Administrative Staff

**APPLICATION FOR THE 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. Division/Section : \_\_\_\_\_\_\_\_\_\_\_\_\_

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

6. Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

9 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 SUMMARY OF ADMINISTRATIVE ACHIEVEMENTS**

|  |  |  |
| --- | --- | --- |
|  | **For Administrative staff** | **Marks** |
|  | **Period 5 years** |  | **Max** | **Marks Secured** |
| **A** | **Professional Activities** | **25.00** |  |
|  | **The activities are based on their work related to dealing with concern file, proposal, role in fund utilization, preparation of bills, arrear bills purchase, stock entry, establishment work related to the activities, ERP, accounting the details, financial bills, receipts and payments, budget monitoring, payments and disbursements dealt with all scientific and institutional activities etc. (For any clarification while filling the form SAO may be consulted)** |  |  |
| **A01**  | **Administrative/financial activities dealing the files 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.
* HR/service book updating andother establishment related file management activities
* Management of Institute watch and ward and security
* Institute assets management activities undertaken

**(4 marks for each ofthe above activity with maximum marks restricted to 10.00)*** 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 section, farm and regional stations**.(3 marks each )**
* Member of Institute committee**.(3 marks each)**
* Timely Preparation/compilation of ATRs (**2 marks for each and maximum mark limited to 4.00)**
* Preparation of Proceedings**(2 marks for each and maximum mark limited to 4.00)**
* Implementation of ERP/e-office **( 5 marks in total)**
 |  |  |
| **A01(A). Any other Activity: Pl specify.** The applicant are free to submit any other activities other than mentioned in the column A01 above under taken by him/her, Achievement against Goals assigned against the targets assigned during last five years which can be considered for giving weightage by the selection committee.In that case two marks will be awarded to eachof their significant contribution with a **maximum limit of Marks 15.** |
| **Dealing with files related to Capacity building and HRDactivities of the institute ( purchase, billing, budget utilization, stock entry, sales etc)** |
| **A02**  | **Dealing with files related to organizing of or associated with any committees constituted related to:*** seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher courses/ICAR meetings like RC meetings/conducting ASRB exams etc2 **marks each**; **(Maximum 8 Marks only)**
* Other HRD programmes organized by institute / assisted as per institutional mandate. (1 marks for each assignment) **Max 3 marks**
 |  |  |  |
| **B** | **Institution Building, infrastructure development and Additional Responsibilities****Dealing with files and administrative works related to the following works** | **10.00** |  |
|  | * 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.
* 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 under taken per year for each assignment)** **Or****Any other Activity: Pl specify.** The applicant are free to submit any other activities other than mentioned above under taken by him/her during last five years which can be considered for giving weightage by the selection committee. In that case two marks will be awarded to each of their significant contribution other with a **maximum limit of 10.** |  |  |  |
| **C** | **Associated/dealing with the files for activities related to Revenue Generation/Management of Funds** **( 2 Marks for every year )** |  | **15.00** |  |
| **D** | **Recognition and Visibility brought to institute on personal efforts.**(example : Receiving medals and prizes in ICAR sports, works related to quality certifications like ISO, website standard etc)**Five marks for each** |  | **5.00** |  |
| **E** | **Associated/dealing with the files on newinitiatives/Programmes/projects initiated in the institute which brought measurable output/outcome.**(**Two marks** for each activity associated/dealt with works/activities which brought measurable output/outcome) For example: resource conservation, implementation of ERP etc |  | **5.00** |  |
| **F** | **Additional Responsibilities/charges** undertaken(**Two marks** for each responsibility for each year.) |  | **5.00** |  |
| **G** | **Associated with implementation of flagship programmes** like ICAR sports,MGMG,TSP etc, other institutional activities, meetings as member or leader of the team or committee.(One mark for each ) |  | **5.00** |  |
| **H** | **Significant contribution made for Regional Research Centres Development**. (Specify)(**Two marks** for each contribution or activity undertaken). |  | **5.00** |  |
| **I** | **Efforts/contribution to promote official language**.(**Two marks** for each contribution/effort) |  | **5.00** |  |
| **J** | **Involvement in Staff welfare activities** /women/resident welfare/recreation club/staff club etc(**Two marks** for each activity). |  | **5.00** |  |
| **K** | **Impression of Reporting Officer** (For non- scientific staff): Rating/Marks by Reporting officer based on overall performance of the applicant*(for administrative and supporting staff only)* |  | **5.00** |  |
| **L** | **Impression of Director:**Rating/Marks by Reporting officer based on overall performance of the applicant |  | **5.00** |  |
| **M** | **APAR** (for five years)Outstanding: 5 marksVery Good: 2 marks |  |  **5.00** |  |
|  | **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**

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

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

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

**SIGNATURE OF THE HEAD OF THE OFFICE**