jkT; lsok vf/kdkfj;ksa 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= ----------------------**-**-----------**--------**----------------------------------------------------------

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{kd 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 djsa½ ds 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;ksZa ds HkkSfrd y{; |
|  | (i) |  |  |
|  | (ii) |  |  |
|  | (iii) |  |
|  | (iv) |  |  |
| 2- | izeq[k foHkkxh; dk;ksZa ds foRrh; y{; |
|  | (i) |  |  |  |
|  | (ii) |  |  |  |
|  | (iii) |  |  |
|  | (iv) |  |  |  |
| 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 |

7- izfrosfnr vf/kdkjh }kjk fd;s x;s 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(Output of work) |  |  |  |  |  |
| 2 | usr`Ro dk xq.k(Leadership qualities) |  |  |  |  |  |
| 3 | fo'ys"k.kkRed ;ksX;rk(Analytical ability) |  |  |  |  |  |
| 4 | izcU/kdh; ;ksX;rk(Management ability) |  |  |  |  |  |
| 5 | fu.kZ; ysus dh ;ksX;rk(Decision making ability) |  |  |  |  |  |
| 6 | igy djus dh ;ksX;rk(Ability to take initiative) |  |  |  |  |  |

2- ¼d½ lkekU; ewY;kadu %& vf/kdkjh ds O;fDrRo] xq.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@fu%'kDrksa@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

1. 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 | izfrosnd vf/kdkjh ds gLrk{kj¼uke] inuke Li"V v{kjksa esa½ |

**Hkkx&III ¼laHkkxh; vk;qDr@ ftyk dysDVj ds fy,½**

1- laHkkxh; vk;qDr@ftyk dysDVj }kjk fVIi.kh vafdr dh tk, ¼dsoy lEHkkx Lrj ,oa ftyk Lrj ds vf/kdkfj;ksa ds fy,½

|  |  |
| --- | --- |
| leh{kd vf/kdkjh dks izLrqr fd;s tkus dh fnukad | laHkkxh; vk;qDr@ftyk dysDVj ds gLrk{kj¼uke ,oa inuke Li"V v{kjksa esa½ |

**Hkkx&IV ¼leh{kd REVIEWING vf/kdkjh ds fy,½**

1- izfrosnd vf/kdkjh }kjk dh x;h vH;qfDr;ksa ds ckjs esa lkekU; fVIi.kh o leh{kd vf/kdkjh }kjk lexz ewY;kadu djrs gq, vH;qfDr;k¡ 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&V 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] 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.kvkoklh; 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 ----------------------------------------------