score online.
The year 2023-24 has been earmarked as a year of Digitisation. The major milestone achieved is the digitisation of the CRP-RRB Interview process, the Interviews were conducted online, thereby eliminating the dispatch of any paper documents to the interview centers. I had been in the part of designing, testing, real-time monitoring and also guiding the RRB-Nodal Banks ground team during the RRB interviews.

Annexure:

No Annexure attached.

2.

Please indicate problem faced while executing your assignments – system and procedures. Interpersonal relationships, etc.

Response:

In RPG and APG all the team members require the knowledge of Linux operating, MS-Excel and basic programming skills of FORTRAN language since all our programs are in Fortran. As the need of each Project is different the existing programs require minor changes. Over a time the team has developed these skills and hence transfer of any team member does create slowing down of activities.

The retention of SDG programmers is a concern, in the current year three developers have left. The maintenance and modification required in the applications developed by them is a challenge.

Annexure:

No Annexure attached.

3.

Please indicate steps taken by you to improve system and procedures,increasing efficiency, etc.

Response:

In SDG for every project we have deployed two developers, first will own the project and the second will assist him. This will help for attending the project on absence of anyone. A periodical review meeting is also organized to discuss on the project development.
In RPG it is emphasized on all the Assistants to take ownership of the projects. We guide them to understand the requirement of the project.

Annexure:

No Annexure attached.

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:

The team members in TSS know their responsibilities as a result they strive to complete the projects. This kind of support from team members is important, I appreciate their efforts and thank them.
I sincerely thank my Division Head for being supportive, guiding and encouraging me at all levels which helps to perform better.

Annexure:

No Annexure attached.

5.

Any other comments (pertaining to your professional development, personal matters, etc.) that you would like to inform the Institute.

Response:

I would like to say that the daily work involved in the two departments of TSS i.e. RPG and APG needs Technical hands, they have to work on data which has to be processed and executed applying minor modifications in the software applications. Hence deploying dedicated technical hands in this two departments is very much important.
We may also provide a basic training on Python to the team members of both the departments.

Annexure:

No Annexure attached.

