

SELF ASSESMENT 2022-23

J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, ShriBhauasaheb T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist. Jalgaon

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

FOR ACADEMIC YEAR-2022-2023

PART A: GENERAL INFORMATION

28. Name(in Block letters)	Dr. PATIL PANDURANG BABURAO
29. Father's Name	Late Patil Baburao Govinda
30. Name of the Department	Department Of Zoology
31. Current Designation and Grade pay	Assistant Professor Rs9000/-
32. Date of last Promotion	24/06/2022
33. Address for correspondence	Parbati, 27 Ram Nagar, Mehrun Road, Jalgaon
34. Mobile Number and Email	9823049842 , gandurang1258@gmail.com
35. Whether acquired any degree of fresh academic qualification during the year	No

36. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year 2022-23

Name of the Course	Place	Duration	Sponsoring Agency
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X. DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Sr. No.	e-learning delivery process/material	Title of the process/material	Details of the website	Date of Publication
	No	----	----	----

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mention earlier.

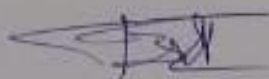
Sr. No.	Details

List of Enclosure:

(Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents
1	1 Research Paper Publish in Academic Year
2	
3	

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.



Signature of the Faculty



Head of the Dept
ZOOLOGY
Signature of the HOD
Shri S. S. Patil Arts,
Shri Bhausaheb T.T. Salunkhe
Comm. & Science College, Jalgaon



Signature of the Principal

PRINCIPAL

Shri S.S. Patil Arts, Shri Bhausaheb T.T. Salunkhe
Commerce & Shri G.R. Pandit Science College
Jalgaon



J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausahab T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023**

PART A: GENERAL INFORMATION

1. Name(in Block letters)	BHAGWAT CHHABILDAS PATIL
2. Father's Name	CHHABILDAS RAMU PATIL
3. Name of the Department	ENGLISH
4. Current Designation and Grade pay	Assistant Professor (GP- 8000/)
5. Date of last Promotion	16/06/2022
6. Address for correspondence	JDMVP'S Shri S. S. Patil Arts, ShriBhausahab T. T.Salunke Commerce &Shri G. R.Pandit Science College, Jalgaon, Dist- Jalgaon, Pin – 4252001.
7. Mobile Number and Email	Telephone No :- (0257) 2236034/ 9764131818 E-mail :- bepatil77@gmail.com / jdmvp.prin@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	Nil



F. DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Sr. No.	e-learning delivery process/material	Title of the process/material	Details of the website	Date of Publication
	Nil			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mention earlier.

Sr. No.	Details
	Nil

List of Enclosure:

(Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents
	Nil

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.

B.Patil

Signature of the Faculty

[Signature]

Signature of the HOD

[Signature]

Signature of the Principal



PRINCIPAL
J.D.M.V.P.S.
Shri S.S. Patil Arts, Shri Bhausaheb
T.T. Salunkhe Commerce and
Shri G.R. Pandit Science College, Jalgaon

J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausaheb T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023

PART A: GENERAL INFORMATION

1. Name(in Block letters)	DR. KAILAS BHALERAOPATIL
2. Father's Name	Bhalerao Khandu Patil
3. Name of the Department	Physics
4. Current Designation and Grade pay	Assistant Professor 6000/-
5. Date of last Promotion	--
6. Address for correspondence	Sr.No.329/1 Plot No.3 Nemade nagar (Radhkrushna nagar) Jalgaon
7. Mobile Number and Email	9325575836 and Email- kbpatil1531969@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	...

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year *None 2022-23*

Name of the Course	Place	Duration	Sponsoring Agency
1. One week FDP Innovations: Teaching Learning & Research	Online (Samudrapur & Rajura)	1 st June to 7 th June 2022	Vidya Vikas Arts ,Commerce & Science College Samudrapur & Shri Shivaji Vikas Arts ,Commerce & Science College Rajura
2. Cyber Security & Ethical Hacking	Online (Chandigarh University)	25 th July to 29 th July 2022	Chandigarh University



(iii) Invited Lectures in Conferences/Seminars:

Invited lectures/paper presentations				
Sr. No.	Title of the Invited lecture	Title of Conference /seminar	Organized by	Level International/ National/State/ University
Nil	Nil	Nil	Nil	Nil

F. DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Sr. No.	e-learning delivery process/material	Title of the process/material	Details of the website	Date of Publication
	Nil	Nil	Nil	Nil

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mention earlier.

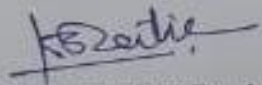
Sr. No.	Details

List of Enclosure:

(Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.


Signature of the Faculty


Signature of the HOD




Signature of the Principal
PRINCIPAL
Shri. S.S. Pathi Arts, Shri. G.R. Pandit Science College
Commerce & Shri G.R. Pandit Science College
Jalgaon

J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausahab T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL
SYSTEM**

FOR ACADEMIC YEAR- 2022-23

PART A: GENERAL INFORMATION

1. Name(in Block letters)	DR.MADHURI SATISH PATIL
2. Father's Name	SATISH (SPOUSE)
3. Name of the Department	CHEMISTRY
4. Current Designation and Grade pay	ASSISTANT PROFESSOR 6000
5. Date of last Promotion	
6. Address for correspondence	18/78 HIGHWAY DARSHAN COLONY NEAR OLD JAIN PIPE FACTORY NEEM KHEDI SHIVAR JALGAON
7. Mobile Number and Email	9404594441/8668384799 madhurisatishpatil@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	NO

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year



		/seminar		National/State/ University
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(iii) Invited Lectures in Conferences/Seminars:

Invited lectures/paper presentations				
Sr. No.	Title of the Invited lecture	Title of Conference /seminar	Organized by	Level International/ National/State/ University

F. DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Sr. No.	e-learning delivery process/material	Title of the process/material	Details of the website	Date of Publication

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mention earlier.

Sr. No.	Details

List of Enclosure:

(Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.

Signature of the Faculty



Signature of HOD

[Handwritten Signature]
PRINCIPAL
 Shri S. S. Patil Arts, Shri Bhauasahel T. T. Salunke
 Commerce & Shri G. P. Pandit Science College
 JALGAON

[Handwritten Signature]
HEAD OF THE
Chemistry Dept.
 Shri S. S. Patil Arts and Science (Bhauasahel T. T. Salunke)
 Commerce & Shri G. P. Pandit Science College
 JALGAON

J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausaheb T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023**

PART A: GENERAL INFORMATION

1. Name(in Block letters)	SHANTARAM RAMKRISHNA GAIKWAD
2. Father's Name	RAMKRISHNA LOTU GAIKWAD
3. Name of the Department	MATHEMATICS
4. Current Designation and Grade pay	Assistant Professor Grade Pay-8000
5. Date of last Promotion	30/11/2020
6. Address for correspondence	Plot No 42 gat no. 448/2, Mohan Nagar, Mahabal Jalgaon
7. Mobile Number and Email	9422561599 srgaikwad013@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	-----

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year

Name of the Course	Place	Duration	Sponsoring Agency
Short-Term Professional development Program	Online	January 20-29, 2023	INDIRA GANDHI NATIONAL OPEN UNIVERSITY NEW DELHI

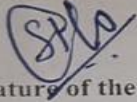


List of Enclosure:

Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents
1	Research papers
2	Book Publication
3	Paper presentation Certificate
4	Short-Term Professional Development Program Certificate
5	Webinar Attended certificate
6	Certificate of as a chairman of University paper setting
7	Certificate of as a member of University Examination Flying Squad
8	Letter as worked as Venue Officer B. P. Ed. CET 2022 Examination

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.



Signature of the Faculty

Signature of the HOD



Signature of the Principal

PRINCIPAL

Shri.S.S.Patil Arts,Shri Bhausaheb T.T.Salunkha
Commerca & Shri G.R.Pandit Science College
Jalgaon



J. D. M. V. P. Co. Op. Samaj's
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**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023**

PART A: GENERAL INFORMATION

1. Name(in Block letters)	DESHMUKH RAJESH BHAGWANTRAO
2. Father's Name	BHAGWANTRAO NAMDEVRAO DESHMUKH
3. Name of the Department	PHYSICS
4. Current Designation and Grade pay	ASSITANT PROFESSOR
5. Date of last Promotion	01/10/1992
6. Address for correspondence	291,SHIVAJI NAGER,,JALGAON
7. Mobile Number and Email	9421522872, rbldesh@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	NO

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year 2021-2022

Name of the Course	Place	Duration	Sponsoring Agency
NIL			



8/24/23

List of Enclosure:

(Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents
1	ATTENDING THE INTERNATIONAL MOON DAY WEBINAR 20 JULY 2022


I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.



Signature of the Faculty



Signature of the HOD



PRINCIPAL
J.D.M.V.P.S.
Signature of the Principal
Shri S.S. Patil Arts, Shri Bhausaheb
T.T. Salunkhe Commerce and
Shri G.R. Pandit Science College

J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausaheb T. T. Salunkhe Commerce and
Shri.G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023**

PART A: GENERAL INFORMATION

1. Name(in Block letters)	DR. YASHWANT PANDHARINATH PATIL
2. Father's Name	Shri Pandaharinath Balaram Patil
3. Name of the Department	Statistics
4. Current Designation and Grade pay	Associate Professor (Grade Pay: Rs. 9000/-)
5. Date of last Promotion	01/01/2016
6. Address for correspondence	190/3/17, Central Bank Colony, Pimprala, Jalgaon, 425002
7. Mobile Number and Email	Mob - 9403905615 Email Id: yppatil.stat@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	NO

9. Academic Staff College Orientation; Refresher Course and faculty development programme attended during the year

Name of the Course	Place	Duration	Sponsoring Agency
Nil	--	--	--



				National/State/ University
	Nil			

F. DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Sr. No.	e-learning delivery process/material	Title of the process/material	Details of the website	Date of Publication
	Nil			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mention earlier.

Sr. No.	Details
	Nil

List of Enclosure:

(Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.

Signature of the Faculty

Dr. Y. P. PATIL

Signature of the HOD

Signature of the Principal

PRINCIPAL

Shri. S.S. Patil Arts, Shri Bhausaheb T.T. Salunkhe
Commerce & Shri G.R. Pandit Science College
Jalgaon



J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausaheb T. T. Salunkhe Commerce and
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**ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023**

PART A: GENERAL INFORMATION

1. Name(in Block letters)	BAVISKAR NITIN BHAULAL
2. Father's Name	BAVISKAR BHAULAL KISAN
3. Name of the Department	PHYSICS
4. Current Designation and Grade pay	ASSOCIATE PROFESSOR A.G.P. 9000/-
5. Date of last Promotion	30/08/2006
6. Address for correspondence	18,SAMARTH COLONY, NEAR M.J.COLLEGE,JALGAON
7. Mobile Number and Email	9422689000 nitinbaviskar2@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	N.A.

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year

Name of the Course	Place	Duration	Sponsoring Agency
N.A.			



process/material	process/material	website	of Publication

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mention earlier.

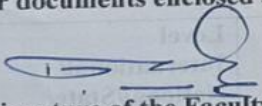
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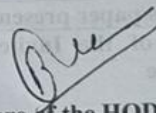
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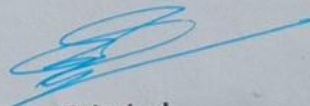
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Sr. No.	Documents

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Signature of the Faculty


Signature of the HOD


Signature of the Principal

PRINCIPAL,
Shri S. S. Patil Arts, Shri. Bhausaheb T. T. Salunkhe
Commerce & Shri. G. R. Pandit Science College, Jalgaon



J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausaheb T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023

PART A: GENERAL INFORMATION

1. Name(in Block letters)	Dr.Sudhakar Pralhad Mote
2. Father's Name	Mote Pralhad Ramu
3. Name of the Department	Chemistry
4. Current Designation and Grade pay	Assistant professor
5. Date of last Promotion	01/07/2023
6. Address for correspondence	Parvati Niwas Varangaon
7. Mobile Number and Email	9881455403 , sumovrn@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	-

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year

Name of the Course	Place	Duration	Sponsoring Agency
FDP	Kamala Nehru college Nagpur	29 May-3 june	KNC Nagpur
FDP	Ramanujan Colege Delhi	30 june-14 jully	PMMNM



J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausaheb T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

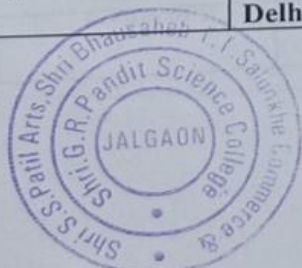
ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
FOR ACADEMIC YEAR- 2022-2023

PART A: GENERAL INFORMATION

1. Name(in Block letters)	Dr.Sudhakar Pralhad Mote
2. Father's Name	Mote Pralhad Ramu
3. Name of the Department	Chemistry
4. Current Designation and Grade pay	Assistant professor
5. Date of last Promotion	01/07/2023
6. Address for correspondence	Parvati Niwas Varangaon
7. Mobile Number and Email	9881455403 , sumovrn@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	-

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year

Name of the Course	Place	Duration	Sponsoring Agency
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FDP	Ramanujan Colege Delhi	30 june-14 jully	PMMNM



J. D. M. V. P. Co. Op. Samaj's
S. S. Patil Arts, Shri Bhausaheb T. T. Salunkhe Commerce and
Shri G. R. Pandit Science, College, Jalgaon, Dist.-Jalgaon

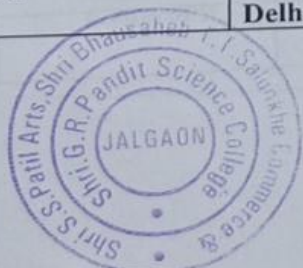
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FOR ACADEMIC YEAR- 2022-2023

PART A: GENERAL INFORMATION

1. Name(in Block letters)	Dr.Sudhakar Pralhad Mote
2. Father's Name	Mote Pralhad Ramu
3. Name of the Department	Chemistry
4. Current Designation and Grade pay	Assistant professor
5. Date of last Promotion	01/07/2023
6. Address for correspondence	Parvati Niwas Varangaon
7. Mobile Number and Email	9881455403 , sumovrn@gmail.com
8. Whether acquired any degree of fresh academic qualification during the year	-

9. Academic Staff College Orientation, Refresher Course and faculty development programme attended during the year

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FDP	Kamala Nehru college Nagpur	29 May-3 june	KNC Nagpur
FDP	Ramanujan Colege Delhi	30 june-14 jully	PMMNM



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DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIA

Sr. No.	e-learning delivery process/material	Title of the process/material	Details of the website	Date of Publication
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PART C: OTHER RELEVANT INFORMATION


Please give details of any other credential, significant contribution, awards received etc. not mention earlier.


Sr. No.	Details

List of Enclosure: (Please attach copies of certificate, sanction order, papers etc. wherever necessary)

Sr. No.	Documents
1	Certificate Of National Seminar
2	Book Cover Pag 1
3	Book Cover Page-2
4	Book Cover Page-3
5	Paper Copy
6	Certificate Of Award

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.


 Signature of the Faculty
Dr. R. B. Sundeekar


 Signature of the Principal
PRINCIPAL
 Shri.S.S.Patil Arts, Shri Bhausaheb T.T.Salunkhe
 Commerce & Shri G.R.Pandit Science College
 Jalgaon



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DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIA

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5	Paper Copy
6	Certificate Of Award

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Signature of the Faculty
Dr. R. B. Sundar


Signature of the Principal
PRINCIPAL
Shri. S.S. Patil Arts, Shri Bhausaheb T.T. Salunkhe
Commerce & Shri G.R. Pandit Science College
Jalgaon



5	H.O.D. Letter
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4.

I certify that the information provided is correct as per record available with the university and or documents enclosed along with the duly filled PBAS Proforma.

Wingonekar

Signature of the Faculty

Signature of the HOD

Signature of the Principal
PRINCIPAL

Shri.S.S.Patil Arts,Shri Bhausaheb T.T.Salunke
Commerce & Shri G.R.Pandit Science College
Jalgaon



CONFIDENTIAL REPORT

ज.जि.म.वि.प्रमा.सह समाज मर्या..
श्री.एस.एस.पाटील कला, श्री.भाऊसाहेब टी.टी.साळुंखे वाणिज्य आणि
श्री.जी.आर.पंडीत विज्ञान (नूतन मराठा) महाविद्यालय, जळगांव

३१ मार्च अखेरचा
अहवाल वैयक्तिक
संचिकस लावणेसाठी

चतुर्थ श्रेणी कर्मचाऱ्यांच्या वर्तणुकीबाबत वार्षिक अहवाल

- नांव : _____
- पद : _____
- कार्यरत विभाग : _____
- अहवालाचा कालावधी : _____
- अहवाल कालावधी : (अ) अर्जित (____) (ब) वैद्यकीय (____) (क) किरकोळ (____)
उपभोगलेल्या रजा : (ड) इतर (____)

(अ) कामाचे निर्धारण

- उद्यमशीलता : _____
- कर्तव्य तत्परता : _____
- उपक्रमशीलता : _____
- अचुकपणा : _____
- कामातील वक्तृशीलपणा : _____
- तत्परता : _____
- वरीष्ठाशी संबंध : _____
- सहकाऱ्यांशी संबंध : _____
- विधिसनियता : _____

(ब) सामान्य

- सर्वसाधारण मत : _____
- नेतृत्व गुण : _____
- ज्ञान : _____
- तांत्रिक पात्रता : _____
- विशेष पूरक उपयुक्त गुण : _____

(क) कर्मचाऱ्यांच्या वर्तणुकीबाबतची नोंद

दिनांक:-

विभाग प्रमुख (स्वाक्षरी व हस्ता)

Confidential Report & Review गणनीय अहवाल

वे. का. पु. -५,००,०००-५-२००९-एलएच३*(एच.)२२३९
शा. नि., सा. प्र. वि., क्र. सीएफआर-१२९५/प्र. क्र. ३६/१५/१३, दि. १-२-९६ ;
शा. नि., सा. प्र. वि., क्र. सीएफआर-१२९८/प्र. क्र. २/तेप, दि. १९-३-९९ ;
शा. प्र, सा. प्र. वि., क्र. सीएफआर-१२९८/प्र. क्र. २/तेप, दि. २६-३-९९ व
क्र. सीएफआर-१२०१/३८२/तेप, दि. ७-५-२००२ अन्वये सुधारित.]

परिशिष्ट-ब (भाग-२)

गट " अ " ते गट " क " चे शासकीय अधिकारी/कर्मचारी यांच्यासाठी गोपनीय अहवालाचे स्वयंमूल्यनिर्धारण अहवाल प्रपत्र

स्वयंमूल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना/कर्मचाऱ्यांना सूचना

- जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील चर्चेनुसार ठरविण्यात आली होती.
- सर्व दैनंदिन कामाची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
- तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेएवढेच मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास परत करण्यात येतील.
- " मी माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले " किंवा " वरिष्ठांनी माझे काम नावाजले " अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
- स्वयंमूल्यनिर्धारण अहवाल अर्ध्या पानातच लिहावा.
- स्वयंमूल्यनिर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

प्रतिवेदन अधिकाऱ्यांना सूचना

- गोपनीय अहवाल लिहिताना कर्मचाऱ्यांनी भाग-३ मध्ये लिहिलेला स्वयंमूल्यनिर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
- वरील सूचना क्रमांक ६ अनुसार स्वयंमूल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
- प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालाच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्याभोवती वर्तुळ करावे. उदा. अ. क्र. ४ उद्योगप्रियता व कार्यतत्परता या समोर उत्कृष्ट असे शिरे द्यावयाचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट

उत्कृष्ट

चांगले

साधारण

साधारणपेक्षा कमी

- मर्यादावर्गीय अधिकारी/कर्मचारी यांना येणाऱ्या अडचणी समजून घेऊन त्या दूर करण्याच्या दृष्टीने अधिकारी/कर्मचारी यांनी केलेले प्रयत्न व त्यांच्याबाबतचा दृष्टिकोन याबाबतची नोंद परिशिष्ट "ब" (भाग-४) मधील बाब क्रमांक १० येथे नमूद करावी.
- (अ) गोपनीय अहवालाच्या प्रपत्रातील बाब क्र. ३, ९, १०, ११ व १८ या समोरील शिरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.
(ब) प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.
(क) अत्युत्कृष्ट शिरे नोंदविताना गोपनीय अहवाल काळातील कर्मचाऱ्यांच्या कामकाजाच्या मूल्यांकनासाठी ठेवलेल्या कच्च्या टिपणावरून (Ephimeral Roll) अत्युत्कृष्ट शिऱ्यांच्या पुरेचर्च वस्तुस्थितीदर्शक समर्थन गोपनीय अहवालात देणे आवश्यक आहे.
(ड) साधारण, सर्वसाधारण, बरा, ठीक, सुमार या शिऱ्यांची वर्गवारी प्रतिकूल स्वगुणाची असल्याचे प्रतिवेदन अधिकाऱ्यांनी लक्षात घ्यावे.

पुनर्विलाकन अधिकाऱ्यांना सूचना

- प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी
- प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी

परिशिष्ट-ब (भाग ३)
(स्वयंमूल्यनिर्धारण अहवाल)

कालावधी :-

शासकीय अधिकार्याचे/कर्मचार्याचे नाव ..

पद ..

या वर्षी/कालावधीत नेमून दिलेल्या कामाची
उद्दिष्टे (असल्यास) ..

वर्षभरात केलेली उल्लेखनीय अशी महत्त्वाची
व वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या संदर्भासहित) ..

अधिकार्याची/कर्मचार्याची सही, नाव
व पदनाम.

1. शासकीय अधिकारी/कर्मचारी यांच्या वरील
स्वयंमूल्यनिर्धारणाशी सहमत आहात का ? ..

2. नसल्यास, त्याची कारणे ..

प्रतिवेदन अधिकार्याची सही, नाव व पदनाम.

परिशिष्ट-ब (भाग ४)

गट "अ" ते गट "क" च्या अधिकाऱ्यांची/कर्मचाऱ्यांची सर्वसाधारण योग्यता व चारित्र्य यांसंबंधी अभिप्राय
Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers/Employees

(१) नाव	: श्री./श्रीमती/कुमारी							
(1) Name	: Shri/Smt./Kum.							
(२) प्रतिवेदनाचा कालावधी	: पामून	: दिवस	महिना	वर्ष	पर्यंत	: दिवस	महिना	वर्ष
(2) Period of Report	: From	: Date	Month	Year	To	: Date	Month	Year
(३) धारण केलेले पद/पदे	:							
(3) Post/Posts held	:							
(४) उद्योगप्रियता व कार्यतत्परता	: अत्युत्कृष्ट	उत्कृष्ट	चांगले	साधारण	साधारणपेक्षा कमी			
(4) Industry & Application	: Outstanding	Very good	Good	Average	Below Average			
(५) हाताखालील कर्मचाऱ्यांकडून काम करून घेण्याची क्षमता.	: अत्युत्कृष्ट	उत्कृष्ट	चांगले	साधारण	साधारणपेक्षा कमी	प्रश्न उद्भवत नाही		
(5) Capacity to get work done by subordinates.	: Outstanding	Very good	Good	Average	Below Average	Question does not arise		
(६) सहकारी व जनता यांच्याशी असलेले संबंध	: सहकार्यांचे	मौज्याचे	मदतीचे	उदासीन	अमैत्रीपूर्ण			
(6) Relations with colleagues & public	: Cooperative	Courteous	Helpful	Indifferent	Unfriendly			
(७) सर्वसाधारण बुद्धिमत्ता	: अत्युत्कृष्ट	उत्कृष्ट	चांगली	साधारण	साधारणपेक्षा कमी			
(7) General Intelligence	: Outstanding	Very good	Good	Average	Below Average			
(८) निर्णयशक्ती, उपक्रमशीलता व घडादी यांसह कार्यक्षमता.	: अत्युत्कृष्ट	उत्कृष्ट	निश्चित चांगले	चांगली	साधारण	साधारणपेक्षा कमी		
(8) Administrative ability including judgement initiative & drive.	: Outstanding	Very Good	Positively Good	Good	Average	Below Average		
(९) तांत्रिक/व्यावसायिक कार्यक्षमता (संबंधित असलेले)	:							
(9) Technical/Professional ability (Where relevant)	:							
(१०) मागासवर्गीयांवाबतचा दृष्टिकोन	: मदतीचा	सहानुभूतीचा	असहानुभूतीपूर्ण	तटस्थ				
(10) Attitude towards backward class	: Helpful	Sympathetic	Unsympathetic	Neutral				
(११) विशेष कल	:							
(11) Special Attitude	:							
(१२) सचोटी व चारित्र्य	:							
(12) Integrity & Character	:							
(१३) प्रदान करण्यात आलेल्या शक्तींचा पूर्णपणे वापर करतात काय ?	: होय	अंशतः	नाही					
(13) Whether powers delegated are fully utilised ?	: Yes	Partly	No					
(१४) पदेन्नतीसाठी पात्रता	: अयोग्य	अपेक्षेनुसार योग्य						
(14) Fitness for Promotion	: Unfit	Fit in normal course (according to seniority)						
(१५) प्रविष्टासाठी आवश्यक क्षेत्र	: येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.							
(15) Areas of training required	: येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.							
(१६) प्रकृतिमान	: चांगले नाही	चांगले	उत्कृष्ट					
(16) State of Health	: Not Good	Good	Very Good					
(१७) क्षेत्रीय स्तरावर काम करण्याची योग्यता	: आहे	नाही	संबंधित नाही					
(17) Fitness for field work	: Yes	No	Not relevant					

(१८)	संगणकावर काम करण्याची आवड	: आहे	नाही	दिसून आली नाही	संबंधित नाही
(18)	Willingness to work on Computer	: Yes	No	Not seen	Not relevant
(१९)	सर्वसाधारण मूल्यमापन	:			
(19)	General Assessment	:			

- (२०) प्रतवारी : अ+ अत्युत्कृष्ट, अ उत्कृष्ट, ब+ निश्चित चांगली, ब चांगला, ब - साधारण, क साधारणपेक्षा कमी.
(हाताने लिहावी)
- (20) Grading : A + Outstanding, A Very good, B + Positively good, B Good, B - Average, C Below average.
(Write in handwriting)

ठिकाण :-

Place :-

दिनांक :-

Date :-

प्रतिवेदन अधिकाऱ्याची सही,
नाव व पदनाम.
Signature, Name & Designation
of the Reporting Officer.

परिशिष्ट-ब (भाग ५)

पुनर्विलोकन अधिकाऱ्याचे अभिप्राय
Remarks of the Reviewing Officer

१. पुनर्विलोकन अधिकाऱ्याच्या हाताखालील सेवावधी ..
1. Length of Service under Reviewing Officer ..
२. आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात ? ..
(सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये काही सुधारणा करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?
2. Do you agree with the Reporting Officer ? :
(If not state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment ?
३. प्रतवारी : अ+ अत्युत्कृष्ट, अ उत्कृष्ट, ब+ निश्चित चांगली, ब चांगला, ब - साधारण, क साधारणपेक्षा कमी.
(हाताने लिहावी)
3. Grading : A + Outstanding, A Very good, B + Positively good, B Good, B - Average, C Below average.
(Write in handwriting).

ठिकाण :-

Place :-

दिनांक :-

पुनर्विलोकन अधिकाऱ्याची सही,
नाव व पदनाम.
Signature, Name & Designation
of the Reviewing Officer