Technical Staff

**APPLICATION FOR CERTIFICATE OF APPRECIATION OF ICAR-SUGARCANE BREEDING INSTITUTE, COIMBATORE**

|  |
| --- |
| **Period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_**Whether Awarded Earlier: Yes or NoIf Yes, year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Submit five copies |

1. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Functional Group : \_\_\_\_\_\_\_\_\_\_\_\_\_

4. Division/Section : \_\_\_\_\_\_\_\_\_\_\_\_\_

5. Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_

6. Date of award of Masters/ Ph.D. : \_\_\_\_\_\_\_\_\_\_\_\_\_

7. Date of joining the ICAR :\_\_\_\_\_\_\_\_\_\_\_\_

8. Date of joining the Institute : \_\_\_\_\_\_\_\_\_\_\_

9 Date of joining in the post of (Specify): \_\_\_\_\_\_\_\_\_\_\_

10 Date of completion of 5 years : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 In the institute

11(A) Highlight Your Significant Contributions:

During last five years

 period, in not exceeding one page:**\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11 (B) TABULAR SUMMARIES OF TECHNICAL/SCIENTIFIC ACHIEVEMENTS**

|  |  |  |
| --- | --- | --- |
|  | **For Technical Staff** | **Marks** |
|  |  |  | **Max** | **Marks Secured** |
| **A** | **Professional Activities** |  |  |
| **A01**  | **Significant contribution on activities related to:*** Resource conservation.
* Farm development activities.
* Record Maintenance
* Timely utilisation of budget
* Preparation and Submission of returns/bank statements/clearance of audit paras and court cases.
* Labour management activities
* Management of Institute watch and ward and security

**(3 marks each of the above activity with a maximum of 9 marks)*** Institute assets management activities undertaken **(3 marks each)**
* Office bearer/member in institute based committees **(4 marks each for each activity)**
* Member in national and state level committees/special assignments. **(4 marks each)**
* Evidence of working in team and promoting Teamwork**(3 marks each)**
* Promoting and improving work environment in lab and section, farm and regional stations**. (3 marks each )**
* Evidence of peer group recognition (inter institutional assignments or work undertaken). **(3 marks each)**
* Member of Institute committee**. (3 marks each)**
* Timely Preparation of ATRs **(3 marks each)**
* Preparation of Proceedings**(3 marks each)**
* Implementation of ERP**(3 marks each)**
 | **25.00** |  |
| **A02** | **Participation/associated/dealing with Field Trials and Glass house and Laboratory/field experiments:*** Seed production activities/culture maintenance/works related to tissue culture and bio-technology.
* Field trials of varietal evaluation, crop protection and protection oriented objectives
* Production of planting materials /tools / machinery / technology development etc.

**( 3 marks for each year of activity)*** Institute revenue generation activities**(Rs.5 to 10 Lakh 1.5 marks and above Rs. 10 Lakh 3 marks)**
* Field day/ farmers fair, demonstration, exhibitions etc. 1 **mark for each (maximum marks limited to 6.0)**
* Associated with works related to germ plasm collection, pest surveillance, isolation and maintenance documentation and conservation **(4 marks for each year of involvement) Max 10 marks**
* External funded projects, AICRP etc **(Three marks each with maximum marks of 9.00)**
 |  | **15.00** |  |
| **Capacity building and HRD (Technical association)** |
| **A03**  | **Technically Associated with Scientists in works related to organizing of:*** seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 **mark each**; 6 to 20 days: 2 **mark each**; 21 days or more: 3 **marks each (Maximum 6 Marks only)**
* Other HRD programmes organized by institute / assisted as per institutional mandate. (1 marks for each assignment) **Max 3 marks)**
 |  | **10.00** |  |
| **B** | **Institution Building, infrastructure development and Additional Responsibilities**  | **15.00** |  |
|  | * Campus improvement or development
* Cleanliness maintenance for improving campus environment.
* Organising and participation in institutional programs
* Organising and participation in institutional programs by ICAR and other organizations
* Contribution made for implementation of ERP
* Maintenance and management/improvement of common facilities/buildings etc.
* Improvement of Agali centre
* Vehicle maintenance
* New construction, repairing and maintenance of various infrastructures
* Website and data base maintenance
* Maintenance of IP infrastructure, computers, trouble shooting, updating of softwares, data base, server, hardware etc.
* **(3 marks for each activity for each year with maximum of 9 marks)**
* Service providing activities related to production, processing and distribution of seeds and planting material, farm, productionf technology product etc. **(3 mark per year for each assignment) (Maximum 10 Marks only)**
* **Any other Activity: Pl specify. (4 marks for each activity per year)**
 |  |  |  |
| **C** | **Recognition and Visibility brought to institute on personal efforts.**(example: Receiving medals and prizes in ICAR sports etc.)  |  | **10.00** |  |
| **D** | **Additional Responsibilities** undertaken (Two marks for each responsibility for each year.)\* |  | **10.00** |  |
| **E** | **APAR**(for five years)Outstanding: 3marksVery Good: 2 marks |  | **15.00** |  |
|  | **TOTAL**  |  | **100** |  |

\*Enclose supporting documents for each of the above items.

**Certificate**

I herby certify that the work done particulars and achievements submitted above are correct to best of my knowledge.

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **SIGNATURE OF THE TECH. STAFF**

**Certificate to be filled in by the Head of the Division/Section**

1. Verified that the information furnished by the Scientist with regard to service particulars and research achievements / publications etc. are correct.
2. Dr/Shri/Smt. ……………………………………………… is clear from vigilance angle.
3. No minor / major penalty has been imposed on him / her during the said assessment period.
4. AAR grading for the assessment period are given below

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Period |  |  |  |  |  |  |  |  |
| Grading by the Reviewing Officer |  |  |  |  |  |  |  |  |

**SIGNATURE OF THE HEAD OF THE DIVISION**