

Abhayapuri College: Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal: 2023-2024.

1. Name : **Manoj Kumar Chakrabarty**
 2. Designation : **Head Assistant**
 3. Date of Joining : **01/10/1991**
 4. Number of Years in Service : **27 years**
 5. Qualification : **P.U. Science**

PROFESSIONAL COMPETENCE

- a) Do you have knowledge of rules, regulation and procedure? **Yes**
 b) Do you have ability to organize work and carry it out ? **Yes**
 c) Do you have ability and willingness to take up additional load in times of exigencies? **Yes**
 d) Have you gained new skills during the year? **Yes**
 If yes, Mention the New skills: **I have learnt various official works in everyday such as Pension Rules, letter relating to DHE, Assam etc.**
 e) Have attended any workshop / training programme during the year. **No**
 If yes, Mention the type & period of workshop / training programme. **No**
 f) Did you avail any Leave during the year?
 XI. If Yes, Name of Leave.
 XII. Nos. of days availed
 g) How is your relationship with colleagues and students? **Good**

6. List of works / activities allotted by the Authority during the year as per annual plan of the college

Sl. No.	Name of Work/Activity	Sl. No.	Name of Work/Activity
i)	Check Attendance Register of Staff	xiii)	Vouchers Files maintain
ii)	Issue Cheques to 18 nos. of different funds including UGC, B.VoC., C.C. & RUSA	xiv)	Income Tax Form No. 16 preparation
iii)	Cheque issue Registers maintain	xv)	Income Tax tds Return submission in July, October, January and April
iv)	Cash Books maintain	xvi)	LICI (SSS) monthly premium maintain
v)	Letter Replies	xvii)	GSLI monthly premium maintain
vi)	Pay Bills prepare for sanctioned staff	xviii)	Initial Pay fixation statements preparation on 7 th UGC Revised Scale of Teaching Staff
vii)	Pay Bills prepare for contractual staff	xix)	Initial Pay fixation statements preparation on 7 th Revised Scale of pay of non-teaching staff
viii)	Annual College Budget Preparation	xx)	Utilization prepares various grants, State Govt. grants, UGC grants, CC grants, B. Voc. grants and RUSA grants.
ix)	Salary Budget of Sanctioned Staff Preparation & submission to DHE, Assam in April, September & December	xxi)	Court Case related works
x)	Budget Estimate Preparation & submission to DHE, Assam in August	xxii)	Preparation of Internal Audit
xi)	Students 'Union Budget preparation	xxiii)	Preparation of CA Audit
xii)	Service Books Entry / Writing of All sanctioned Teaching and Non-teaching Staff in July	xiv)	Preparation of Govt. (LF) Audit

7. List of additional works/ Activities assigned by the principal during the year not included in the Annual Plan.

Sl. No.	Name of Work/Activity	Sl. No.	Name of Work/Activity
i)	Preparation of replies of Govt. Audit (LF)	vi)	Income Tax notice replies to related

i)	Promotion related works	vii)	Salary certificate issue for loan purpose
iii)	MACPS for non-teaching staff related works.	viii)	Bank related works
iv)	Arrear D.A. Statement preparation works.	ix)	GSLI Maturity benefit / Death Claim proposal preparation works
v)	Arrear statement for Teaching & non teaching staff	x)	Retired Associate Professor UGC Arrear Claim proposal preparation works.

8. Nos. & List of Files maintained during the year.

i) Number of Files: **31 Files**

ii) List of Files:

Sl. No.	Name of Files	File names
1	Reserve Fund of College File	AC/AB//RF/1977
2	UGC (Gen) Sanction Letter File	AC/AB/UGC/Gen/Sanc./2017
3	UGC (Gen) Utilization file	AC/AB/UGC/Gen/UC/2017
4	General Grant Letter File	AC/AB/Gen/Grant/2017
5	General Grant Utilization File	AC/AB/Gen/UC/2017
6	Teaching Appointment Approval file	AC/AB/Prof./Apptt./Appval/2001
7	Non-Teaching Appointment Approval file	AC/AB/N.T./Apptt./Appval/2001
8	IPS Teaching UGC File	AC/AB/Prof./IPS/2016
9	IPS Non-Teaching UGC File	AC/AB/UGC/IPS/2016
10	College Land Leased file	AC/AB/LL/2019
11	CPF Govt. Share Refund file (OPS)	AC/AB/Provn/CPF/Govt/2007
12	Teachers Promotion File	AC/AB/Prof./Prmotion/2016
13	Non-Teaching Promotion file	AC/AB/NT/Promotion/2016
14	Salary Budget file	AC/AB/Salary/Budget/2017
15	Budget Estimate file	AC/AB/Budget/Estimate/2017
16	LICI(SSS) file	AC/AB/LICI(SSS)/2017
17	GSLI (P&GS) file	AC/AB/GSLI(P&GS)/2017
18	Donation Receive file	AC/AB/Dontn/2019
19	College Provincialized file	AC/AB/Provn./2007

9. Number of Register & Proceeding Books maintained during the year:

i) Number of Register/ Proceeding Books maintained during the year: **27 Nos.**

ii) List of Register/ Proceeding Books - **19 Nos.**

10. Annual Plan of works/ Activities

Sl. No	Name of works/ Activity	Every working day/ period of time	Remarks
1	Check Attendance Register of Staff	Every working day	Completed within stipulated time
2	Issue Cheques to 18 Nos. of different funds including UGC, B. Voc, C.C. & RUSA.	Every working day	Completed within stipulated time
3	Cheque issue Registers maintain	Every working day	Completed within stipulated time
4	Cash Book maintain	Every working day	Completed within stipulated time
5	Letter Replies	Every working day	Completed within

6	Pay Bills prepare for sanctioned Staff	Every end of the month	Completed within stipulated time
7	Pay Bills prepare for contractual Staff	Every end of the month	Completed within stipulated time
8	Annual College Budget Preparation	March	Completed within stipulated time
9	Salary Budget of sanctioned Staff Preparation & submission to DHE, Assam in April, Sept., December	April, Sept., Dec.	Completed within stipulated time
10	Budget Estimate Preparation & submission to DHE, Assam in August	Aug/Sep	Completed within stipulated time
11	Students 'Union Budget preparation	Nov.	Completed within stipulated time
12	Service Books Entry / Writing of All Sanctioned Teaching & Non-Teaching Staff in July	July/August	Completed within stipulated time
13	Vouchers Files maintain	Every working day	Completed within stipulated time
14	Income Tax Form 16 preparation	Feb/March	Completed within stipulated time
15	Income Tax etds. Return submission in July, October, January & April.	July, Oct., Jan., & April	Completed within stipulated time
16	LICI(SSS) monthly premium maintain	Every end of the month	Completed within stipulated time
17	GSLI monthly premium maintain	Every end of the month	Completed within stipulated time
18	Initial Pay fixation statements preparation 7 th UGC Revised Scale of Teaching Staff		Completed within stipulated time
19	Initial Pay fixation statements preparation 7 th Revised Scale of pay of non-teaching staff		Completed within stipulated time
20	Utilization prepares various grants, State Govt. grants, UGC grants, CC grants, B. Voc. grants and RUSA grants.		Completed within stipulated time
21	Court Case related works		Completed within stipulated time
22	Preparation of Internal Audit	May	Completed within stipulated time
23	Preparation for CA Audit	May	Completed within stipulated time
24	Preparation for Govt. (LF) Audit	May/June	Completed within stipulated time

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

M. K. Chakrabarty
Signature

[Signature]
Principal, I/c
Abhayapuri College

Abhayapuri College: Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal: 2023-2024.

1. Name : **Pranjit Dutt**
2. Designation : **Senior Assistant**
3. Date of Joining : **01/06/2002**
4. Number of Years in Service : **21 years**
5. Qualification : **H.S.L.C.**

PROFESSIONAL COMPETENCE

- a) Do you have knowledge of rules, regulation and procedure? **Yes**
b) Do you have ability to organize work and carry it out ? **Yes**
c) Do you have ability and willingness to take up additional load in times of exigencies? **Yes**
d) Have you gained new skills during the year? **Yes**
If yes, Mention the New skills: **I have learnt various official works in everyday such as Pension Rules, letter relating to DHE, Assam etc.**
e) Have attended any workshop / training programme during the year. **No**
If yes, Mention the type & period of workshop / training programme. **No**
f) Did you avail any Leave during the year?
XI. If Yes, Name of Leave.
XII. Nos. of days availed
g) How is your relationship with colleagues and students? **Good**

6. List of works / activities allotted by the Authority during the year as per annual plan of the college

Sl. No.	Name of Work/Activity	Sl. No.	Name of Work/Activity
1	Admission Works	7	Examination form approval
2	Examination Works	8	Examination fee TRGS
3	Fee Collection	9	Registration Card distribution
4	Admit card Distribution	10	Identity Card distribution
5	Marksheet distribution	11	Scholarship form verification
6	D.C.F. works	12	UDISE works

7. List of additional works/ Activities assigned by the principal during the year not included in the Annual Plan.

Sl. No.	Name of Work/Activity	Sl. No.	Name of Work/Activity
1	Various Certificate works	4	Students data submission
2	Work to the college Zone	5	Others as assigned by the principal
3	Free Text Book distribution	6	Students Complaint & Grievances

8. Nos. & List of Files maintained during the year.

i) Number of Files: **08 Files**

ii) List of Files:

Sl. No.	Name of Files	File names
1	Result Files	AC/Result/2023
2	Admit Card Files	AC/Admit/2023
3	Original Certificate File	AC/Certificate/2023
4	Superannuation Files	56/DEF/SUP./2023
5	Examination Information Files	AC/3(A)/EX/2023
6	Registration Files	AC/REGN/2023
7	Students Grievance File	AC/STU/GRIEVANCE
8	Teacher ACR Files	AC/ACR

9. Number of Register & Proceeding Books maintained during the year:

i) Number of Register/ Proceeding Books maintained during the year:

24 Nos.

ii) List of Register/ Proceeding Books

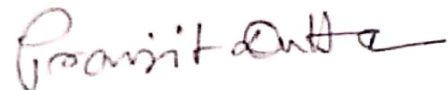
Sl. No.	List of Register/ Proceeding Books	Register/ Proceeding Books Nos.
1	Marksheet Register	03
2	Admit Card Register	01
3	Original Certificate Register	01
4	Superannuation register	01
5	Registration Register	01
6	Admission Register	17

10. Annual Plan of works/ Activities

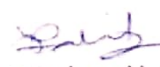
Sl. No	Name of works/ Activity	Every working day/ period of time	Remarks
1	Admission works	Periodic time	Completed within stipulated time
2	Examination works	Periodic time	Completed within stipulated time
3	Fee Collection works	Periodic time	Completed within stipulated time
4	Students Grievance	Every working day	Completed within stipulated time
5	Registration works	Periodic time	Completed within stipulated time
6	Student related works	Every working day	Completed within stipulated time

Declaration

I hereby declare that the information provided is true to the best of my knowledge.



Signature


Countersigned by
Principal, I/c
Abhayapuri College

Abhayapuri College: Abhayapuri
Performance Appraisal for Non-Teaching Staff
Year of Appraisal: 2023-2024.

1. Name : **Hitesh Pathak**
 2. Designation : **Junior Assistant**
 3. Date of Joining : **17/09/2013**
 4. Number of Years in Service : **10 years**
 5. Qualification : **B.Sc. Passed**

PROFESSIONAL COMPETENCE

- a) Do you have knowledge of rules, regulation and procedure? **Yes**
 b) Do you have ability to organize work and carry it out ? **Yes**
 c) Do you have ability and willingness to take up additional load in times of exigencies? **Yes**
 d) Have you gained new skills during the year? **No**
 If yes, Mention the New skills: **NA**
 e) Have attended any workshop / training programme during the year. **No**
 If yes, Mention the type & period of workshop / training programe. **No**
 f) Did you avail any Leave during the year? **No**
 XI. If Yes, Name of Leave.
 XII. Nos. of days availed
 g) How is your relationship with colleagues and students? **Good**

6. List of works / activities allotted by the Authority during the year as per annual plan of the college

Sl. No.	Name of Work/Activity	Sl. No.	Name of Work/Activity
1	Admission Works	5	Admit distribution
2	Examination Works/Fee RTGS to GU	6	Hostel Fees
3	Admission/ Exam Fee Collection	7	Subject Affiliation works (GU)
4	Examination Top Sheet preparation/ Final report preparation	8	Payment /Documents submission of Affiliation in GU

7. List of additional works/ Activities assigned by the principal during the year not included in the Annual Plan.

Sl. No.	Name of Work/Activity	Sl. No.	Name of Work/Activity
1	Examination Remuneration Distribution	5	Cleaning/repairing works monitoring
2	Letter preparation for supply order	6	Special Certificate distribution
3	Letter preparation for Civil Administration	7	Journey to GU/DHE as assigned by Principal/Keeping exam prog. File
4	Bill works	8	Preparation for RTI if any

8. Nos. & List of Files maintained during the year.

i) Number of Files: **06 Files**

ii) List of Files:

Sl. No.	Name of Files	File names
1	Affiliation Files	AC/AFF/2017/___
2	Civil Administration Files	AC/Civil Admn/20/1/
3	RTI File	AC/RTI/Cell
4	Order File	3(b)/Supply/20/1/___

5	Misc. File	AC/Misc/___
6	Hostel File	AC/Hostel/___

9. Number of Register & Proceeding Books maintained during the year:

i) Number of Register/ Proceeding Books maintained during the year: 04 Nos.

ii) List of Register/ Proceeding Books

Sl. No.	List of Register/ Proceeding Books	Register/ Proceeding Books Nos.
1	Examination Check Issue Register	TDC/Ch/Issue
2	TDC Centre Committee Proceeding Books	Proceeding/TDC/Centre.Com.
3	Affiliation Register	AC/Affiliation
4	Hostel Admission register	AC/Hostel/Admn

10. Annual Plan of works/ Activities

Sl. No	Name of works/ Activity	Every working day/ period of time	Remarks
1	Admission works	Periodic time	A
2	Examination works	Periodic time	A
3	Fee Collection	Periodic time	A
4	Affiliation works	Periodic time	a/b

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Hitesh Talak

Signature

[Signature]
Countersigned by
Principal, I/c
Abhayapuri College