



No.F.4-2/13-NVS (Admn) 238

Date 02-06-2021

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices/NLIs

Sub: Change in proforma of APAR in respect of MTS of Navodaya Vidyalaya Samiti

Sir/Madam,

I am to refer to this office letter of even number dated 26.04.2021 regarding online filing and recording of APAR of all the staff for the reporting year 2020-21. During the process of recording of APAR of MTS, it is noticed that before year 2018-19, APAR of Group-D (MTS) was maintained in the form of work and conduct certificate obtained from officer to whom he was reporting. In the year 2018-19, the Samiti started online filing and recording of APAR of MTS. Accordingly, provision for self appraisal/ reporting/ reviewing and accepting was made in the APAR of MTS.

Further, most of the MTS are reporting to only 01 officer and other higher officers are not monitoring their performance due to their nature of work. It is also observed that there are no significant changes in their nature of the duties even after change of the nomenclature of the post. Therefore, it has been decided to maintain their APAR from the year 2020-21 in the enclosed format. The officer/section head under which the concerned MTS is working will report the APAR and their will be no Reviewing/Accepting officer. After completion of the APAR, the grading of the APAR will be disclosed to the concerned official and he can represent against the grading, if he is not satisfied. Such representation of the MTS will be disposed of within 30 days by the officer higher in one rank to the Reporting Officer. APAR of the previous years for the MTS wherever it is not available in online will be got completed on physical mode as per aforesaid proforma. In case, online filling of APAR in respect of MTS for the reporting year 2020-21 is already started, it may be completed in the same format as presently available in the APAR module of Shaala Darpan.

Encl. as above

Yours faithfully,

[Raghuvendra Kumar]

Assistant Commissioner [Admn]

Copy to:

1. Consultant (E-III) – with a request to kindly ensure online filling and recording of APAR of MTS of JNVs for the year 2020-21 in the enclosed proforma.
2. Assistant Commissioner (IT), NVS (Hqrs.), Noida – with a request to upload the same on the website of the Samiti and kindly ensure that necessary modification may be incorporated in APAR module of the Shaala Darpan.

NAVODAYA VIDYALAYA SAMITI



ANNUAL PERFORMANCE APPRAISAL REPORT

For Multi Tasking Staff (MTS) of NVS Hqrs/ROs/JNVs

Name & Designation of the Official : _____

Reporting for the year/period ending : _____

PART- I

PERSONAL DATA

(To be filled by the Administrative Section of the Office)

Name of the Official : _____
Date of birth (DD/MM/YY) : _____
Appointment in NVS : _____
Present Posting : _____
Period of absence from duty : _____

(on training, leave etc.) during the year.

If he has under gone training, specify.

PART- II

ASSESSMENT BY THE REPORTING OFFICER

1. Observations: Grading (Scale 01 to 10)
- | | |
|--------------------------------|--|
| (i) Amenability to discipline | |
| (ii) Honesty and Integrity | |
| (iii) Devotion to duty | |
| (iv) Punctuality in attendance | |
| (v) Working Knowledge | |
2. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officials including area of strength and lesser strength, extraordinary achievements, significant failure
-
3. Numerical Grading Average of (i) to (v)
- (The numerical grading is to be awarded by the Reporting Officer, which should be on a scale of 1 to 10, where 1 refer to the lowest grade and 10 is the highest)

Signature_____

Name of the Reporting Officer_____

Designation_____