

**Proforma I**

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

(To be completed by the concerned Estt. Division)

1	Reported Period	:	
2	Name	:	
3	Date of birth	:	
4	Designation	:	
5	Present grade and scale of pay	:	
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

10. Educational career

	Certificate/Diploma/Degree	Class/Grade	University/Board/Institute
(i)			
(ii)			
(iii)			
(iv)			

11. Additional qualifications/training acquired during the period under review.

12. Employment record for last five/ten year ending ..... starting with your present post, list **in reverse order** every employment you have had.

Name of employing organization	Designation	Salary/ Scale of pay	Date of joining	Date of leaving

Signature

Name  
(In Block letters)

Designation

Date:

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

1. Is the information provided by the reviewee is correct to the best of your knowledge ?
  
2. Please give a resume of the work done by the reviewee during the **last five / ten years ending on** ..... in relation to tasks assigned to him/her.
  
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 Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature

Name  
(In Block letters)

Designation

Date:

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**PART IV**

Recommendations 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:

## Proforma II

### ASSESSMENT FORM FOR THE TECHNICAL PERSONNEL (CATEGORY II) OF THE ICAR

(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 highest 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 for last five/ten year ending on .....starting with your present post, list in **reverse order** every employment you have had.

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

5. (a) Honours/awards etc.  
 (b) (i) Membership of professional societies  
 (ii) Office and committee assignments held in 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)

	<b><i>Productivity</i></b>	<b><i>Past 5/10/12 years</i></b>
(a)	<b>Technical support for scientific work such as</b> Number of animals managed Area of land/fish ponds managed Number of projects served Others (please specify)	
(b)	<b>Training work such as</b> Course (to be) taught Special lectures/talks given by member Chairman/student advisory committees Others (Please specify)	
(c)	<b>Extension education work such as:</b> Radio/television talks Field trips Exhibitions Farmers/cultivators(to be) Contacted Others(please specify)	
d)	<b>Team-work and co-operation mentioning</b> Specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved	
(e)	<b>Institution/building activities, such as</b> Membership in special committees/task-force Organizing seminars/symposia in the institution Any other (please specify)	
(f)	<b>Unpublished reports, papers, etc.</b>	
(g)	<b>Published work, if applicable, such as</b> Books/monographs Professional papers/articles Popular articles Book-reviews Professional communication to journal/magazines Professional abstracts Technical reports	
(h)	<b>Papers (to be) presented at professional meetings</b>	
(i)	<b>Participation in professional meeting</b>	
(j)	<b>Relationship with his/her professional colleagues:</b> 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: .....

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**PART III**

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

Signature .....

Name .....  
(In Block letters)

Designation .....

Date: .....

**PART IV**

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

Signature .....

Name .....  
(In Block letters)

Designation .....

Date: .....

### Proforma III

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

*(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 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 time of 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

<i>Degree/Diploma/Certificate</i>	<i>Class/Grade</i>	<i>University/Board/Institute</i>	<i>Year</i>
Doctorate			
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 highest 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).
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4. Employment record for last five/ten year ending on ..... starting with your present post, list in reverse order every employment you have had.

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

5 What were the priority areas of work during 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 percentage 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).

<i>Area</i>	<i>Priority</i>	<i>Time allocation</i>
Technical support to Scientific work		
Teaching/guiding		
Extension		
Management/Co Ordination		
Administration		
Any other area (please specify the area)		

6.

- (a) Honours/awards etc.
- (b) (i) Membership of professional societies  
(ii) Office and committee assignments held in 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)

7 How would you rate your overall performance in each of the priority area as indicated in item 5 above on a 0-5 scale (1=poor, 2=below average, 3=average, 4=above average and 5=outstanding)  
Please indicate appropriate score  
For each area  
Total score

	Priority area	
	1	Assigned score
	2	
	3	
	4	
	5	

8 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

9 Please give below the productivity statement 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 the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only.

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

Past 5/7 years    Proposed to do next year

- 1    Technical support for Scientific work such as
  - number of animals managed
  - area of land/fish ponds managed
  - number of projects served
  - others (please specify)
  
- 2    Training and teaching work such as:
  - Course (to be ) taught
  - Special lectures/talks given by member/ chairmen / student advisory Committee
  - Others (please specify)
  
- 3    Extension education work, such as:
  - radio/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
  - membership in the 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
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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 1:

Priority Area 2:

Priority Area 3:

- 12 Please append a precise resume of the work done during the period ending .....  
with full supporting evidence, if any
- 13 If some or all of your professional work remained incomplete or fell below your expectations, 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 .....

Name  
(In Block letters) .....

Designation .....

Date: .....

**FOR THE USE OF THE REVIEWER(S) ONLY**

1. Is the information provided by the Reviewee is 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 critical appraisal.

Signature .....

Name  
(In Block letters) .....

Designation .....

Date: .....

3. Recommendation of the Director (in case of employees of the Institute)/Director-General, ICAR (in case of employees of the headquarters and/or centrally administered programmes).

Signature .....

Name  
(In Block letters) .....

Designation .....

Date: .....