

**PROFORMAE
FOR
ANNUAL PERFORMANCE APPRAISAL REPORTS**

GROUPS III, IV, V(A) AND V(B)

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANNUAL PERFORMANCE APPRAISAL REPORT**

LABORATORY/INSTITUTE : NATIONAL PHYSICAL LABORATORY, NEW DELHI

REPORTING PERIOD : FROM TO

PART I

PARTICULARS

(TO BE FURNISHED BY THE EMPLOYEE)

1. Name (in Block Letters) :
2. Code Number * :
3. Date of Birth :
4. Date of Joining CSIR
5.
 - a. Division/Area/Section
 - b. Programme (s) /activity (ies)
6. Present Post
 - (a) Designation :
 - (b) Group & Grade :
 - (c) Date of appointment
to the present post
 - (d) Date of joining :
the Division / Area /section.
7. Reporting officers :
8. Reviewing officer :

The laboratory / institute should assign a code number to each employee for computerization.

9. Qualifications {Academic/Scientific/Technical} in the reverse chronological order

Degree/Diploma/Certificate	Year	Subject (s)	Specialization

10. Membership of Professional Societies

Name of the Society	Class of Membership

11. Leave Record
(Other than Casual leave)

Verified by :
Signature of COA/AO with date

Signature of Employee
with date

PART II PERFORMANCE APPRAISAL
II (A) SELF ASSESSMENT REPORT BY THE EMPLOYEE
 (.....TO.)

1. Programme (s)/Activity (ies)/Project (s)/(give titles)

i)

ii)

iii)

2. Status in the Programme (s)/(Activity(ies)
 Project : (s)
 (Please tick the relevant Box)

	(i)	(ii)	(iii)
Co-ordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member of the Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Type of work engaged in &
time devoted Months

	(i)	(ii)	(iii)
(a) Research & Development	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Design & Development	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Testing, evaluation, & calibration	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Documentation Publication; Library & Translation	<input type="text"/>	<input type="text"/>	<input type="text"/>
(e) S & T Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
(f) Engineering Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
(g) PME, Information Industrial liaison HRD,	<input type="text"/>	<input type="text"/>	<input type="text"/>
(h) Any other (please specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Tasks assigned during the period covered by the Report.
(Given Information in the format enclosed as Annexure I).

5. Work done during the period covered by the report.
(Give information in the Format enclosed as Annexure II).

5 A "Please state whether the annual return on immovable property for the
proceeding calender year was filled within the prescribed date i. e. 31st
January of the year following calender year. If not, the date of filling the return
should be given."

S&T Output

Technical Know-how, Expertise & S&T Services
Contributed.

Processes, products, Experimental prototypes, Apparatus,
Instruments, Devices and Materials developed

Item

Team Member (s)

Software/Programmes/New Data Base/Algorithms/Developed.

Item

Team Member (s)

Technical Manuals, Standard Specifications/Code of Practice/
Calibration Reports/Test Reports & Analytical Reports
prepared (give full particulars including fee realized)

Item

Team Member (s)

Design & Drawing/Flow charts developed

Item

Team Member (s)

Patents Filed & Sealed

Item

Team Member (s)

Constancy Assignments undertaken

Item

Team Member (s)

(g) Contract Research Undertaken (give full particulars)

Item

Team Member (s)

(h) Training offered / organised

Item

Team Member (s)

(i) Fabrication / Production of Special Products / Repair & Maintenance (Job work) undertaken

Item

Team Member (s)

(j) Technical Assistance rendered (give details)

Item

Team Member (s)

(k) Membership of technical committees (give full particulars)

Item

Team Member (s)

(l) Any Other (give details)

Item

Team Member (s)

6.2 Research Publications, Technical Reports, Conference Papers, Invited Lectures etc.

- (a) Papers Published or accepted for publication in Scientific/ Technical journals (give full particulars)
- (b) Papers presented in organized conferences/symposia/seminars etc. (give full particulars)
- (c) Books, Monographs, Chapters in Books, Reviews and Bibliographies published in the open literature etc. (give details)
- (d) Internally published Scientific/Technical Reports

Item

Author (s)*

- (e) Ph. D/M.Tech/M.D.Thesis/other Thesis supervised (give particulars)
- (f) Invited lectures Delivered (give details)
- (g) Any Other (give details)

6.3 Outputs relating to Technical Support Services

- (a) Workshop and other Technical Support Services (give details)
- (b) Breeding & Maintenance of Animals/Preparation of Culture Media/Maintenance Cell and Tissue Cultures/Preparations of Histological slides/Other services rendered
- (c) Operation & Maintenance of sophisticated Equipment/ Facilities.
- (d) Operation of pilot plants/Batch Production units etc.
- (e) Other Technical Support services (give details)

6.4 Outputs Relating to Other S&T Services

- (a) Plan preparation/Project Monitoring/Evaluation/Organization of Meetings/Forecasting/
Perspective Analysis & Other PME Services
(give details)
- (b) Information/Publication/Documentation/Library/Translation Services Provided
(give details)
- (c) Industrial Liaison, Extension, Public Relations & International Scientific Collaborations
(give details)
- (d) Manpower and Human Resources Development (give details)
- (e) Extramural Research and Patents (give details)
- (f) Any other (give details)

7. Honours/Awards/Distinctions/Citations received during the period
(give details)

8. Additional Qualifications obtained/Training Received
(give details)

Signature of the employee with date

II B. Appraisal by the Reporting officer

1. Reporting Officer

(a) Name (in Block Letters) :

(b) Designation :

2. Critical Appraisal of the Performance of the Employee during the period (give a. Highlight of the significant achievements of the employee b. Short falls relevant to the assigned tasks).

3. Grade Awarded by the Reporting officer (seven point scale to be inserted)

Signature of the Reporting Officer with date

4. Appraisal by Reviewing Officer

(a) I accept the report of the Employee except for the following:

- (b) Grade awarded by the Reviewing officer (seven point scale to be inserted)

Signature of the Reviewing officers with Date

Note:

- (c) Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has any thing further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary, the employee may seek an interview with the competent authority." Reply of Employee is to be placed on record. Whenever necessary, the employee may seek an interview with the Head of the Institution/ Designated authority.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

**PART-IV : FINAL MARKS IN
ANNUAL PERFORMANCE APPRAISAL REPORT**

Laboratory/institute :

Period from : to

1. Name of Employee
(In block letters)
2. Final marks (to be computed by apportioning relating marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer
or Designated Authority with date

**II (c) DECISION OF THE HEAD OF THE LABORATORY
INSTITUTE OR DESIGNATED AUTHORITY**

1. Remarks by the Head of the Laboratory/Institution Designated Authority

2. Final Grade Awarded

Signature of the Head of the Institute/Lab. Or Designated Authority with Date.

* The part is to be filled only in case of difference of opinion.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**Laboratory/Institute : NATIONAL PHYSICAL LABORATORY, NEW DELHI****Part III : BEHAVIORAL ASPECTS**

Period : from..... to

(This completed form is to be returned to the Administration for record and necessary action)

1. Name of the Employee
(in block letters)
2. Designation
3. (a) Division/Area/Section :
(b) Programme/Activity/Project :
4. Employees Profile
(Please give appropriate marks) :

Attribute Aspects	Outstanding (5)	Very good (4)	good (3)	Satisfactory (2)	Poor (1)
i. INTELLIGENCE					
ii. CREATIVITY & MOTIVATION					
iii. ABILITY TO WORK IN A TEAM					
iv. RESPONSIBILITY/DISCIPLINE					
v. LEADERSHIP					

5. INTEGRITY*

6. Final Marks in the Behavior Aspects:

Date

Signature of the Reporting Officer

- (i) Please read careful the attached guidelines before filling up this column.
- (ii) If the employees is reporting to more than one Reporting Officer each Reporting Officer will fill separate form. Arithmetic mean of the marks given by each Reporting Officer will be the final marks.
- (iii) Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However marks obtained by the employee which fall under the category 'poor' as well as adverse remarks on Integrity shall be communicated

In every form of Confidential Report there should be column regarding integrity to enable the Reporting Officer to make his remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making entries in the column relating to integrity.

- a. Supervisory officer should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report, this diary should be consulted and the material in it utilised for column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.
- b. The column pertaining to integrity in the Character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government servants integrity should be recorded simultaneously and followed up.
- c. A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.
- d. If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll.
- e. If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned.
- f. There may be cases in which after a secret report/note has been recorded expressing suspicion about a Government servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Government servant's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) (e) above.

- g. There are occasions when a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

CODES FOR FORM OF OUTPUT

1. Processes, Products, Experimental Prototypes, Apparatus, Instruments, Devices and Materials
2. Software/ Programme/ New Data Base/ Algorithms
3. Technical Manuals, Standard Specification/ Code of Practice/ Calibration Reports/ Test Reports & Analytical Reports
4. Design & Drawing/Flow charts
5. Patents
6. Constancy Assignments
7. Contract Research
8. Training offered organised
9. Fabrication/ Production of Special Products/ Repair & Maintenance (job work) undertaken
10. Technical Assistance rendered
11. Papers Published or accepted for publication in Scientific/ Technical Journals
12. Papers presented in organized conferences/ symposia/ seminars etc.
13. Books, Monographs, Chapters in Books, Reviews and Bibliographies published in the open literature etc.
14. Internally published Scientific/ Technical Reports
15. Ph. D/M. Tech M.D. Thesis/Other Thesis supervision
16. Invited Lectures
17. Membership of Technical Committees
18. Workshop
19. Breeding & Maintenance of Animals/ Preparation of Culture Media/ Maintenance Cell and Tissue Culture/ Operation of Histological slides/ Other services
20. Operation & Maintenance of Sophisticated Equipment/ Facilities.

21. Operation of Pilot Plants/ Batch Production units etc.
22. Other Support services
23. Plan preparation/ Project Monitoring/ Evaluation/ Organization of Meetings/ Forecasting/ Perspective Analysis & Other PME Services
24. Information/ Publication/ Documentations/Library/Translation Services
25. Industrial Liasion, Extension, Public Relations & International Scientific Collaborations
26. Manpower and Human Resources Development
27. Extramural Research and Patents
28. Any other (give details)

ANNEXURE I

Tasks Assigned during the period by the Report

(To be filled in the beginning of the Year of later Whenever task is assigned)

Name of the Employee

Reporting Period

Programmes/ Project/ Activity Title	Task Assigned during the Year	Expected S&T Out put (s)		Date of		Inputs committed but to be procured from outside the Institution.
		Out put (s)	Form of Out put (fill codes)	Assignment	Completion	

Signature of the employee with Date

Signature of the Reporting Officer
with Date

ANNEXURE II

Work done during the period covered by the report
(to be filled at the end of the Reporting Period)

Tasks Assigned	Work done Against each Task	Date(s) of Completion of Task Envisaged Revised	Inputs provided/ constraints faced	From of Out put (Fill the relevant code)

Signature of Employee with Date

Signature of Reporting Officer with Date