

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI

No. [E-26301] A-10/016/27/2020/HR-C

Dated : 19.11.2020

OFFICE MEMORANDUM

Sub: Renewal of term of Contractual Engagees under Contractual Policy 2012 – revision of process and Performance Appraisal form - reg.


Instructions have been issued by this Secretariat from time to time for prescribing the procedure for referring proposals to Prasar Bharati Secretariat for considering renewal of engagement term of contractual engagees. It has been noticed that some of the Directorates/Verticals have not been adhering to the time lines prescribed causing delay in processing of such cases.

2. In order to streamline the process of renewal of term of contractual engagees, following steps are required to be adhered to by all concerned :

- i. The process for renewal of contract in respect of contractual engagees must be initiated by the Directorates/Verticals concerned well in advance, completed in all respects and forwarded to Prasar Bharati Secretariat by 1st day of December/ June month (for contractual engagees whose term is going to expire on 31st December/30th June) or at least one month before the period of completion as the case may be. Delay in submission of cases is not acceptable and would be forwarded with a suitable justification duly recommended by the respective DG. In this regard, workflow for performance appraisal at Annexure-I refers.
- ii. Proposals should be accompanied with check-list (at Annexure-II), copy of Performance Appraisal Reports in the prescribed revised format wherever required, copy of report/minutes of PAC of respective Directorate and recommendations of the DG etc. It would be obligatory on the Directorates to ensure that the proposals are complete in all respect.
- iii. The Revised Performance Appraisal Form (Form No. CON-APP-1.0-2020) is enclosed along with as Annexure-III. General guidelines for filling up the Revised Performance Appraisal Form are also enclosed at Annexure-IV. **It will be ensured that all appraisals are filled in the new format. No performance appraisal should be filled in earlier format.**
- iv. As per the new process, all respective PACs are required to assess submissions from Zonal Heads and give their recommendations in the form of Relative Ranking. No common/same ranking will be given in any discipline. This ranking is be done both at the level of Zonal Head and DG, where it will be compiled.

- v. The PAC is required to give ranking in five categories viz. 'Outstanding'(5%), 'Above Expectations' (15%), 'Met Expectations' (60%), 'Below Expectations' (15%) and 'Poor performance way below expectations' (5%).
 - vi. As per the new process, all respective PACs are required to assess submissions from Zonal Heads and give their RECOMMENDATION ON RENEWAL / NON-RENEWAL OF CONTRACT as per the format enclosed at Annexure-IIA (to be submitted along with Check List (Annexure-II)).
3. It would be obligatory on the Directorates/Verticals to ensure that the proposal are complete in all respects, as the onus on delay in processing of cases due to incomplete proposals would lie with the Directorates/verticals.

This issue with the approval of CEO, Prasar Bharati.



(Sunil Bhatt)
Dy. Director (TM&SO)

Encl: As above

To,

- i. DG: AIR, DG: DD, DG: NSD, DG: N&CA
- ii. Head of Sales; Head (PBNS&DP)
- iii. ADG(A) Zone, North/East/West/South/NE Zone, PB
- iv. ADG(A), NABM/ADG, CPC
- v. DDG(A), DG: AIR/ DDG(A), DG: DD/ Director(A), DG: NSD/ DD(HR), DG: N&CA,
- vi. DDG (Central Archives), DDG (Sports)

Copy to:-

- i. Staff Officer to CEO, Prasar Bharati
- ii. PS to Member (F), Prasar Bharati
- iii. PS to ADG (A), Prasar Bharati
- iv. DDG (Tech) for uploading of the OM on E-office & PB website.

Annexure-I

Work Flow for Revised Performance Appraisal

- ii. Admin Wing to ensure that Performance Appraisal Form is forwarded to all Contractual Engagees at least 10 weeks before expiry of tenure.
- iii. Appraisee (Contractual Engagees) to fill Self Appraisal parts in the Form and submit to Admin wing at least 8 weeks before expiry of tenure.
- iv. Controlling Officer to fill the Form for his/her part and forward it to Reviewing Officer within one week of receiving the Form.
- v. Reviewing Officer will fill the Form relevant to his/her part and forward to ADG Zone within one week of receipt of the Form.
- vi. ADG Zone will further mention comments on his/her part and forward compiled list & Forms to Directorate within one week of receipt of the Forms.
- vii. DG/Verticals will further review the comments in PAC meeting and forward the Forms along with the PAC recommendations to Prasar Bharati Secretariat within one week of receipt of the Forms from ADG Zone.
- viii. The above process to be completed and forwarded to Prasar Bharati Secretariat at least one month before expiry of contract.
- ix. Prasar Bharati Secretariat will examine and process the renewal order after scrutiny and Approval of CEO within one month of receipt of the forms, recommendations of PAC.

Annexure-II

**CHECK LIST/INFORMATION SHEET FOR FORWARDING CASES OF
RENEWAL/ENGAGEMENT OF CONTRACTUAL ENGAGEES TO PRASAR
BHARATI SECRETARIAT FOR OBTAINING APPROVAL OF CEO/PRASAR
BHARATI BOARD**

Sl. No.	Particulars	INFORMATION (Please score out whichever is not applicable)
1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Age as on date	
5.	Whether the case of fresh engagement or renewal of tenure	Fresh engagement/ renewal
6.	Proposed period of renewal/engagement	
7.	Job description in detail	
8.	Reporting to	
9.	Method of engagement	
10.	Educational Qualification	
11.	Professional Qualification	
12.	Details of Previous Engagement (in case of fresh engagement)	
	(a) Name of organisation	
	(b) Designation	
	(c) Job Profile	
	(d) Emoluments last drawn	Rs.
13.	In case of renewal, please indicate the justification for renewal (in Annexure-IIA)	
14.	Date of initial joining (in case of renewal)	
15.	Date of expiry of current tenure (in case of renewal)	
16.	Present Monthly Remuneration	Rs
17.	Whether increase in remuneration recommended (in case of renewal). If yes, please indicate the higher remuneration recommended and the date from which higher remuneration is recommended	Yes/No Rs..... Date.....
18.	Whether any other facility(ies) being extended	Yes/No
19.	If yes, please indicate details of monthly	

Signature of the authorized officer:

Name of the authorized officer:

Designation:

Date:

Tel No.:

Email ID:

Annexure-IIA

RECOMMENDATION ON RENEWAL / NON-RENEWAL OF CONTRACT

(to be submitted along with Check List (Annexure-II)).

To be filled by the Controlling Officer		
1. Whether renewal recommended or not. (Yes/No)		
2. If Yes, than proposed period of new contract	From:	To:
Justification for Requesting Renewal (<i>with reference to quantum of work to be handled</i>)	Assignment for New Contact period	Target to be achieved
(Signature of the Controlling Officer)		
Place: Letter	Name in Block	
Date:	Designation Office Seal	
To be filled by the Reviewing Officer		
3. Whether renewal recommended or not. (Yes/No)		
4. If Yes, than proposed period of new contract	From:	To:
Justification for Requesting Renewal (<i>with reference to quantum of work to be handled</i>)	Assignment for New Contact period	Target to be achieved

Place	(Signature of the Reviewing Officer) Name in Block Letter	
Date	Designation Office Seal	
To be filled by the ADG (A) of Zone/ Head of Sales/ Head (PBNS&DP)		
5. Whether renewal recommended or not. (Yes/No)		
6. If Yes, than proposed period of new contract	From:	To:
Justification for Requesting Renewal (<i>with reference to quantum of work to be handled</i>)	Assignment for New Contact period	Target to be achieved
Place	(Signature of the ADG (A) Zone/ Head Sales/ Head PBNS&DP) Name in Block Letter	
Date	Designation Office Seal	

Annexure-III

Form no CON-APP-1.0-2020

Name of Contractual: _____
 Appraisal Period Dates: _____
 (to be placed on top of all pages)

PERFORMANCE APPRAISAL FORM – CONTRACTUAL ENGAGEMENT**SECTION-I**
(PERSONAL DATA)

1. CON HRIS No :-	
2. Name :-	Designation :-
3. Date of Birth :-	Vertical :-
4. Present tenure From:	To:
5. Present Remuneration(pm)- Rs:	
6. Present Appraisal Period From:	
To:	
7. Place of Work during Appraisal Period:	
8. Controlling Officer :- Name:-	
Designation:-	
9. Reviewing Officer :-Name:-	
Designation:-	
10. Leave availed (days) during the appraisal period:-	
Leave availed (days) without remuneration:-	
11. Date of initial engagement :-	
Date of last renewal if any:-	

SECTION - II
SELF ASSESSMENT

1. Nature of duties as per contract:		
2. Deliverables: Targets and Achievement be filled in by appraise)		(To
Targets/Objectives/Goals set for you at the beginning and during the term (in quantitative terms)	Achievement thereof. Also indicate items, in which there has been significantly higher achievement & your contribution thereto	Shortfall, if any. Please specify constraint in achieving the target

Place	(Signature of Appraiser)
	Name in Block Letter-
Date	Designation

SECTION – III
ASSESSMENT/APPRAISAL

1. Work Output		(Weight – 50% of total)	
Parameters	Appraisal of work output in Scale of 01-10		
	By Controlling Authority	By Reviewing Authority	
a. Accomplishment of targets as per work allotted			
b. Quality of output			
c. Work Planning			
d. Proficiency			
e. Conformity to procedural step for completion of task			
f. Timely completion			
g. Accomplishment of exceptional work			
h. Accuracy in work done			
Overall Average of Work Output (1) :-			
2. Personal Attributes		(Weight – 30% of total)	
Parameters	Appraisal of Personal Appraisal in Scale of 01-10		
	By Controlling Authority	By Reviewing Authority	
a. Attitude to work			
b. Sense of Responsibility			
c. Team Spirit			
d. Maintenance of Discipline			
e. Punctuality			
f. Inter-personal Relations			
g. Leadership Qualities			
h. Self Management			

Overall Average of Personal Attributes (2) :-			
3. Functional Competency		(Weight-20% of total)	
Parameters	Appraisal of Functional Competency in Scale of 1-10		
	By Controlling Authority	By Reviewing Authority	
a. Knowledge in the area of work			
b. Resourcefulness			
c. Coordination Ability			
d. Analytical ability			
e. Strategic thinking			
f. Communication Skill (oral/writing)			
g. Adherence to time schedule			
h. Decision making ability			
i. Ability to motivate and mentor Subordinates			
j. Ability to understand instructions and follow them			
Overall Average of Functional Competency (3) :			
-			
4. Calculated average by apply the following formula.			
Weighted Average of points: [50(1) + 30(2) + 20(3)] / 100			
5. Relations with the public (wherever applicable)			
6. Status of Health			
7. Integrity			
8. Pen-picture of performance of the appraise by Controlling officer:			
9. Overall Grading by Controlling officer: (weightage of 40%)			
(Signature of the Controlling Officer)			
Place:	Name in Block Letter		
Date:	Designation Office Seal		

SECTION -IV

10. Pen-picture and Recommendations of the Reviewing Officer:	
11. Overall Grading by Reviewing officer: (weightage of 40%)	
Place	(Signature of the Reviewing Officer) Name in Block Letter
Date	Designation Office Seal

SECTION -V

12. Pen-picture and Recommendations of the ADG Zone/Head Sales/ Head PBNS:	
13. Overall Grading by ADG Zone/Head of Sales/ Head (PBNS&DP): (weightage of 20%)	
14. Overall Grading= {40(Controlling officer i.e. Sr.No. 9)) + 40 (Reviewing officer i.e. Sr.No. 11) + 20(ADG A Zone/Head of Sales, Head (PBNS&DP) i.e. Sr.No. 13) }/ 100 =	
Place	(Signature of the ADG A Zone/ Head of Sales/ Head (PBNS&DP)) Name in Block Letter

Date

**Designation
Office Seal**

Annexure-IV**General guidelines for filling up the Performance Appraisal Form****Introduction**

The Performance Appraisal Report is an important document. The appraisee, the Controlling Authority and the Reviewing Authority should give high priority to filling up the form. This is required to complete the appraisal and renewal process in time bound manner.

Performance appraisal should be used as a tool for human resource development. Controlling Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. The Controlling Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

The columns should be filled with due care, attention, responsibility and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

Performa

The revised Performa for the Performance Appraisal comprises of 4 sections. The requirement under each section and the authority responsible for filling up these sections is indicated in the table below.

Section No.	Information Required	Authority responsible for filling up
1	Personal Data	Administrative Division/Wing
2	Self Assessment	Appraisee
3	Assessment/Appraisal	Controlling Authority followed by the Reviewing Authority
4 & 5	Recommendations	Reviewing Officer/ADG (A) Zone/Head of Sales/ Head (PBNS&DP)

Section-I

This section should be filled up in the Administration Division/Wing. Period of report could either be the entire Controlling year or part thereof, if the Controlling officer has changed during the tenure being reported.

The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose.

Section-II

In Section II, the appraisee is first required to give brief description of his/her duties and responsibilities. This need not be very lengthy and would normally not

exceed about 100 words. Ideally, this should be in bullet form.

It is not necessary that the work plan should be entirely quantitative in nature. While some assignments permit quantitative work targets to be fixed, others do not. Where quantitative targets are not possible, it would be adequate to indicate specific work proposed to be accomplished.

It is possible that the appraisee has accomplished certain major tasks which were not foreseen either at the commencement of the year or even during the mid year. Examples of these may be relief and rescue work following a natural calamity or dealing with some other kind of emergency. Section II provides for such unforeseen work accomplished/underway to also be recorded by the appraisee to project his/her complete achievements during the year.

Section II also provides an opportunity for the appraisee to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year.

This section also requires the appraisee to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.

Appraisee is also required to mention the shortfalls, if any, in achievement of targets/objective set for him at beginning of tenure and during the terms and specify the constraints liable for the same.

Section-III

This section relates to the actual appraisal and is to be recorded by the controlling authority following by the reviewing authority. This section requires the Controlling/Reviewing authority to record a numerical grade in respect of the work output of the appraisee both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the Controlling/Reviewing authority should take into account the costs incurred (whether the appraisee has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

The Controlling/Reviewing authority is also required to record a numerical grade in respect of certain personal attributes and functional competencies. As mentioned in the proforma, some of the attributes only relate to particular posts and need not be given in respect of officers occupying different posts.

The numerical grading should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them.

Separate averages of work output/Personal Attributes and Functional

Competency should be mentioned in space provided and thereafter weighted average of points should be worked out individually by controlling authority and reviewing authority.

Section III then requires the Controlling authority to comment on section II as filled out by the appraisee, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the Controlling authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

This section then requires the Controlling officer to comment on the skill upgradation needs as identified by the officer. In case, the Controlling officer agrees with the training needs indicated by the appraisee, he/she is required to indicate specific steps taken/proposed to be taken by him/her to enable the appraisee to have the skill upgraded. In case, he/she disagrees with the appraisee, he/she should record his/her reasons for such disagreement.

Controlling officer is also required to comment on the integrity of the appraisee along with relations with public as well as status of health. If there is any doubt or suspicion about integrity, the column should be left blank and a separate secret note should be recorded and followed up.

Section IV & V

The review officer is required to record a pen-picture, not exceeding about 100 words. The pen picture should also be briefed by the reviewing officer as explained for controlling officer above.

For the contractual working in Kendra/Stations, an additional review/overall grading is also required by the ADG (Zone) along with comments the pen picture or the contractual and his/her further requirement in that position in Prasar Bharati.