**Annexure-10**

**PROFORMA**

**APPLICATION FOR THE BEST SECTION OF CIFE**

**(01-04-2022 TO 31-03-2023**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Basic Details | | | Score | |
| A | Basic details | | | |
| 1 | Name of the Section |  | | |
| 2 | Number of permanent staff |  | | |
| 3 | Number of supporting staff |  | | |
| 4 | Number of contractual staff |  | | |
| 5 | Total number of staff (all categories) |  | | |
| 6 | CL, EL, HPL (Medical), CCL Availed by all during the reporting period (Give the Total Number of days in each Category). The average number of leaves taken (Viz., Total No. EL/Total staff in the Section) |  | | |
| 7 | When your Section was awarded as the Best Section last time |  | | |
| B | Achievements and Contributions | | | 60.0 |
| 1 | The number of receipts/files cleared in a day 40- 50: 5 marks, 50-100: 10 marks, more than 100: 15 marks | | | 15.0 |
| 2 | The time is taken to process the receipts/files  More than 100 receipts within eight working hours 15 marks, 50-100 receipts within 8 working hours 10 marks 40-50 receipts 5 marks  More than 100 receipts cleared between 8-16 working hours 8 marks, 50-100 receipts cleared 8-16 hours 5 marks | | | 15.0 |
| 3 | Associated with the dropping of audit paras  More than 75% of the standing audit paras 10 marks, Between 50-75% 5 Marks Between 25-50 % 3 marks | | | 10.0 |
| 4 | Maintaining and updating store inventory/Register  New inventory digitized-3 marks for each inventory  Up- to- date digitized inventory  For every inventory 0.5 marks,  Number of equipment etc condemned and dead stock register updated | | | 10.0 |
| 5 | Number of correspondence in Hindi  750 and above 4 marks, Between 500 and 750 3 marks, Between 250-500 2 marks, 100-250 1.0 marks  Noting in Hindi in e-office More than 1000- 2.0 marks maximum | | | 5.0 |
| 6 | Number of equipment, non-consumables condemned /auctioned  More than 0.10 marks for each condemned item | | | 5.0 |
| 7 | New procedures developed and adopted or modified to enhance the work efficiency  1.0 marks for each procedure | | | 5.0 |
| 8 | Suggest three important data be closely monitored from your Section for better management  2.0 marks for each suggested and recommended by the controlling officer and accepted by the CA | | | 6.0 |
| 9 | Number of items procured for the Section (above the cost of Rs 25000)  0.5 marks for every Rs. 25000/- procured | | | 2.0 |
| 10 | Associated with settling in advance settlement  0.5 marks for every five settlements | | | 2.0 |
| 11 | Number of notings in Hindi (%)  75 -100 % - 5.0 marks, 50-75%- 3.0, 25-50% - 2.0 | | | 5.0 |
| C | **Training and other Activities** | | | 25.0 |
| 1 | Number of staff who attended training programs for smooth work in the Section  1 marks for each person each training | | | 7.0 |
| 2 | Member of various committees  0.25 marks for each staff for each committee | | | 5.0 |
| 3 | Associated with organizing various events/Meetings/ Staff welfare etc  0.25 marks for each staff for each event/Meeting | | | 5.0 |
| 4 | Participation in sports at Institute/Zonal/National level and medals won  National level: Every Gold Medal- 2.0 marks, other medals 1.0 marks  Zonal level: Gold Medal-1 marks other medals 0.5 marks  Institute level: Gold Medal-0.5 mark Other medals 0.25 marks | | | 8.0 |
| 5 | Participation in literary and cultural events at Institute/Zonal/National level and awards won  National level: First prize-2 marks, other prizes 1.0 marks  Zonal level: First prize- 1.0 marks, other prizes 0.5 marks  Institute level: First prize-0.5 marks, other prizes 0.25 marks | | | 8.0 |
| 6 | Environmental-friendly measures initiated in the Section  2.5 marks for every measure 5.0 | | | 5.0 |
| D | Write half a page note why the Section is the best | | |  |
| E | **Evaluation by Director** | | | **15.0** |
|  | **Grand Total** | | | **100.0** |
|  | I certify that the details provided in the Application Form refer to the work carried out by me and are true to the best of my knowledge | | |  |
|  | **Signature of the Section Head with Date** | | |  |