



सत्यमेव जयते

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) -I, म.प्र.

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लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth
In Public Interest

क्रमांक:व.उ म ले(नि ले)/सचिवालय/ए पी ए आर/2020-21/D-468

दिनांक 24.3.2021

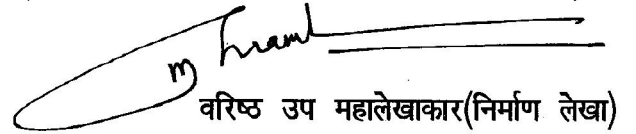
प्रति,

समस्त संभागीय लेखापाल (प्रशिक्षु) जो म प्र के विभिन्न निर्माण संभागों, एन.वी.डी.ए संभागों एवं ग्रामीण यांत्रिकी सेवा संभागों (RES Divisions) में पदस्थ हैं।

विषय: वर्ष 2020-21(1.4.2020 से 31.3.2021)के कार्य एवं आचरण (Work and conduct report)संबंधित रिपोर्ट के संबध में।

उपरोक्त विषयान्तर्गत लेख हैं कि वर्ष 2020-21(1.4.2020 से 31.3.2021)के कार्य एवं आचरण (Work and conduct report) लिखे जाने हेतु प्रपत्र वितरित करने का उद्देश्य से कार्य एवं आचरण (Work and conduct report) का प्रपत्र संलग्न कर अपलोड किया जा रहा हैं। अधोहस्ताक्षरकर्ता द्वारा समस्त संभागीय लेखापाल संवर्ग(प्रशिक्षु) को निर्देशित किया जाता हैं कि वे उपरोक्त प्रपत्र का प्रिन्ट आउट निकालकर अपना कार्य एवं आचरण रिपोर्ट संबंधित कार्यपालन यंत्री(जिनके अधीन आप रिपोर्टिंग वर्ष 2020-21 में 90 दिन या उससे अधिक समय कार्य निष्पादित किया हो) से लिखवाकर इस कार्यालय को भिजवाना सुनिश्चित करें ताकि रिपोर्ट 30.4.2021 के पूर्व इस कार्यालय में प्राप्त हो जाये।

(प्राधिकार: प्रधान महालेखाकार(लेखा एवं हकदारी)प्रथम म प्र का आदेश दिनांक 01.03.2021)


वरिष्ठ उप महालेखाकार(निर्माण लेखा)

Assessment in respect of work and conduct of Divisional Accountant (Probationary)

Assessment of Shri./Smt./Ku _____, Divisional Accountant (P) for the period from _____ to _____ in respect of his/her Work Output, Personal Attributes, functional competency and integrity.

Division in which worked during the period of report _____

1. Assessment of work output

S.No.	Items	Numerical grading given by Reporting Officer(Executive Engineer)
1	Accomplishment of planned work/ work allotted	
2	Quality of output	
3	Analytical ability	
4	Accomplishment of exceptional work/unforeseen tasks performed	
Overall Grading on "Work Output"		

2. Assessment of Personal Attributes

S.No.	Items	Numerical grading given by Reporting Officer(Executive Engineer)
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 work in time limit	
8	Interpersonal relations	
9	Overall bearing and personality	
Overall Grading on "Personal Attributes"		

3. Assessment of Functional Competency

S.No.	Items	Numerical grading given by Reporting Officer(Executive Engineer)
1	Knowledge of Rules/Regulations/Procedures in the areas of function and ability to apply them correctly	
2	Strategic planning ability	
3	Decision making ability	
4	Coordination ability	
5	Ability to motivate and develop subordinates	
Overall Grading on "Functional Competency"		

4. Overall Numerical Grading

5. Assessment on integrity

	Assessment of integrity(Tick only one option whichever is applicable)
(a) Beyond Doubt	
(b) Since the integrity of the official is doubtful, a secret note is attached	
(c) Not watched the officer's work for some time to form a definite judgement but nothing adverse has been reported to me about the official	

Place:

Seal and Signature of the Executive Engineer of the Division

Date:

Note: 1. Numerical grading are to be awarded by Reporting Authority for the assessment of work output, personal attributes and functional competency of the officer reported upon on the scale of 1-10.

2. Assessment Report graded between 8 and 10 will be rated as "Outstanding".

3. Assessment Report graded between 6 and short of 8 will be rated as "Very Good"

4. Assessment Report graded between 4 and short of 6 will be rated as "Good"

5. Assessment Report graded below 4 will be rated as "Average"