

CENTRAL POTATO RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
SHIMLA 171 001 (HP)

(APPENDIX-VII)

Proforma for Supplementary information to be Furnished by the
Technical Personnel for their subsequent Assessment for
Grant of Merit Promotion
(To be filled in Director's or Research Station's Office)

PART- I

1. Name :
2. Field of specialization and present posting :
3. Date of appointment in Technical Service, Category, Grade and salary drawn at the end of the year of report :
4. Details of leave taken :

PART –II

(To be filled by the Re viewee)

1. Do you wish to add any supplementary material to the material already furnished to the Assessment Committee for Five Yearly Assessment? If so, please indicate the details thereof alongwith any additional qualifications/training acquired. (Attach separate sheet, if necessary):

2. Do you wish to have a personal discussion with the Assessment Committee? Please indicate 'YES' or 'NO'. (In the absence of any indication, it will be presumed that the Technical Personnel does not want to come for personal discussion).

(To use of Reviewers only)

3. Is the supplementary material furnished by the Reviewee correct to the best of your knowledge?

4. Do you generally agree with the assessment and projections made by the reviewee in the supplementary material?

Signature of the Reviewer(s).....
Name
(in Block letters)
Designation.....

Date.....

5. Recommendations of the Director (in the case of employees of Institute :

Signature
Name
(in Block letters)
Designation.....

Date.....

(Introduced vide ICAR letter No.7-4/79-Per.III dated 6th June, 2008.)

**Merit Promotion on the Basis of Assessment in Technical Service-Proforma
for submission of the Recommendations of the Assessment Committee for
Approval of the Appointing Authority**

1. Name of the Officer :
2. Service particulars of the Assessee :
 - (a) Date of entry into ICAR service :
 - (b) Present post/grade held and since when :
 - (C) Scale of pay :
 - (d) Present pay with date of next increment :
 - (e) Whether temporary/quasi-permanent/
Permanent :
3. The designation and the scale of pay in the
next higher grade for which the Officer is
being considered/assessed :
4. Whether the Officer fulfills the educational
and other requirements prescribed for the
post for which the officer is being assessed ? :
5. Period of assessment and the date from which
the assessment benefit is to be given :
6. Whether the Officer has been assessed
previously, if so, the results of assessment
may be indicated :

Chief Administrative Officer

CENTRAL POTATO RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
SHIMLA – 171 001 (HP)

ASSESSMENT FORM THE TECHNICAL PERSONNEL
(CATEGORY-I)
(To be filled in by Director's Research Station's Office)

1. Reported period :
2. Name :
3. Date of Birth :
4. Designation :
5. Present pay, grade and scale :
6. Date of entry into service :
7. Date of continuous appointment to :
The present grade
8. Period of absence from duty on :
leave, training, health etc.
during the period under report
9. Academic/Professional qualifications (underline any qualifications obtained during the period under report)

.....

PART-I
(To be filled in by the Reviewee)

Please furnish the following information:

Educational Career

.....
Certificate/Diploma/Degree Class/Grade Univ./Board/Institute
.....

i)

ii)

iii)

iv)

v)

vi)

.....

10. Additional qualifications/training acquired during the period under review:

11. Employees record for last 5/10 yearsending starting with your present post, list in reverse order every employemet you have had

.....

Name of of Employing leaving Organization	Designation	Salary/Scale of pay	Date of joining	Date
---	-------------	------------------------	--------------------	------

.....

...

.....

...

.....

...

.....

...

.....

...

.....

...

Reviewee.....
Signature of
Name.....
Designation.....
Date.....

PART-II
(To be filled in by the Reviewer)

1. Is the information provided by the Reviewee correct to the best of your Knowledge? :
2. Please give a resume of the work done by the Reviewee during the last 5/10 years ending on..... in relation to takes assigned to him/her. :

(Give on separate sheet)
3. Please comment on Reviewee's :
 - a) Amenability to discipline :
 - b) Punctuality :
 - c) Integrity :
4. Recommendations of the Reviewer :

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

PART- III

Remarks of the Head of Division/Research Station/Project
(If he/she is not the reviewer)

Signature.....

...

Name.....

...

(In Block letters)

Designation.....

Date.....

PART-IV

Recommendation of the Director (in case of employees of the Institute)/
Secretary, ICAR (in case of employees of the ICAR Headquarters and /or the
centrally administered programmes)

Signature.....
.....

Name.....
(In Block letters)

Designation.....

Date.....

CENTRAL POTATO RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
SHIMLA- 171 001 (HP)

ASSESSMENT FORM FOR TECHNICAL PERSONNEL
(CATEGORY-II)

(To be filled in by the Concerned Estt. Section at Institute/ICAR Hqrs.)

1. Reported period :
2. Name :
3. Date of birth/age :
4. Field of specialization :
5. Basic degree/diploma and the Institution (the degree was obtained from) :
6. Date of entry into the Council's service :
7. Present grade and scale of pay :
8. Duties assigned to the post for which the person has been recruited :
9. Date of continuous appointment to the present grade :
10. Any other basic information :

(Besides the above information, the office may be required to furnish at the assessment all the information relevant to the employee's career before and after entry into the ICAR)

PART I

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational career

.....

Degree/Diploma/Certificate	Class/Grade	University/Board/Institute	Year
----------------------------	-------------	----------------------------	------

.....

Master;s degree or
equivalent or any higher
degree

.....

.

Bachelor;s degree/
Diploma

.....

.....

Matriculation/school leaving

.....

.....

Certificate/higher secondary/PUC

.....

.....

2.(a) Subjects of specialization at the
Higher degree/diploma

(b) Subjects of specialization at the
lower degree/diploma

3. Additional qualification/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course).

4. Employment record of last five/ten years ending on.....starting with your present post, list in reverse order every employment you have had.

.....

.....Name of employing Organization	Designation	Salary/ pay scale	Date of Joining	Date of leaving
Nature of duties				
actually				

Performed

.....
.....
.....
.....
5. (a) Honours/awards etc.

- (b) (i) Membership of professional societies
- (ii) Offices and committees assignments held professional societies

(C) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/ conduct a seminar)

(d) Special assignments covered (list each one giving dates) and briefly describe the work done

(e) Duration of absence from the Institute for foreign visits, etc. During the 5-10 years period (the Number of months may be Specified)

6. Is there any other type of work than your present job/assignment that you would rather do in the institute or Outside? If yes please indicate

7. Please give below the productivity Statement in respect of the work done By you during the period under review

(This is intended to reflect the actual performance by the reviewee during 5/10 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases he/she may indicate against the items that it is not applicable. For items (a) to (e) please indicate the numbers only.)

(The items included in the statement are only illustrative and not exhaustive)

Productivity
5/10 years

Past

- (a) Technical support for scientific work,
Such as:
- number of animals managed
 - area of land/fish ponds managed
 - number of projects served
 - others (please specify)
 -
- Productivity
- (b) Training work such as:
- course (to be) taught
 - special lectures/talks given by member
 - Chairman/student advisory committees
 - Others (please specify)
- (C) Extension education work such as:
- radio/television talks
 - field trips
 - exhibitions
 - farmers/cultivators (to be)
 - contacted
 - others (please specify)
- (d) Team –work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved
- (e) Institution/building activities, such as:
- Membership in special committees/task –force
 - Organizing seminars/symposia in the institution
 - Any other (please specify)
- (f) Unpublished reports, papers, etc.
- (g) published work, if applicable, such as:
- books/monographs
 - professional papers/articles
 - popular articles
 - book-reviews

- professional communication to journals/magazines
- professional abstracts
- technical reports

(h) Papers (to be) presented at professional meetings

- (j) Relationship with his/her professional colleagues:
- (i) Guidance received
 - (ii) Guidance given
 - (iii) Participation in co-operative research programmes

8. Please append a precise resume of the Work done during the period ending on.....with full Supporting evidence, if any.

9. If some or all your professional work remained incomplete or have fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.

Signature.....

Name (In Block letters)

Designation.....

Date.....

PART II
(To be filled in by the Reviewer)

1. Is the information provided by the reviewee correct to the best of your knowledge?
2. Do you generally agree, with the position indicated by the reviewee against items 7, 8 and 9 of part I of the proforma.
3. Please comment on reviewee's
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you

.....
.....
.....
.....
.....
.....
.....

5. Recommendations

Signature.....

Name.....

(In Block letters)

Designation.....

Date.....

PART III

Remarks of the Head of Division/ Research Station/Project (if he/she is not the reviewer)

Signature of Reviewer.....

Name.....

(In Block letters)

Designation.....

Date.....

PART IV

Recommendations of the Director (in case of employees of the institutes)
DG, ICAR or Secretary, ICAR (in case of employees of the headquarters and/or
the centrally administered programmes).

Signature

.....

Name.....

(In Block letters)

Date.....

Designation.....

**CENTRAL POTATO RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
SHIMLA- 171 001 (HP)**

**ASSESSMENT FORM FOR TECHNICAL PERSONNEL
(CATEGORY-III) OF THE ICAR**

(To be filled in by the concerned Estt. Section at the Institute/ICAR hqrs)

1. Reported Period :
2. Name :
3. Date of birth/age
4. Field of specialization :
5. Basic Degree and the institution the degree was
Obtained from :
6. Date of entry into the Council's Service :
7. Present grade and scale of pay :
8. Duties assigned to the post for which the person :
9. Date of continuous appointment to the present
grade :
10. Any other basic information :

(Besides the above information, the office may be required to furnish at the time of ass-essment all the information relevant to the employee's career before and after entry into the ICAR)

PART-I

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational Career

.....
.....
Degree Diploma/ Class/ University/
Year
Certificate Grade Board/Instt.
.....
.....

Doctorate

.....
.....

Master's degree
or equivalent

.....
.....

Bachelor's Degree

.....
.....

Matriculation/school
leaveing certificate/
higher Sceondary/PUC

.....
.....

2. (a) Subjects of specialization at the

(b) Subject of specialization at the
Next lower degree/diploma

3. Additional qualification/training
acquired in India and /or abroad (list
of all part-time or short- term
training, not included in educational career.
Give dates, duties and duration of course).

4. Employment record of last 5/7 years ending .on.....starting with your present post, list in Reverse order every employment you have had.

.....

Name of Nature of employing actually organization performed	Designation	Salary/ pay	Date of joining scale	Date of leaving	duties
---	-------------	----------------	-----------------------------	--------------------	--------

.....

.....

5. What were the priority areas of work curing the past five/seven years of your service ending on..... Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the perecentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time)

.....

Area allocation	Priority	Time
Technical support for Scientific work		
Teaching/Guiding		
Extension		
Management/Coordination		

.....
.....
Administration

.....
.....
Any other area
(Please specify the area)

6. (a) Honours/Awards etc.

- (b) (i) Membership of professional Societies
- (ii) Offices and committee assignment Held in professional societies

(C) Special invitations
(This should refer to specific invitations to an individual to present a paper before professional oriented meeting or to participate/conduct a seminar):

(d) Special assignments
(List each one giving dates and briefly describe the work done):

(e) Duration of absence from the Institute for foreign visits, etc., during the 5/7 years period (the number of months may be specified):

7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3= average; 4=above average; and 5= outstanding):	Priority Area	Assigned Score
	1	
	2	

Please indicate appropriate	3
Score for each area.	4
	5
Total score	

8. Is there anyother type of work than your present job/ assignment that you would rather do in the Institute or outside ? If yes, please indicate.

9. Please give below the productivity and Projection Table in respect of the work Done by you during the period Under review.

(This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on past performance and projected output of work. In –ability to meet projected targets/expectations next year would not necessarily mean insuffiecient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should however, be your performance future projections, for you may have to evaluate your performance next year against the objectives you set for your self now. Please indicate numbers only.

(The items included in the statement are only illustrative and not exhaustive).

.....		
.....		
to	Past 5/7	Proposed
year	Years	do next
.....		
.....		

1. Technical support for Scientific work such as:
- number of animals managed
 - area of land/fish ponds managed
 - number of project served
 - others (Please specify)

2. Training and teaching work
Such as:
- course (to be) taught
 - special lectures/talks
given by Member/Chairman
student advisory committees
 - others (Please specify)

3. Extension education work.

- Radi /television talks
- field trips
- exhibitions
- farmers/cultivators (to be)
contacted
- others (Please specify)

4. Team work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved.

5. Institution building activities such as:
do

Past 5/7

Proposed to

Years

next year

- membership in institutional committees
- membership in special committees/task
force
- Organizing seminars/ symposia in the
Institution
- any others (Please specify)
-

6. Unpublished reports, papers, etc.

7. Published work, if applicable,
such as:

- Books. monographs

- Professional papers/articles
 - Popular articles
 - Book reviews

 - Professional communication to journals/magazines
 - Professional abstracts
 - Technical reports
8. Papers (to be) presented at Professional meetings
 9. Participation in professional Meetings
 10. Relationship with his professional colleagues:
 - (a) Guidance received
 - (b) Guidance given
 - (C) Participation in co-operative research programmes.
 11. Please furnish the most salient features of the work done in each of the top 3 Priority areas as marked in question number (5) in part I . This should include the

points: (A) description of project (s) /assignment (s); (B) objectives of the stated project (s)/assignment (s); (c) any major progress accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/ activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence).

Priority Area :

Priority Area :

Priority Area :
 12. Please append a precise resume of the work don ' during the period ending on.....

with full supporting evidence, if any.

13. If some or all of your professional Work remained incomplete or fell below your expectation, please

furnish reasons for that and suggest improvement if any.

14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Signature of Reviewee.....

Name.....

(In Block letters)

Designation.....

Date.....

FOR THE USE OF THE REVIEWER (S) ONLY

1. Is the information provided by the Reviewee correct to the best of your knowledge?
2. Do you generally agree with the assessment and the projections provided by the Reviewee ? please give your eritical appraisal .

Signature

.....

Name.....

Designation.....

Date.....

3. Recommendation of the Director (in case of employees of the Institute):

Signature

.....

Name.....

Designation.....

Date.....