

കാർഷിക വികസന കർഷകക്ഷേമ വകുപ്പ് ഡയറക്ടറുടെ കാര്യാലയം, തിരുവനന്തപുരം.

നം. സി.ആർ. 1532/2022

തീയതി : 05-10-2023

സർക്കുലർ

വിഷയം :- കാർഷിക വികസന കർഷകക്ഷേമ വകുപ്പ് - ജീവനക്കാര്യം - ഈ വകുപ്പിലെ സ്പെഷ്യലൈസ്ഡ് കാറ്റഗറിക്ക് വേണ്ടി പുതുക്കിയ പെർഫോമൻസ് അപ്രെസൽ ഫോം തയ്യാറാക്കിയത് - സമർപ്പിക്കുന്നത് സംബന്ധിച്ച്.
 സൂചന :- 18-07-2023-ാം തീയതിയിലെ തിരുവനന്തപുരം അഗ്രി(ഇ.എ) വകുപ്പിന്റെ ഓർഡർ നം. ജി.ഒ(പി)നം.11/2023/അഗ്രി.

സംസ്ഥാനത്തെ ഈ വകുപ്പിലെ സ്പെഷ്യലൈസ്ഡ് കാറ്റഗറിയിൽ ഉൾപ്പെട്ട ജീവനക്കാർക്ക് (ഗസറ്റഡ് കേഡറിലുള്ള) വേണ്ടി പുതുക്കിയ പെർഫോമൻസ് അപ്രെസൽ ഫോം തയ്യാറാക്കി സർക്കാർ ഉത്തരവായിട്ടുണ്ട്. ആയത് എല്ലാ സബ് ഓഫീസുകളിലേയ്ക്കും അറിവിലേയ്ക്കായി നൽകുന്നു.

പ്രസ്തുത പെർഫോമൻസ് അപ്രെസൽ ഫോം പ്രകാരം സ്പെഷ്യലൈസ്ഡ് കാറ്റഗറിയിൽ ഉൾപ്പെട്ട എല്ലാ ജീവനക്കാരും അവരുടെ 2023 ലെ കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടുകൾ ടി ഫോമിൽ തയ്യാറാക്കി സ്റ്റോർ ൽ സമർപ്പിക്കണമെന്ന ഇതിനാൽ നിർദ്ദേശം നൽകുന്നു.



(Handwritten Signature)

കൃഷി ഡയറക്ടർക്കു വേണ്ടി
SENIOR ADMINISTRATIVE OFFICER
 Directorate of Agriculture
 Vikas Bhavan, Thiruvananthapuram-33

ഉള്ളടക്കം :- ഗവൺമെന്റ് ഉത്തരവ് പുതുക്കിയ പെർഫോമൻസ് അപ്രെസൽ ഫോമം.

- പകർപ്പ്:-
- 1) എല്ലാ പ്രിൻസിപ്പൽ കൃഷി ഓഫീസുകളിലേയ്ക്കും
 - 2) എല്ലാ പി.ഡി. ആത്മ
 - 3) എല്ലാ അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർമാർ(അഗ്രി)
 - 4) എല്ലാ എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ(അഗ്രി) കോഴിക്കോട്, ആലപ്പുഴ
 - 5) സ്റ്റേറ്റ് എഞ്ചിനീയർക്ക്
 - 6) എല്ലാ സമേതി
 - 7) എല്ലാ ബി.എം.എഫ്.സി
 - 8) എല്ലാ ലാബുകളിലേയ്ക്കും
 - 9) എല്ലാ ഫാം ഇൻഫർമേഷൻ ബ്യൂറോകളിലേയ്ക്കും.
 - 10) ARTC, വെള്ളായണി, എല്ലാ RTC
 - 11) എല്ലാ FTC, എല്ലാ ഫാമുകളിലേക്കും
 - 12) എല്ലാ ADA മാർക്കും
 - 13) എല്ലാ DAFs
 - 14) എല്ലാ മാർക്കറ്റുകളിലേക്കും
 - 15) KSSDA, SHM, SFS, PPM Cell
 - 16) Coconut Seed Authority, Vadakara
 - 17) KLPDM, Mankombu
 - 18) KSSDA, Thrissur
 - 19) ഈ ഓഫീസിലെ എല്ലാ അഡീഷണൽ ഡി.എ മാർക്കും
 - 20) ഈ ഓഫീസിലെ എല്ലാ ജെ.ഡി.എ മാർക്കും
 - 21) ഈ ഓഫീസിലെ എല്ലാ ഡി.ഡി.എ മാർക്കും

- 22) ഈ ഓഫീസിലെ എല്ലാ എ.ഡി.എ മാർക്കും
- 23) ഈ ഓഫീസിലെ എല്ലാ എ.ഒ മാർക്കും
- 24) എസ്.വി.സി, ലോ ഓഫീസർ, എസ്.എ.ഒ
- 25) കൃഷി ഡയറക്ടറുടെ സി.എയ്ക്ക്
- 26) എല്ലാ ടെക്നിക്കൽ അസിസ്റ്റന്റുമാർക്കും
- 27) സ്റ്റോക്ക് ഫയൽ/ഓഫീസ് പകർപ്പ്
- 28) ഐ.റ്റി സോക്ഷൻ വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനായി

SS/1



GOVERNMENT OF KERALA



Abstract

Agriculture Department- Establishment- Performance Appraisal of Government Servants Implementation of ARC- Recommendations- Revised Performance Appraisal forms with numerical grading in respect of Specialised Categories of Agriculture and Farmers' Welfare Department- Published- Reg.

AGRICULTURE (EA) DEPARTMENT

G.O.(P)No.11/2023/AGRI Dated,Thiruvananthapuram, 18-07-2023

Read 1. G.O.(P) No. 344/66/PD dated 22/08/1966.

2. 2nd Report of the 4th Administrative Reforms Commission.
3. Circular No Adv.C2/118/2021-P&ARD dated 14/03/2022
4. Letter No CR 1532/2022 dated 14/03/2023 of Director Agriculture Development and Farmers' Welfare.

ORDER

In order to uplift the competency level of State Government officials, the 4th Administrative Reforms Commission has recommended the numerical grading system for performance appraisal instead of the present system of general grading and to frame comprehensive rules for the Performance Appraisal Systems. Government have accepted the recommendations and introduced new Performance Appraisal Form for all Gazetted Officers in the State except specialized categories vide Circular read as 3rd paper above.

Government have examined the matter in detail and are pleased to publish revised Performance Appraisal Forms prepared with numerical grading system in accordance with the nature of work, duty and requirement of the post for the Specialised Categories of Agriculture Development and Farmers' Welfare Department, as per Form appended with this order.

(By order of the Governor)

DR B ASHOK I A S

PRINCIPAL SECRETARY & APC

To:

Director of Agriculture Development and Farmers' Welfare

All Principal Agricultural Officers
P&AR Department(ADV-C2/86/2023-P&ARD)
Stock File/ Office Copy (AGRI-EA2/65/2023-AGRI)

Forwarded /By order

Signed by

Praveen B

Section Officer

Date: 19-07-2023 11:12:52

Agriculture Development and Farmers Welfare Department
PERFORMANCE APPRAISAL FORM
(Gazetted officers in the cadre of AO, ADA, DDA, JDA, Addl.DA,
AE (Civil), AE (Agri), AEE (Agri), EE (Agri), SAE)

Performance Appraisal Report for the period from to

SECTION I - BASIC INFORMATION

1	Department	
2	Name of the officer reported upon	
3	PEN No.	
4	Date of Birth	
5	Present Post	
6	Date of entry in Government Service	
7	Date of appointment in the present Post	
8	Date of entry in the present office	
9	Pay and scale of pay	
10	Date from which functioning in the present grade continuously	
11	Name and address of present office	
12	Name and address (official) of Reporting Authority for the reporting period of CR	
13	Name and address (Official) of Reviewing Authority for the reporting period of CR	
14	Date of filing Property Statement	

SECTION II – SELF APPRAISAL (to be filled by the Officer reported upon)

1	Educational and other qualifications			
1.1		Taken prior to entry in the Department		
		Qualification	Board / University	Year
1.2		Taken after entry in the Department		
		Qualification	Board / University	Year

2	Incumbency details / Service details			
	Department/Office	Name of Post	Work nature	
3	Training Programs attended			
	Date from	Date to	Institute	
4	Awards and Honours received			
5	Period of absence on leave, etc. During the reporting period	Period	Type of leave / others	Remarks
6	Brief description of duties: (Objective of the position you hold and the tasks required to perform in about 100 words)			
7	Nature of Current work / duty		Management and execution of Scheme / Projects / Office Works related to Scheme / Proposal and administration	
8	Targets / Deliverables and achievements during the reporting period			
		Name of Scheme/ project/ Task	Target / Deliverable	Time frame of deliverable or target

9	During the period under report, if the officer reported upon believe that he has made any exceptional contribution, eg. Successful completion of an extra ordinarily challenging task or major scheme/ project (resulting in significant benefits to the Department and/or reduction in time and cost of Project). If so, give a verbal description (within 100 words)		
10	Factors if any, which hindered the performance of officer reported upon during the reporting period.		
11	Indicate specific areas in which the officer reported upon feel that there is need to upgrade his skills through training programs		
12	Punishments awarded or disciplinary actions taken on the officer reported upon during the reporting period, if any. If yes, give details.		
13	<p>Declaration:- I, hereby declare that, the details submitted by me in Section-I and Section-II of this Performance Appraisal Form for the reporting period from to are true and correct as per my knowledge and belief. I hereby undertake that, I shall submit necessary proof and evidence in connection with the authenticity of details submitted by me in the above sections, if asked to do so.</p> <p>Date _____ Signature and Name of officer reported upon _____</p>		

SECTION III-ASSESSMENT BY THE REPORTING OFFICER

(to be filled by the Reporting Officer)

1	State whether you agree with the responses given by the officer reported upon for Sl.No.1 to 6 in section II. If not, furnish factual details/your comments.	Yes () No ()
2	State whether you agree with the responses given by the officer reported upon for Sl. No. 7 in section II. If not, furnish factual details/your comments.	Yes () No ()
3	Comment on the claim (if made) of exemptional contribution by the officer reported upon.	Yes () No ()
4	Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.	Yes () No ()
5	Do you agree with the skill up-gradation needs as identified by the officer, If any.	Yes () No ()
6	Do you agree with punishments awarded or disciplinary actions as noted by the officer, If any	Yes () No ()
7	Do you know of any physical disability of health problem which prevent this officer from working to full capacity?	Yes () No ()

	If yes, please explain the nature of this problem.			
8	Has anything come to your knowledge which reflects adversely on the officers loyalty. If yes, please give details.		Yes () No ()	
9	a) Has anything come to your knowledge either as oral or written complaint or otherwise which reflects adversely.		Yes () No ()	
	i. On the officers ability to honestly execute his duties.		Yes () No ()	
	ii. Showing favouritism in discharging his duties.			
	b) Is there been any preliminary finding regarding the corrupt practices of the officer.		Yes () No ()	
	i. If yes, give details. ii. Has any case of correction on the officer been referred to Vigilance Department after preliminary enquiries. If 'Yes' give details.		Yes () No ()	
10	Assessment of Personal Attributes (on a scale of 1-10)			
	Sl No.	Item	Score-by Reporting Officer	Reviewing Officer (differencing opinion)
	1	Intelligence		
	2	Discipline and Punctuality		
	3	Responsibility and Dependability		
	4	Co- Operation and Farmer/ Public relation (Relationship with farmers/ Public)		
	5	Initiative, Leadership and drive and dedication to duty		
	6	Communication Skills		
	7	Decision Making, Management of time and resources		
	8	Attitude towards innovative ideas		
11	Assessment of Work (on a scale of 1-10)			
	Sl No.	Item	Score-by Reporting Officer	Reviewing Officer (difference in opinion)
	9	Professional knowledge and skill updation.		
	10	Drafting and Correspondence		
	11	Problem solving and ability to face challenges		

12	Team management (Inter personal relations and team management)		
13	Achievement under the Schemes		
14	Knowledge of manuals , laws, rules,procedures and Exercising delegation of powers		
15	Proficiency in IT/IOT		
16	Performance in assigned Schemes/ Duties		
17	Project preparation & implementation/ Supervision/ monitoring and evaluation		
18	Training/ Workshops/ Seminars undergone		
19	Initiative to mobilise farmers/ farmer groups and diversification farming activities.		
20	Implementation of schemes for SC/ST/ Women/ other weaker sections of the Society		

12	Overall grade (on a score of 1-10)- This is the average score of item 10 and 11 rounded to the nearest integer (if the decimal part is 0.5 and below- then rounded to nearest lowest integer. If the decimal part is above 0.5- then rounded to next integer)	(Reporting Officer)	(Reviewing Officer)
13	<p>Concluding remarks of the Reporting Authority on the officer reported upon on the overall qualities of the officer including areas of strengths and weakness and recommendations, if any</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">Signature of Reporting Officer</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Designation:</p> <p>Date</p>		

SECTION IV- REVIEW BY THE REVIEWING OFFICER

(to be filled by the Reviewing Authority)

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?	Yes () No ()
2	Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / of significant failures of the officer reported upon?	Yes () No ()
3	Do you agree with the numerical assessment of attributes? 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. (In case of difference of opinion details and reasons for the same may be given)	Yes () No ()
4	Overall grade of the officer reported upon (as per item no-12 of Section-III) according to the item no-3 above	
	Date	Signature of Reviewing Officer/ Authority Name: Designation:

SECTION V- ACCEPTANCE

(tick appropriate and strikeout whichever is not applicable)

I have read the report and agrees with the assessment made by the reporting and reviewing Officers.

I have read the report and not agree with the assessment made by the reporting and reviewing Officers. I would like to have a review on this PAR specific to the following attributes of Section- III based on reasons as give below

Date

Name and Signature of Officer reported upon

Comments of the Reporting Authority (on the above representation)

Overall grade-

Date:

Name and Signature of Reporting Authority

Comments of the Reviewing Authority (on the above representation)

Overall grade-

Date:

Name and Signature of Reporting Authority

Assessment of Competency and Performance

Sl.No.	Item	Score by Reporting Officer	Review by reviewing officer
1	Intelligence		
2	Discipline and Punctuality		
3	Responsibility and Dependability		
4	Co- Operation and Farmer/ Public relation (Relationship with farmers/ Public)		
5	Initiative, Leadership and drive and dedication to duty		
6	Communication Skills		
7	Decision Making, Management of time and resources		
8	Attitude towards innovative ideas		
9	Professional knowledge and skill updation.		
10	Drafting and Correspondence		
11	Problem solving and ability to face challenges		
12	Team management (Inter personal relations and team management)		
13	Achievement under the Schemes		
14	Knowledge of manuals , laws, rules,procedures and Exercising delegation of powers		
15	Proficiency in IT/IOT		
16	Performance in assigned Schemes/ Duties		
17	Project preparation & implementation/ Supervision/ monitoring and evaluation		
18	Training/ Workshops/ Seminars undergone		
19	Initiative to mobilise farmers/ farmer groups and diversification farming activities.		
20	Implementation of schemes for SC/ST/ Women/ other weaker sections of the Society		