v/khuLFk ,oa ea=kyf;d lsok ds fy,

**okf"kZd dk;Z ewY;kadu ¼o"kZ ½**

**Hkkx&I ¼izfrosnu (REPORTEE) vf/kdkjh ds fy,½**

lsok dk uke&

1- uke --------------------------------------------------------**-------**------ iq=@iq=h@ifRu -----------------**-**-------------------------------------------------------------------------

2- tUe frfFk ----------------------**--------------------**---------------- x`g ftyk -------------------------------------------------------------------------------------------------------

3- leh{kk/khu vof/k ds nkSjku in rFkk LFkku --------------------------------------------------------------------------------------------------------------------------

4- izfrosnd vf/kdkjh ds v/khu dh xbZ lsok vof/k fnukad --------------------------- ls fnukad -------------------------------------- rd

5- vodk'k@izf'k{k.k ds nkSjku vuqifLFkfr dh dkykof/k fnukad --------------------------- ls fnukad ----------------**-----**------ rd

6- eq[; ikfj.kkfed dk;ksZa ds fy, fu/kkZfjr y{;ksa ¼d`i;k fofufnZ"V djsa½ds vuqlkj Lo;a }kjk fd;k x;k ewY;kadu %

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ø-la- | eq[; ikfj.kkfed dk;Z*(Key result areas)* | fu/kkZfjr y{;*(Targets)* | okLrfor miyfC/k;ka*(Actual achievements)* | miyfC/k;ksa esa deh dk dkj.k ¼;fn dksbZ gks rks½ ,oa fo'ks"k ;ksxnku |

1 izeq[k foHkkxh; dk;ksZ ds HkkSfrd y{; %

2 izeq[k foHkkxh; dk;ksZa ds y{; %

3 fujh{k.k %

4 eq[;ky; ds vfrfjDr {ks= esa jkf= foJke

5 vU; %

 fVIi.kh %& ;fn foHkkxh; y{; ugha gks rks laf{kIr o.kZukRed fooj.k fn;k tk,A

1. izfrosfnr vf/kdkjh }kjk fd, x, fo'ks"k dk;ksZa dk laf{kIr fooj.k ¼150 'kCnksa ls vf/kd u gks½ & dksbZ mikcU/k layXu ugha fd;k tk, %

|  |  |
| --- | --- |
| izfrosnd vf/kdkjh dks izLrqrfd, tkus dk fnukad %  | izfrosfnr ds gLrk{kj ,oauke o inuke |

¼izfrosfnr vf/kdkjh }kjk dksbZ mikcU/k layXu ugha fd;k tk,½

**Hkkx&II ¼izfrosnd (REPORTING) vf/kdkjh ds fy,½**

1- izfrosnd vf/kdkjh dh vH;qfDr;k¡ %

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Ø-la-* | *ewY;kadu dk vk/kkj* | *mRd`"V* | *cgqr vPNk* | *vPNk* | *larks"kizn* | *vlarks"kizn* |
| 1 | dk;Z ifj.kke(Work Performance) |  |  |  |  |  |
| 2 | cqf)erk(Intelligence) |  |  |  |  |  |
| 3 | vuq'kklu ftlesa leikyu lfEefyr gS(Discipline including punctuality) |  |  |  |  |  |
| 4 | dk;Z ijk;.krk(Devotion to duty) |  |  |  |  |  |
| 5 | dk;Z fu"iknu esa rRijrk(Promptness in disposal) |  |  |  |  |  |
| 6 | igy djus dh ;ksX;rk(Ability to take initiative) |  |  |  |  |  |

2- ¼d½ lkekU; ewY;kadu %& vf/kdkjh ds O;fDrRo] x.kksa rFkk nks"kksa] ekufld xq.koÙkk] ifjJe vkSj fu"Bk vkfn dk ewY;kadu o leh{kk/khu vof/k ds nkSjku vf/kdkjh ds dk;ksZa dk lexz ewY;kadu %

2- ¼[k½ o"kZ ds nkSjku fd;s x;s dk;ksZa ds fy;s fyf[kr lykg@HkRlZuk ¼;fn dksbZ gks½ dk laf{kIr mYys[k %

3- D;k izfrosfnr vf/kdkjh vuqlwfpr tkfr@vuqlwfpr tutkfr@lekt ds detksj oxZ ds yksxksa ds izfr laosnu'khy gS \ gk¡@ugha

4- D;k vkidh tkudkjh esa ,slh dksbZ ckr vkbZ gS tks vf/kdkjh dh lR;fu"Bk vFkok mlds }kjk dÙkZO; dk bZekunkjh ls ikyu djus dh ;ksX;rk ij izfrdwy izHkko Mkyrh gSa \ gk¡@ugha

 ;fn gka rks mlds ckjs esa fooj.k

5- dkWye la 1 o 2 esa nh xbZ fVIi.kh ds vk/kkj ij izfrosfnr vf/kdkjh dk lexz ewY;kadu ¼d`i;k lEcfU/kr dkWye esa y?kq gLrk{kj djsa½

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *mRd`"V* | *cgqr vPNk* | *vPNk* | *larks"kizn* | *vlarks"kizn* |
|  |  |  |  |  |

|  |  |
| --- | --- |
| leh{kd vf/kdkjh dks izLrqrfd, tkus dk fnukad | izfrosfnd vf/kdkjh ds gLrk{kj¼uke] inuke Li"V v{kjksa esa½ |

**Hkkx&III ¼leh{kd (REVIEWING) vf/kdkjh ds fy,½**

1- izfrosnd vf/kdkjh }kjk dh xbZ vH;qfDr;ksa ds ckjs esa lkekU; fVIi.kh o leh{kd vf/kdkjh }kjk lexz ewY;kadu djrs gq, vH;qfDr;ka vafdr dh tk, %

 izfrosfnr vf/kdkjh dk lexz ewY;kadu ¼d`i;k lEcfU/kr dkWye esa y?kq gLrk{kj djsa½A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **mRd`"V** | **cgqr vPNk** | **vPNk** | **larks"kizn** | **vlarks"kizn** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| fnukad | leh{kd (REVIEWING) vf/kdkjh ds gLrk{kj¼uke o inuke Li"V v{kjksa esa½ |

**Hkkx&IV ¼Lohdkj djus okys ACCEPTING vf/kdkjh ds fy,½**

1- Lohdkj djus okys vf/kdkjh dh vH;qfDr;k¡ %

|  |  |
| --- | --- |
| fnukad | Lohdkj dÙkkZ (ACCEPTING) vf/kdkjh ds gLrk{kj¼uke o inuke Li"V v{kjksa esa½ |

**o"kZ & ¼1 tuojh 20 dks½ ds fy;s@izFke fu;qfDr ds le; dh LFkkoj lEifÙk dk fooj.k**

1- vf/kdkjh dk iwjk uke rFkk % 3- fdl dsMj ¼laoxZ½ ls gS %

 lsok ftlls og lacaf/kr gS %

2- orZeku /kkfjr in 4- orZeku osru &

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ml ftys] mi&[k.M] rglhy rFkk xkao dk uke ftlesa lEifr fLFkr gS |  lEifÙk;ksa dk uke rFkk fooj.k  vkoklh; rFkk vU; Hkou Hkwfe | orZeku ewY; | ;fn Lo;a ds uke esa ugha gS] rks crk,a fd ;g fdldsuke ls ikfjr gS rFkk ml lnL; ds lkFk mldk lEcU/k D;k gS | dSls vftZr dh] ;fn Ø;&iV~Vs }kjk ;k ca/kd] mÙkjkf/kdkj] nku ;k vU;Fkk :ils vftZr dh xbZ gks rks vtZu dh rkjh[k rFkk uke] lkFk gh ml O;fDr@O;fDr;ksa dk fooj.k ftuls vftZr dh gS] nsa | lEifÙk ls okf"kZd vk; | vH;qfDr |
|  |  |  |  |  |  | & |

gLrk{kj ----------------------------------------------

fnukad -------------------------------------------------