**Annexure-7**

**PROFORMA**

**APPLICATION FOR THE BEST ADMINITRATIVE STAFF OF CIFE**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Basic Details | | | Score | |
| A | Basic details | | | |
| 1 | Name of the Candidate |  | | |
| 2 | Designation |  | | |
| 3 | Date of Joining CIFE |  | | |
| 4 | Qualification |  | | |
| 5 | Division/Centre/Section in which working |  | | |
| 6 | CL, EL, HPL (Medical), CCL Availed during the reporting period |  | | |
| B | Responsibilities and Duties related | | | 50.0 |

|  |  |  |
| --- | --- | --- |
| **1** | The number of receipts/files cleared in a day  5-10 :5 marks, 1-15: 10 marks more than 15: 15 marks | 15.0 |
| **2** | The time taken to process the receipts/files  Within 8 working hours 10.0 marks, 8 to 16 hours, 5.0 marks, 16-24 hours 2.0 marks | 10.0 |
| **3** | Associated with the dropping of audit paras  More than 15 paras 10.0 marks, 10-15 paras 5 marks, 5-10 paras 2.5 marks | 10.0 |
| **4** | Maintaining and updating store inventory/Register  New inventory digitized-5 marks  Up- to-date digitized inventory  More than 15 inventory 5.0 marks, 10-15 inventory 2.5 marks, Above 5 inventory 1.0 mark  Number of equipment etc condemned and a dead stock register | 10.0 |
| **5** | Number of correspondence in Hindi  250 and above 3.0 marks, Between 150 and 250 2.0 marks, Between 100-150 1.0 mark  noting in Hindi in e-office More than 250- 2.0 marks maximum | 5.0 |
| **6** | Number of equipment, non-consumables condemned /auctioned  More than 25 4 marks, 20-25- 3 marks, 10-15 2 marks, 5-10 1 marks | 4.0 |
| **7** | What new procedure have you adopted or modified or suggested to your controlling officer for enhancing the work efficiency  2 marks for each | 4.0 |
| **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 |
| **C** | **Contributions to Institution Building Activities and Extracurricular and Co-curricular activities** | **25.0** |
|  | Member of various committees  0.5 marks for each committee | 2.5 |
|  | Associated with organizing various events/Meetings/ Staff welfare etc  0.5 marks for each event/Meeting | 2.5 |
|  | Training program attended/Skill acquired/Degree/Diploma obtained  1.0 marks for each | 5.0 |
|  | Participation in sports at Institute/Zonal/National level and medals won  National level: Gold Medal-3 marks, other medals 2.0 marks  Zonal level: Gold Medal-2 marks, other medals 1.0 marks  Institute level: Gold Medal-1 mark Other medals 0.5 marks | **8.0** |
|  | Participation in literary and cultural events at Institute/Zonal/National level and awards won  National level: First prize-3 marks, other prizes 2.0 marks  Zonal level: First prize-2 marks, other prizes 1.0 marks  Institute level: First prize- 1.0 marks, other prizes 0.5 marks | **8.0** |
| **E** | Write a note stating why I am the best staff in not more than half a page (Hindi/ English) |  |
| **F** | **Evaluation by Head of Section** | **10.0** |
| **G** | **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 Applicant with Date** |  |
|  | **Recommendation & Signature of Head of Division/Centre with** |  |