



OFFICE OF THE REGISTRAR
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No: RMS/286/2021

Date: July 05, 2021

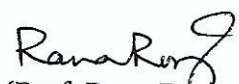
Circular

As per Resolution No- 19.20.M.3 of the 19th meeting of the BOG of IEST, Shibpur held on 07.01.2021, this is for information of all Non- Teaching Employees including the Officers, Technical Staff, Ministerial Staff and Supporting Staff (MTS) of IEST, Shibpur that he/she is required to submit their own APAR (Annual Performance Appraisal Report) separately for the Years 2018 -19, 2019 – 20, and 2020 – 21 in the prescribed format (available in the Institute website) to their respective Heads/Controlling Officers within 15 days from the date of issuance of this notice positively.

Accordingly, the Controlling Heads/Officers are requested to evaluate and send each APAR in separate sealed envelope to the undersigned within 15 days of receiving the APAR, for next course of action.

In case of the Deputy Registrar, the Registrar shall be the Reporting Officer and the Director shall be the Reviewing authority, whereas the Director shall be the Reporting and Reviewing authority for the Registrar.

Issued with the approval of the competent authority.



(Prof. Rana Roy) 05-07
Registrar (Acting) 2021

Memo No. 286/2021 (6)

Date: July 05, 2021

Copy forwarded for information and necessary action:-

1. The PS to the Director
2. All Deans
3. All Heads of the Deptts. / Centres / Schools
4. All Officers
5. The Supdt.(Record Section) for guard file
6. Institute website.


Registrar (Acting) 05-07
2021

**Indian Institute of Engineering Science and
Technology, Shibpur**

**Annual Performance Appraisal Report (APAR)
of the Officers
for the year
2018-19**



Name with Designation:

Posted at:

Mobile No.: Email ID:

*Verified
for
01.01.2021*

PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Officer of the Institute)

Sl No.	Subject	Information	
1.	Name in full		
2.	Scale of pay		
3.	Date of Birth		
4.	Total Service		
5.	Unit to which attached		
6.	Educational Qualifications (as recorded)		
7.	Date of continuous appointment to the present grade	Post: Pay Scale:	Date: Grade Pay:
8.	Present post and date of appointment thereto:	Post: Pay Scale:	Date: Grade Pay:
9.	Period of absence from duty on leave etc. during the year*		

*Please attach a separate sheet, if required

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Officer reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature
of the Officer reported upon

**PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND
FUNCTIONAL COMPETENCY**

Numerical grading is to be awarded by Reporting and Reviewing authority which should be
on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.
(Please read the guidelines mentioned in the last page carefully before filling the entries)

A. Assessment of Work Output (weightage to this section would be 40%)

S1 No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			
2.	Quality of output			
3.	Analytical ability			
4.	Accomplishment of exceptional work/unforeseen task performed			
5.	Overall Grading on 'Work Output'			

B. Assessment of Personal Attributes (weightage to this section would be 30%)

S1 No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of discipline			
4.	Communication skills			
5.	Leadership qualities			
6.	Capacity to work in team spirit			
7.	Capacity to adhere to time schedule			
8.	Inter-personal relation			
9.	Overall bearing and personality			
10.	Overall Grading on 'Personal Attributes'			

G. Assessment of Functional Competency (weightage to this section would be 20%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply that correctly			
2	Knowledge of Rules/Regulations/Procedures in the area of function			
3	Decision making ability			
4	Co-ordination ability			
5	Ability to motivate and develop subordinates			
6	Initiative			
7	Overall Grading on 'Functional Competency'			

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1. Relations with the public (wherever applicable)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

--

2. Training:

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)

3. State of health:

4. Integrity:

(Please comment on the integrity of the Officer)

5. Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the officer including area of strengths and lesser strengths, extraordinary achievements, significant failures [Ref.:3A & 3B of Part -2] and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.

Signature of the Reporting Officer

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

- 1 Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4 ? Do you agree with the assessment of Reporting Officer in respect of extraordinary achievements/significant failures of the Officer reported upon? [Ref.: Part-3A(4) and Part-4(5)]

(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 initials your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the Officer including area of strengths, lesser strength and his attitude towards weaker sections.

--

5. Overall numerical grading on the basis of weightage given in section-A, B and C in part-3 of the report.

--

Date:

Seal:

Signature
of the Reviewing Officer

Name in Block Letters:

Designation:

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

1. The columns in the APAR should be filled with due care and attention, after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
6. APARs graded below 4 will be given a score of 'Zero'.

**Indian Institute of Engineering Science and
Technology, Shibpur**

**Annual Performance Appraisal Report (APAR)
of the Technical Staff
for the year
2018-19**



Name with Designation:

Posted at:

Mobile No.: Email ID:

*Verified
for
01.01.2021*

PART-I: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

Sl No.	Subject	Information
1.	Name in full	
2.	Scale of pay	
3.	Date of Birth	
4.	Total Service	
5.	Unit to which attached	
6.	Educational Qualifications (as recorded)	
7.	Date of continuous appointment to the present grade	Post: _____ Date: _____ Pay Scale: _____ Grade Pay: _____
8.	Present post and date of appointment thereto:	Post: _____ Date: _____ Pay Scale: _____ Grade Pay: _____
9.	Period of absence from duty on leave etc. during the year*	

*Please attach a separate sheet, if required

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Technical Staff reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals(in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature
of the Supporting Staff reported upon

**PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND
FUNCTIONAL COMPETENCY**

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weight age to this section would be 40%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			
2.	Quality of output			
3.	Analytical ability			
4.	Accomplishment of exceptional work/unforeseen task performed			
5.	Overall Grading on 'Work Output'			

B. Assessment of Personal Attributes (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of discipline			
4.	Communication skills			
5.	Capacity to work in team spirit			
6.	Capacity to work in time limit			
7.	Inter-personal relation			
8.	Overall bearing and personality			
9.	Overall Grading on personal attributes			

C. Assessment of Functional Competency (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply them correctly			
2	Strategic planning ability			
3	Decision making ability			
4	Co-ordination ability			
5	Ability to motivate and develop subordinates			
6	Initiative			
7	Overall Grading on 'Functional Competency'			

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1. Relations with the public (wherever applicable)

(Please comment on the Official's accessibility to the public and responsiveness to their needs)

2. Training:

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Official)

3. State of health:

4. Integrity:

(Please comment on the integrity of Official)

5. Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the official including area of strengths and lesser strengths, extraordinary achievements, significant failures[ref:3A & 3B of Part -2] and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A , B and C in part-3 of the report

Signature of the Reporting Officer

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the official reported upon? [Ref.: Part-3A(4) and Part-4(5)]

(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 initials your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength and his attitude towards weaker sections.

--

5. Overall numerical grading on the basis of weightage given in section-A, B and C in part-3 of the report.

--

Signature of the Reviewing Officer

Date:

Name in Block Letters:

Seal:

Designation:

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

1. The columns in the APAR should be filled with due care and attention, after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
6. APARs graded below 4 will be given a score of 'Zero'.

**Indian Institute of Engineering Science and
Technology, Shibpur**

**Annual Performance Appraisal Report (APAR)
of the Ministerial Staff
for the year
2018-19**



Name with Designation:
Posted at:
Mobile No.: Email ID:

*Verified
for
01.01.2021*

PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

SI No.	Subject	Information
1.	Name in full	
2.	Scale of pay	
3.	Date of Birth	
4.	Total Service	
5.	Unit to which attached	
6.	Educational Qualifications (as recorded)	
7.	Date of continuous appointment to the present grade	Post: _____ Date: _____ Pay Scale: _____ Grade Pay: _____
8.	Present post and date of appointment thereto:	Post: _____ Date: _____ Pay Scale: _____ Grade Pay: _____
9.	Period of absence from duty on leave etc. during the year*	

*Please attach a separate sheet, if required

PART-2: DESCRIPTION OF DUTIES

To be filled in by the Ministerial Staff reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date:

Signature
of the Ministerial Staff reported upon

**PART-3 ASSESSMENT ON WORK OUTPUT, PERSONAL ATTRIBUTES AND
FUNCTIONAL COMPETENCY**

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest
(Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weight age to this section would be 40%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			
2.	Quality of output			
3.	Analytical ability			
4.	Accomplishment of exceptional work/unforeseen task performed			
5.	Overall Grading on 'Work Output'			

B. Assessment of Personal Attributes (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of discipline			
4.	Communication skills			
5.	Capacity to work in team spirit			
6.	Capacity to work in time limit			
7.	Inter-personal relation			
8.	Overall bearing and personality			
9.	Overall Grading on personal attributes			

C. Assessment of Functional Competency (weightage to this section would be 30%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1	Technical knowledge of Rules/procedures in the area of function and ability to apply them correctly			
2	Strategic planning ability			
3	Decision making ability			
4	Co-ordination ability			
5	Ability to motivate and develop subordinates			
6	Initiative			
7	Overall Grading on 'Functional Competency'			

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1. Relations with the public (wherever applicable)

(Please comment on the Official's accessibility to the public and responsiveness to their needs)

--

2. Training:

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Official)

3. State of health:

4. Integrity:

(Please comment on the integrity of Official)

5. Pen picture by Reporting Officer(in about 100 words) on the overall qualities of the official including area of strengths and lesser strengths, extraordinary achievements, significant failures[ref:3A & 3B of Part -2] and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in section A, B and C in part-3 of the report.

Signature of the Reporting Officer

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the official reported upon? [Ref.: Part-3A(4) and Part-4(5)]

(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 initials your entries).

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength and his attitude towards weaker sections.

--

5. Overall numerical grading on the basis of weightage given in section-A, B and C in part-3 of the report.

--

Signature
of the Reviewing Officer

Date:

Name in Block Letters:

Seal:

Designation:

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

1. The columns in the APAR should be filled with due care and attention, after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
6. APARs graded below 4 will be given a score of 'Zero'.

**Indian Institute of Engineering Science and
Technology, Shibpur**

**Annual Performance Appraisal Report (APAR)
of the Supporting Staff
for the year
2018-19**



Name with Designation:

Posted at:

Mobile No.: Email ID:

*Verified
for
01.01.2021*

PART-1: PERSONAL DATA

(To be filled in by Concerned Section/Department/Employee of the Institute)

Sl No.	Subject	Information
1.	Name in full	
2.	Scale of pay	
3.	Date of Birth	
4.	Total Service	
5.	Unit to which attached	
6.	Educational Qualifications (as recorded)	
7.	Period of absence from duty on leave etc. during the year*	

*Please attach a separate sheet, if required

PART-2 : DESCRIPTION OF DUTIES

To be filled in by the Supporting Staff reported upon

(Please read the instructions carefully before filling the entries)

Brief description of duties

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Date:

Signature
of the Supporting Staff reported upon

PART-3 ASSESSMENT ON WORK OUTPUT AND PERSONAL ATTRIBUTES

Numerical grading is to be awarded by Reporting and Reviewing Authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read the guidelines carefully before filling the entries)

A. Assessment of Work Output (weightage to this section would be 60%)

Sl No	Criteria	Reporting Authority	Reviewing Authority (Refer Para-2 of part-5)	Initial of Reviewing Authority
1.	Accomplishment of work planned/allotted as per subjects allotted			
2.	Quality of output			
3.	Analytical ability			
4.	Accomplishment of exceptional work/unforeseen task performed			
5.	Overall Grading on 'Work Output'			

B. Assessment of Personal Attributes (weightage to this section would be 40%)

Sl No.	Criteria	Reporting Authority	Reviewing Authority (Refer Para 2 of part-5)	Initial of Reviewing Authority
1.	Attitude to work			
2.	Sense of responsibility			
3.	Maintenance of Discipline			
4.	Communication skills			
5.	Capacity to work in team spirit			
6.	Capacity to work in time limit			
7.	Inter-personal relation			
8.	Overall bearing and personality			
9.	Grading on personal attributes			

PART-4 OVERALL ASSESSMENT BY THE REPORTING OFFICER

1. State of health:

2. Integrity

(Please comment on the integrity of the Supporting Staff)

3. Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the Supporting Staff including area of strengths and lesser strengths, extraordinary achievements(significant failures (ref: 3 A & 3 B of part-3) and attitude towards weaker sections.

4. Overall numerical grading on the basis of weightage given in section A and B in part-3 of the report

Signature of the Reporting Officer

Date:

Name in Block Letters:

Seal:

Designation:

PART-5 OVERALL ASSESSMENT BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part 4? (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 initials your entries).

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. Pen picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength and his attitude towards weaker sections.

--

5. Overall numerical grading on the basis of weightage given in section-A and section-B of the report.

--

Signature of the Reviewing Officer

Date:

Name in Block Letters:

Seal:

Designation:

GUIDELINES FOR THE REPORTING AND REVIEWING OFFICER

Numerical grading is to be awarded by Reporting and Reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

1. The columns in the APAR should be filled with due care and attention, after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishment. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence, necessary to justify them. In awarding a numerical grade, the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as 'Outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs grade between 6 and short of 8 will be rated as 'Very Good' and will be given a score of 7.
5. APARs graded between 4 and 6, short of 6 will be rated as 'good' and will be given a score of 5.
6. APARs graded below 4 will be given a score of 'Zero'.

**Agenda notes
of
The additional Items of the 19th meeting of the BoG held on 07.01.2021**

Agenda Item No. 19.20.M.1: To consider the appeal of National Institute of Secondary Steel Technology (NISST) for vacating their office accommodation within the Institute campus, issuance of no dues certificate of the premises and to allow them to take their assets and documents from the premises.

The accommodation for Kolkata centre of National Institute of Secondary Steel Technology (NISST) was allotted within the BESU campus by the Institute in July, 2005 at a monthly rent of Rs. 2000/- with an agreement. After the expiry of the tenure of the agreement, this was renewed from time to time with increased license fee. The tenure of the last agreement with NISST was up to 06.02.2019. In that agreement it was mentioned that further extension will not be given to them due to shortage of space. However, after the expiry of the agreement they again appealed for extension for further two years time, i.e. upto 6th February, 2021 and also wanted to pay 10% hike on previous rent of 5872/-. However extension could not be executed due to pending issues related to rent of premises fixed by GoI and inspection report submitted by CAG.

NISST now appealed for the termination of agreement /vacation of premises on or before 5th January, 2021 and no dues certificate from the Institute.

Now as per the inspection report of the CAG, NISST will also have to pay the new rent as per the rent fixed by the central government vide File No.8015/1/2017-pol.III, GoI, Director of Estate dated 03.04.2019 from the date of conversion, i.e. from 04.03.2014 as reported by the CAG in its inspection report.

As per the new rent total arrear amount to be paid by the NIST is amounting Rs. 701409/- (Short deduction of rent as per CAG inspection report is Rs. 694002/- + Arrear Electric Bill is Rs. 6499/- + Pending Electricity Bill is Rs. 908/-).

On receiving their letter for termination of agreement and no dues certificate from the institute, Institute has intimated NISST that they will have to pay the above mentioned arrear rent as per the rent fixed by the central government from 04.03.2014 as reported by the CAG in its inspection report.

In reply NISST has intimated the Institute vide letter No. NISST/P&A/20/6956 dt. 01.01.2021 that the issue will require to be placed before their higher authorities and will revert back after receiving decision from the higher authorities.

Further they have requested to allow them to start transportation of their assets as the Cabinet Secretariat decided to close the center by 05.01.2021.

Since NISST is under the Ministry of Steel, the Institute may consider their appeal and may allow them to leave the premises subject to the approval of the FC and BOG.

This is placed for consideration of the BoG

The matter is also placed as additional agenda before the 11th meeting of the Finance Committee. The resolution of the Finance committee will be placed before the BoG.

The note prepared by the Registrar related to NISST along with relevant documents are enclosed as **Enclosure-1** in the agenda papers.

Agenda Item No. 19.20.M.2: To consider and to take decision regarding the rent issue of three banks situated within the IEST campus.:

The issue discussed in the 16th meeting of the BoG and resolved as under:

‘SBI & the UCO bank shall be asked to revise their rent as per recommendation of the Director of Estates, GoI or they submit their proposal at the earliest for consideration of the same by the Institute authorities. The BoG noted that the third bank in the Campus, i.e. UBI has never paid any rent and they are not willing to make any agreement with IEST as well. The BoG thereafter resolved that a notice for vacating the campus within three months be issued by the Registrar, if they do not comply with the CAG report immediately’

In compliance of the said resolution SBI and the UCO Bank has been duly intimated vide letter no.16th BoG/AT/RMS/368/20 dated 13.07.2020 and Vide letter no 16th BoG/AT/RMS/367/20 dated 13.07.2020 by asking to pay the arrear rent and execute the Leave and License Agreement with revised rate as per the recommendation of the Director of Estates, GoI or submit their proposal for the consideration of the same by the Institute Authority. However, till date institute did not received any reply against this letter from SBI, BESU Branch. A decision has to be taken that what should be the next course of action of the Institute in this regard.

In reply the UCO Bank informed the Institute vide letter No: UCO/BESU/59/2019-20, dated 22.05.2020 and UCO/BESU/71/2020-21, dated 28.07.2020 that as per their higher authority decision, demand of increase in the rate of rent and make payment of arrear in between the currency of agreement is not possible.

In compliance of the resolution, PNB (erstwhile UBI) Bank was intimated vide letter no.16th BoG/AT/RMS/369/20 dtd 13.07.2020 by asking to pay the arrear rent and vacate the premises within three months from the date of issuance of the letter or comply with the CAG report immediately.

Thereafter PNB informed that they have forwarded the matter to their higher authorities for necessary action vide No: BUS/Premises/444 /2020, Date-27.07.2020 .

Further another letter issued to PNB vide No. RMS/392-A/20(2) dtd 17.08,2020 asking the bank officials to meet the Registrar with their higher official for discuss and settlement of the case.

Thereafter, Punjab National Bank intimated the Institute vide their letter no. PNB/PREMS/GAD/1797/2020 dated 02.09.2020 requesting the institute for a fresh agreement and quantum of arrear rent to enable them for presenting the same to their higher authority.

This is placed for consideration and further direction of the BoG.

The matter is also placed as an additional agenda of the Finance Committee. The resolution of the Finance Committee will be placed before the BoG.

The report prepared by the Registrar related to three banks along with relevant documents are enclosed as **Enclosure-2** in the agenda papers.

Agenda Item No.19.20.M.3: To consider and approve the new formats of APAR for officers, Teaching Staffs, Ministerial Staff and Supporting Staffs (MTS) of the Institute

In pursuance of the resolution taken by the BoG in its 16th meeting held on 17.01.2020 vide resolution no 16.07 relating to introduction of APAR in the proper format as per Central Government norm, the draft APAR for (1) officers (2) Technical Staff (3) Ministerial Staff and (4) supporting staff (MTS) has been prepared in line with the format used in the other NITS and DoPT. The formats of APAR which was approved earlier by the then Director on the basis of the resolution of the 2nd BoG Vide resolution no 2.24 has also been considered during the preparation of new format of APARS.

The four formats are placed for consideration and approval of the BoG.

The relevant documents and four formats are enclosed as **Enclosure-3** in the agenda papers.