

बिहार सरकार
कारा एवं सुधार सेवाएँ निरीक्षणालय
गृह विभाग।

प्रेषक,

राजीव वर्मा,
संयुक्त सचिव-सह-निदेशक (प्रशासन)
बिहार, पटना।

सेवा में,

अधीक्षक,
सभी केन्द्रीय कारा/मंडल कारा/उपकारा/मुक्त कारागार।

पटना, दिनांक2016

विषय:- बिहार कारा सेवा के पदाधिकारियों के लिए कार्य मूल्यांकन प्रतिवेदन अभिलेखित करने हेतु नया प्रपत्र का अग्रसारण।

महाशय,

उपर्युक्त विषय के संबंध में सरकार द्वारा अनुमोदित विषयांकित नया प्रपत्र की प्रति आवश्यक कार्यार्थ संलग्न कर भेजी जा रही है।

अनु0:-यथोक्त।

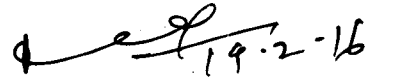
विश्वासभाजन,

ह0/-

संयुक्त सचिव-सह-निदेशक (प्रशासन)
बिहार, पटना।

ज्ञापंक:- कारा/स्था0 (अधी0)-01-09/20121198..... दिनांक:-12-2-16..

प्रतिलिपि:-आई0टी0 मैनेजर, गृह विभाग, बिहार, पटना को अनुलग्नक सहित सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।



संयुक्त सचिव-सह-निदेशक (प्रशासन)
बिहार, पटना।

10

Performance Appraisal Report for Bihar Prison Service Officers

Name of Officer

Report for the year

Period

Section-1

Basic Information (To be filled in by the Administrative Department)

Performance Appraisal Report for the period from _____ to _____

1. Name of the officer reported upon :

2. Year of allotment:

3. Date of Birth :

4. Present Grade :

5. Present Post :

6. Date of appointment to present post :

7. Reporting, Reviewing and Accepting Authorities

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

8. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

9. Training Programs attended

Date from	Date to	Institute	Subject

10. Award/Honours:

11. Details of PARs of BPrS officers not written by the officer as reporting / reviewing authority for the previous year

12. Date of filing the property return for the year ending December

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Date :

Signature on behalf of _____
Admin. Dept.

Section II-Self Appraisal

1. Brief description of duties :
(Objective of the position you hold and the tasks you are required to perform, in about 100 words)

2. Annual work plan/Targets and achievement :
(Work shall include: Prison Visits, Bandi Darbar/ Grievance Redressal, Office Inspection, Human Right Cases, Complaint disposal, Service Matters of staff, Vocational Training/ Literacy Programmes, Medical Camps, Lok Adalat, Remission, Audit, Accounts and D.C. Bills, Nocturnal rounds, Legal Aid, Construction works and other targets, if any.)

Task to be performed	Target	Actual Achievement

3. Describe and comment on incidents of Deaths in and Escape of prisoners from the jail, if any:

4. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extra ordinarily challenging task or major systemic improvement? If so, please give a verbal description (within 100 words) :

5. What are the factors that hindered your performance?

6. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes :

<p>For the current assignments:</p> <p>For your future career:</p>

7. Declaration

Have you filed your immovable property return, as due, if yes, please mention date.		Date
Have you set annual work plan for all officers for the current year in respect of whom you are the reporting authority?		
Have you written PAR of all personnel of whom you were the reporting authority in the previous year?		

Date :

Signature of officer reported upon _____

Please Note: You should send an updated CV, including additional qualifications acquired/ training programs attended/publications/ special assignment undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

Section III

Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen task as filled out in section II. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

5. Assessment of Functional Competency (on a scale of 1-10, Weightage to this section will be 50%)

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Knowledge of laws/rules/procedures/IT skill and awareness of the local norms in the relevant area			
ii.	Ability to plan, organize, co-ordinate and control correctional and welfare programmes			
iii.	Ability to control and ensure the quality of dietary articles and cooked food as prescribed			
iv.	Ability to ensure hygiene in prison wards and premises			
v.	Ability to ensure proper medical treatment and diet to sick and injured prisoners			
vi.	Ability to manage prison discipline			
vii	Decision making ability			
viii	Initiative			
ix	Ability to motivate and develop subordinates/work in a team			
	Overall Grading on 'Functional competency'			

6. Assessment of work output (This assessment should rate the officer *vis-à-vis* his peers and not the general population. Grade should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade, Weightage to this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Accomplishment of planned work			
ii	Quality of output			
iii	Accomplishment of exceptional work/unforeseen tasks performed			
	Overall Grading on 'Work output'			

7. Assessment of personnel Attributes (on a scale of 1-10, Weightage to this section will be 20%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i	Attitude to work			
ii	Sense of responsibility			
iii	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Moral courage and willingness to take a professional stand			
vii	Leadership qualities			
viii	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

8. Integrity

Please comment on the integrity of the officer:

9. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Criminology	<input type="checkbox"/>	Financial management
<input type="checkbox"/>	Sociology and Psychology	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	General Administration	<input type="checkbox"/>	Human Rights
<input type="checkbox"/>	Vocational and Industrial Training	<input type="checkbox"/>	

11. Overall grade (on a score of 1-10)

Date :

Signature of Reporting Authority _____

Section IV -**Review:**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/ or significant failures of the officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes, please record your assessment in the column provided for you in that section and initial your entries).

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

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3. Pen picture by the Reviewing Officer. Please comment (in about 100 words on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

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4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Criminology	<input type="checkbox"/>	Financial management
<input type="checkbox"/>	Sociology and Psychology	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	General Administration	<input type="checkbox"/>	Human Rights
<input type="checkbox"/>	Vocational and Industrial Training	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

5. Overall grade (on a scale of 1-10)

Date :

Signature of Reviewing Authority _____

Section V

Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (on a score of 1-10)

Date :

Signature of Accepting Authority _____

E.C.G

+X-ray Chest

Ultra Sound Abdomen

Any other Investigation

Advise

B: Medical Report of the Officer

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally
6.	Cardiac Status	Normal/enlarged/blocked/not normal

C: Summary of Medical Report (copy to be attached to PAR)

1.	Overall Health of the officer	
2.	Any other remarks based on the health medical check up of the officer	
3.	Health profile grading	

Date

Signature of Medical Authority
Designation

SECTION VI

PROFORMA FOR HEALTH CHECK UP

Date:

Name

Age

Sex: M/F

Brief clinical history, if any:

A: Examination

Physical

Systemic

Investigations:

Haemogram

Hb%

TLC

DLC

Peripheral Smear

Blood Sugar

F

P.P

Lipid Profile

Total Cholesterol

HDL Cholesterol

LDL Cholesterol

VLDL Cholesterol

Triglyceride