,-ih-ih 9/ APP –9

**Hkkjr lapkj fuxe fyfeVsM**

**BHARAT SANCHAR NIGAM LIMITED**

lfdZyksa iz”kklfud dk;kZy;ksa eaMy dk;kZy; vkSj nwjlapkj foHkkx vkfn ds vjktif=r deZpkjh oxZ ds okf’kZd fu’iknu leh{kk fjiksVZ dk izi=A

**FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT OF THE NON-GAZETTED STAFF OF DEPARTMENT OF TELE- COMMUNICATION IN THE OFFICE OF THE HEADS OF CIRCLES, ADMINISTRATIVE OFFICES , DIVISIONAL OFFICES ETC.**

---------------------------------------ls ----------------------------------------- vof/k ds fy, fjiksVZ

Report for the period from ………………………..to… …………….…

1. deZpkjh dk uke@ Name of the Official

2.(a)tUe&frfFk@ Date of birth

 (b) 'kS{kf.kd ;ksX;rk ] lkFk gh O;kolkf;d rFkk rduhdh

 ;ksX;rk,a Hkh crk,a A

 Educational Qualification including

 professional & Technical Qualifications.

 (c) D;k deZpkjh vuqwlwfpr tkfr@vuqlwfpr tutkfr ls

lacaf/kr gS A

 Whether the officer belongs to Scheduled Caste

 or Scheduled Tribe?

3. inuke / Designation

4. orZeku xzsM esa fu;qfDr dh rkjh[k A

 Date of appointment in the present grade.

5. vuqHkkx@dk;kZy; tgka inLFk gSaA

Section / Office where employed.

1. 6**.**  (a) fdl dke ij inLFk gSaA
2. Nature of work which employed.

 (b) o"kZ ds nkSjku NqV~Vh ij vuqifLFkfr dh vof/k ls rd fnuksa dh la[;k

Period(s) of absence from duty on leave from to No.of days

1. fuEu ij Ikz”u@Observations on
2. (i) cqf}eku ,oa lkekU; ;ksX;rk&rFkk mldh ;ksX;rk vius
3. xzsM ds deZpkfj;ksa dh lkekU; ;ksX;rk ls @d@ vf/kd
4. @[k@de o @x@ yxHkx gSA

 Intelligence and general ability- has he

 (a) more than (b) less than or (c) about the

 average ability of officials of his grade.

1. vkpj.k / Conduct

 tSls vuq”kklu ikyu djuk] vius mPp vf/kdkjh

 ds lkFk O;ogkj v/khuLFk ds lkFk crkZo vkSj lg

 deZpkjh ds lkFk lkekU; O;ogkjA

 e.g. amenability to discipline,

 attitude to superiors & subordinates and

 relations with fellow employees, regularity

 & punctuality in attendance, general behaviour.

(iii) pfj= / Character

 @tSls Je”khyrk lko/kkuh vkSj laiw.kZrk] LoPNrk vkfn

 esa dk;Z djuk@

 (e.g. Industry, Care and thoroughness, cleanliness etc).

(iv) fu;eksa rFkk dk;Z i++)fr dh tkudkjhA

 Knowledge of rules and procedures

(v) dke ds izfr fu’Bk@ Devotion to duty

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(vi) “kkjhfjd LoLFkrk@Physical fitness

(vii) D;k fjiksVZ dh vof/k ds nkSjku ;g cdk;k dk;Z rFkk

 fiNys enksa dks de djus esa lQy jgk gSA

 Whether he has been able to reduce arrears and

 outstanding items during the period under report.

7 fy[kk&i<+h dh {kerk%

 (a) Expression on paper:

 (i) Js’B@Excellent :

 (ii) vfr mRre@Very good:

 (iii) mRre@Good:

 (iv) vkSlr@Average :

 (v) fuÑ"V@Poor :

8. fuEu ij fVIi.kh/ Comment on:

(a) Vadd ds ekeysa esa@In the case of a typist:

 (i) dk;Z fuiVku esa xfr ,oa ifj”kqfn~/k

 Accuracy & Speed in out-turn

(ii) dk;Z esa /;ku ,oa lQkbZ

 Neatness & care in work

(iii) dksbZ [kkl fof”k’Vrk ;k dHkh ftls /;ku esa yk;k tkuk visf{kr gSA

 Any special characteristics, qualifications

 or defects which it is desired to bring to notice

(b) vk”kqfyfid ds ekeysa esa @ In case of a Stenographer:

1. vk”kq Vadd ds :Ik esa dk;Z djus dh xfr ,oa ifj”kqfn~/k

 Accuracy & Speed in work as Steno typist

(ii) xksiuh; ,oa xqIr ekeyksa esa fo”oluh;rkA

 Trust worthiness in confidential and secret matters

 iii) dksbZ [kkl fof”k’Vrk ;k dHkh ftls /;ku esa yk;k tkuk visf{kr gSA

 Any special characteristic qualification or defects

 which it is desired to bring to notice.

 (C) rkj ladsrd deZpkfj;ksa ds ekeysa esa

 In the case of signalling staff:

 (rkj ,oa Mkd / Telegraph, Postal)

1. ikjs’k.k esa xfr ,oa ifj”kqfn~/k rduhdh Kku ,oa dq”kyrk

 Accuracy & speed in transmission

1. rduhdh Kku ,oa dq”kyrk

 Technical knowledge & skill

 -3-

 (d) VsyhQksu izpkyd ds ekeysa esa %

 In case of Telephone Operator :

(a) fuEu esas ;ksX;rk @ Ability to

 (i) izpkyu@ Operate

 (ii) ykbuksa dh fu;fer tkap djus esa

 Carry out routine test of lines.

 (iii )Vzad ykbuksa ds fu;a=.k djus] rFkk Vzad ykbuksa dk

 fu;eu djus] fjdkMZ djus rFkk le; nsus esaA

 Control Trunk Lines & handle record

 and time trunk calls.

 (b) izpkydksa ds fy, funsZ”k ds laca/k esa fu;eksa dh tkudkjhA

 Knowledge of rules in the “Instructions for Operators”.

(c) Qksu fujh{kdksa ds ekeys esaA

 In the case of Phones Inspector :

 (a) fuEu esa ;ksX;rk@Ability to

(i) jktLo ,d= djus esaa@ Collect Revenue

(ii) nks’k <wWa<us vkSj fujh{k.k djus esa

 Chase fault & carry out inspections

(b) rduhdh Kku @Technical Knowledge

 (f) csrkj izpkydksa ds ekeysa esa

 In case of a Wireless Operator :

 (a) fuEu esa ;ksX;rk@Ability to

 ( i ) izpkyu@ Operate

 (ii ) miLdj ds nks’k nwj djus esa

 Remove faults on the equipment

 (b) rduhdh Kku @Technical Knowledge

 (g) rduhf”k;u@,-bZ-, ds ekeys esa

 In case of a Technician / AEA :

 (i) lfdZVksa dh tkudkjh@Knowledge of circuits

(ii) nks’kksa dks lq/kkjus esa ;ksX;rk

 Ability to rectify faults and

(iii) leatu dk;kZfUor djus dh {kerk

 Ability to carry out adjustments

 (h) vkj-,l-,- ds ekeysa esa /In the case of R.S.A

(i) lfdZVksa dh tkudkjh@Knowledge of circuits

 (ii) nks’kksa dks lq/kkjus esa ;ksX;rk

 Ability to rectify faults

(iii) tkap djus dh ;ksX;rk rFkk xfr

 Ability and speed of Testing

4

* + - 1. (a) iqujh{k.k o’kZ ds nkSjku deZpkjh ds lkekU; dk;Z fu’iknu

 dh tkap dh tk; vSsj ;fn og fdlh dke ds fy, ftEesnkj

 jgk gS vFkok mls MkaV QVdkj feyh gS rks mldk laf{kIr fooj.k

 Discuss the general performance of the official

 during the Year under review and whether he has

 been responsible for any outstanding work,

 reprimanded with brief particulars of the same.

 (b) D;k deZpkjh ds fo:n~/k dksbZ lkoZtfud f”kdk;rsa vkbZ Fkh A

 ;fn gka] rks tkap iMrky dk ifj.kke D;k jgk ?

 Whether any public complaints were received against the

 Official. If so, what was the result of the investigation ?

1. D;k deZpkjh us vius dk;kZy; ds dk;Z fuiVkus esa yksxksa ds lkFk

uehZ ls crkZo fd;kA

 Whether the official was courteous to the public in his

 official dealings ?

10. [ksydwn vkSj dyk ds dsanz esa dksbZ fof”k’V miyfC/kA

 Any outstanding achievement or performance in the field

 of sports, athletics and art.

11. iz”kklu vkfn esa mPp Lrj dh {kerk vkfn dk y{; Lrj izkIr

 djus ds fy, dksbZ mi;ksxh lq>koA

 Any useful suggestion made for achieving high standard

 of efficiency, economy in administration, etc.

1. lkekU; fopkj vkSj laiw.kZ ewY;kadu @deZpkjh ds vPNs xq.k rFkk

 voxq.k rFkk dke ds izfr fu’Bk vkSj muesa ikbZ x;h dfe;ksa dks nwj

djus ds fy, nh xbZ lykgA

 General remarks and overall assessment (summing of the

 Official’s good qualities and short comings aptitude or

 reluctance in certain types of works and also the nature

 of advice given for overcoming the defects noticed.

13. fu"Bk dk ewY;kadu@ Assessment of Integrity

 fjiksVZ djusokys vf/kdkjh ds gLrk{kj

14. iqujh{k.k izkf/kdkjh fVIif.k;ksa @vxj fjiksVZ djusokys vf/kdkjh dk Signature of the Reporting Officer..

 ewY;kadu mls Lohdkj ugh gS rks ;g dkj.kksa lfgr fo”ks’k :Ik ls uke vkSj inuke@ Name and Designation

 mYys[k djsa@ ¼Li"V v{kjksa esa@In block letters)

 Remarks, if any, of the reviewing authority (in case rkjh[k@Date …………………

 he does not accept the assessment of the Reporting Officer ,

 he should make a specific mention of it giving reasons thereof. )

15. ;fn vf/kdkjh ftldh fjiksVZ nh gS ] vuqlwfpr tkfr @vuqlwfpr

Tkutkfr dk lnL; gSa rks d`Ik;k fo”ks’k :Ik ls bldk mYys[k djsa iqujh{k.k vf/kdkjh ds gLrk{kj

fd vuqlwfpr tkfr @vuqlwfpr Tkutkfr ds dk;Z laiknu esa fjiksVZ Signature of Reveiwing Authority

nsusokys vf/kdkjh dk n`f’Vdks.k lgh gSA uke vkSj inuke@ Name and Designation

 If the officer reported upon is a member of a rkjh[k@Date …………………

Schedule Caste / Schedule Tribe, please indicate

specifically whether the attitude of the Reporting

Officer in assessing the performance of the

Schedule Caste / Schedule Tribe official has

been fair and just.

**fVIi.kh/ NOTES:**

1. izfrdwy fVIi.kh ds lkFk laiw.kZ fjiksVZ dk lkajk”k fn;k tk, A ftlesa ;g Hkh crk;k tk, fd

 deZpkjh dh iz”kalk esa D;k dgk x;k gSaA

 Along with the adverse remarks the substance of the entire report including what has been

 said in praise of the employee should also be communicated.

2- izfrdwy fVIif.k;ka izfrgLrk{kjh izkf/kdkjh }kjk vU;Fkk iwujh{k.k fjiksVZ djusokys izkf/kdkjh }kjk lwfpr djds rqjUr Hkstk tk,A

 Adverse remarks should be communicated immediately after those are approved or recorded by the Counter–

 signing Authority, where prescribed, otherwise by the Reviewing Reporting Authority.

3- tulaidZ ds laca/k dkye fjiksVZ djusokys vf/kdkjh }kjk Hkjh tkuh pkfg,] tgka fjiksVZ fd, tkusokys vf/kdkjh ds dRrZO; ,sls

 gS fd ;g tu lnL;ksa ls lEidZ LFkkfir djrk gSA

 The column relating to Public Relations need be filled in by the Reporting Officer only where the duties of the

 officer reported upon are such that he comes in contact with the members of the public.

4- lR;fu’Bk ls lacaf/kr dkye dks Hkjus esa fuEu dk;Zfof/k viuk;h tk,A

 Following procedure should be followed in filling up the Column relating to Integrity :

(i ) ;fn vf/kdkjh larks’ktud ugha gS] rks ,slk fd;k tk,A

If the officer’s integrity is beyond doubt, it may be so stated.

(ii) ;fn dksbZ lansg gS rks dkye dks fjDr NksM fn;k tk, rFkk fuEu dkjZokbZ dh tk,A

 If there is any doubt or suspicion, the column should be left blank and action taken as under.

,d vyx xqIr fVIi.kh dk vadu vkSj vuqorZu fd;k tk,A vius ls ofj’B vf/kdkjh dks xksiuh; fjiksVZ ds lkFk fVIi.kh dh izfrfyfi Hkh Hksth tk, ftlls fd og lqfuf”pr dj lds fd vuworhZ dkjZokbZ vfoyac dh gS A lR;fu’Bk dks izekf.kr djuk vFkok xqIr fVIi.kh dh izfrfyfi Hkh Hksth tk, ftlls fd og lqfuf”pr dj lds fd vuqorhZ dkjZokbZ vfoyac dh gS A tgka lR;fu’Bk dks izekf.kr djuk vFkok xqIr fVIi.kh dks vafdr djuk laHko ugh gS rks fjiksVZ djusokys vf/kdkjh fy[ksa fd ;k rks ],d fuf”pr jk; cukus ds fy, mUgksaus vf/kdkjh ds dke dks Ik;kZIr le; rd ij[kk ugha vFkok mUgksaus vf/kdkjh ds fo#+) dqN ugha lquk gS A

A separate secret note should be recorded and followed up. A copy of the note should also be sent to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the official’s work for sufficient time to form a definite judgement or that he has heard nothing against the official as the case may be.

6

[k @vuqorhZ dkjZokbZ ds QyLo:Ik ;fn lansgksa dk fujkdj.k gks tkrk gS rks vf/kdkjh dh lR;fu’Bk izekf.kr djsa rFkk xksiuh; fjiksVZ esa ,ldh izfof’V dh tk, A

 (b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer’s integrity should be certified and entry made accordingly in the Confidential Report.

x@ ;fn lansgksa dh iqf’V gks tkrh gS rks ;g Hkh ntZ fd;k tk, rFkk laca/k vf/kdkjh dks fof/kor~ bldh lwpuk nh tk, A

 (c) If the doubts or suspicions are confirmed this fact should also be recorded and duly communicated to the officer concerned.

?k @vuqorhZ dkjZokbZ ds QyLo:Ik ;fn lansgksa dk fujkdj.k gks tkrk gS vkSj mudh iqf’V gksrh gS] rks dqN vkSj le; ds fy, mDr vf/kdkjh ds vkpj.k ij n`f’V j[kh tk, rFkk rRi”pkr mi;qDr @[k@ vkSj @x@ esa fufnZ’V dFkkuqlkj dkjZokbZ dh tk, A

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer’s conduct should be watched for a further period and thereafter action taken as indicated at (b) & (c) above.

5. dkWye 7 ls 8 rd ds varxZr vkdyu esa lgh dk fpGu yxkdj ugha fd;k tk, cfYd leqfpr “kCnksa esa LIk’Vr% dFku fd;k tk,] Js’B] vfrmRre ] vkSlr

Assessment under columns 7 to 8 should not be indicated by tick marking but should be clearly exposed in suitable word, viz Excellent, Very Good, Good, Average, Poor.