

CHAPTER - 8

MISCELLANEOUS SERVICE MATTERS

References

1. Appendix G - Record of Service Article 151
2. Appendix H - Attestation and Identity Certificate Article 152
3. Appendix J - Detailed Instructions for Preparation and Maint of ACRs Article 153
4. Appendix K - Report on Probationer: Director/Principal (Head of Institution) Article 154
5. Appendix L - Report on Probationer: Staff other than Director/ Principal (Head of Institution) Article 154

Service Records.

151. (a) **Service Book.** A service book will be maintained by all Institutions in respect of all employees as per format forwarded vide HQ AWES letter No B/45710/R/AWES dated 05 Feb 2003.
- (b) **Personal File.** For each employee of the institution, a personal file should be opened in the institute's office soon after he/she joins the institution. On his/her first appointment in the institution, the particulars of the employee may be filled in the Record of Service (Appendix G) a copy of the same will be placed in personal file.

Verification of Character and Antecedents

152. All employees of the Institutes will furnish their antecedents in duplicate as per the attestation and identity certificates given at Appendix H within 3 months of their appointments.

Please delete Article 153 and insert fresh Article 153 in AWES Rules and Regulations Vol-II for Army Colleges/Institutions as under :-

Annual Confidential Report

153. The work and conduct of each member of the staff has to be reported on at the end of the academic year in the prescribed Confidential Report Forms. Detailed instructions for the preparation and maintenance of Annual Confidential Reports are given in Appendix J. ACRs in respect of the Institution staff will be initiated and reviewed as under :-

Employee	IO	RO	Technical Reporting Officer	SRO
(a) Director (Head of Institution)	Chairman	Patron	MD AWES	COS Command
(b) Principal	Director / Chairman	Chairman / Patron	MD AWES	Patron / COS Command
(c) Registrar (Civilian)	Principal / Director	Director / Chairman	MD AWES	Chairman / Patron
(d) Professors / Associate Professors/Tutor	Head of the Department	Principal / Director	-	Chairman / Patron
(e) Lecturers	Principal	Director / Chairman	-	Chairman / Patron
(f) Warden	Registrar	Principal / Director	-	Director / Chairman
(g) Librarian	Principal	Director / Chairman	-	Chairman / Patron
(h) Lab Attendant	HOD	Principal / Director	-	Director / Chairman
(i) Clerks, PA, Receptionist, Adm Staff and other Gp D' Staff	Registrar HOD / Registrar / Joint Director	Principal / Director	-	Director / Chairman

Please add new note 01 as under and renumber notes 01 to 08 as 02 to 09 :-

1. ACRs of Principals, Directors and Registrar (Civilian) will be sent to HQ AWES after remarks of the reviewing officer for endorsement of technical report by MD AWES. HQ AWES will thereafter forward the ACRs to the SRO.

(Auth : HQ AWES letter No B/45902/Amdt/C/AWES dated 12 Jan 2012)

Add under mentioned fresh note at Ser 02 to the Notes to the article 153 and renumber Notes 02 to 9 as 03 to 10.

2. Where Patron (Corps/Area Commander) is the RO the Chief of Staff Command will be the SRO. Where Chief of Staff Command (COS) is Patron and RO, the endorsement by the SRO will be dispensed with and it will be a two man report.

(Auth : HQ AWES letter No B/45902/Amdt/C/AWES dated 13 Feb 2013)

for initiation and review of ACR.

- 4.5 In case, the employee does not complete 90 days under the initiating officer, the report can be initiated by the reviewing officer provided the employee completes 90 days of physical service under him.

- 5.6 In case, the employee does not complete 90 days under the initiating officer or the reviewing officer, a delayed ACR can be initiated upto 60 days from the due date.

- 8.7 Early ACR ie 90 days prior to the due date of initiation, can be initiated in case IO is demitting office and employee(s) is/are unlikely to complete 90 days of physical service under New IO for initiation of ACR on due date.

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- (c) That his defects are such that extension of :
probation would not lead to any improvement in
his work/conduct and that therefore his services
should be terminated.

9. If the chairman's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective HQ Command for final disposal. (Please state herein whether the copy is attached).

Signature of the Initiating Officer

Name : Designation :
Date :

REMARKS OF THE REVIEWING OFFICER

Signature of Reviewing Officer

Name : Designation :

Date :



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Name of the College _____

ANNUAL CONFIDENTIAL REPORT : PRINCIPAL PERIOD FROM
TO

PART – I PERSONAL DATA AND SELF APPRAISAL

(This report should be initiated by the Director/Chairman of the Institute
Managing Committee and reviewed by the Chairman/Patron of the College)

1. Name
2. Date of Birth
3. Educational Qualifications
4. Date of appointment
5. Details of probation period (If any) 6. Period of absence from duty (on leave,
training etc) during the year.
7. Self Appraisal (To be filled in by the individual
reported upon)
8. (a) Academic and Professional achievements
during the year including degrees/diplomas
obtained, books/articles published, and training
courses attended etc.

(b) Enumerate items of task and targets if any
assigned by the Director/Chairman,
Managing Committee to the individual
reported upon during the period.

(c) Brief resume of the work done by the
individual during the period reported upon,
bringing out academic, administrative, cocurricular
activities and any other special achievement. (The
resume should not exceed
300 words)

(Signature of Principal Reported upon)

Date :



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PART – II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER

1. Does the Initiating Officer agree with all that is recorded under Para 7 of Part-I by the individual. If not, enumerate the extent of disagreement with reasons.
2. General Comments on the functioning and results achieved by the College.
3. Academic Proficiency and application of knowledge and professional skills (teaching skills) on the job.
4. Supervisory skills and organizing ability in instructional and other programmes.
5. Awareness of latest innovations in the field of education and their implementation in the College.
6. Administrative ability:-
 - (a) Knowledge of Rules, Instructions and Procedures of AWES/University/Regulatory Bodies.
 - (b) Ability in written expression.
 - (c) Maintenance of records including accounts.
7. Discipline
8. Control and Management of staff and students:-
 - (a) Maintenance of order and discipline amongst students and staff.
 - (b) Ability to get work from staff and motivate students.
 - (c) Relations with parents, organizations and the Managing Committee
 - (d) Relations with staff and students.
9. Honesty and Integrity.
10. Stamina both physical and mental.
11. Selflessness and Dedication to organization and service.
12. Pen Picture
13. Grading.
(Confine the grading to the following expressions :- Outstanding/ Very Good/ Good/ Average/ Below Average)



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(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, Grounds for giving such a grading should be clearly brought out.)

14. Recommendation for retention in the post.

Recommended/ Not
Recommended

Signature of Initiating Officer

Name :

Designation : Date :



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PART -III REMARKS OF THE REVIEWING OFFICER

1. Do you agree with the initiating Officers' assessments contained in Part II? If not, the extent of disagreement.
2. Overall assessment of performance and Qualities.
3. Grading.
(Confine the grading to the following expressions :-

Outstanding/Very Good/Good/
Average/Below Average,)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for Retention in the post. : Recommended/Not Recommended

Signature of Reviewing Officer

Name :

Designation :

Date :



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Name of the College-----

ANNUAL CONFIDENTIAL REPORT : LECTURERS

PERIOD FROM-----TO-----

(This report should be written by the Principal and should be reviewed by the Director / Chairman of the IMC).

1. Name of Lecturer :
2. Date of Birth :
3. Designation of post held :
4. Date from which continuous : Appointment is held
5. Basic pay on 31 March of year of Report and pay scale :
6. Educational Qualification (including training degree/diploma) :
7. Class(es)/Subject(s) taught at present :
8. Academic competence (i.e. knowledge of the subjects taught) :
9. Competence to Teach :
10. Contribution to co-curricular activities :
11. Organising capacity :
12. Initiative and resourcefulness :
13. Popularity with students :
14. Capacity to maintain discipline :
15. Amenability to discipline :



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16. Relations with superiors :
17. Relations with colleagues :
18. General Character :
19. Capacity to assume higher Responsibility :
20. Brief mention of outstanding or notable Work, if any, meriting special Commendation. :
21. Whether reprimanded for indifferent work or for other causes during the period under review :
22. Pen picture :
23. Grading :

Confine the grading to the following expressions :-

Outstanding/Very Good/Good/
Average/Below Average
(An individual should not be graded
Outstanding unless exceptional
Qualities and performance have been
Noticed, grounds for giving such a
Grading should be clearly brought out)

24. Recommendation for Retention in the post : Recommended/Not Recommended

Signature of Initiating Officer

Name :

Designation :

Date :



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REMARKS OF THE REVIEWING OFFICER

1. Grading
Confine the grading to the following expressions :-

(Outstanding/Very Good/Good
Average/Below Average.)

(An individual should not be graded
Outstanding unless exceptional
Qualities and performance have been
Noticed, grounds for giving such a
Grading should be clearly brought out).

2. Recommendation for : Recommended/Not Recommended retention in the
post.

Signature of Reviewing Officer

Name :

Designation :

Date :



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of the College, _____

ANNUAL CONFIDENTIAL REPORT : NON-TEACHING STAFF PERIOD
FROM _____ TO _____

(This report should be written by the Registrar and should be reviewed by the Principal).

1. Name
2. Date of Birth
3. Designation of post held
4. Date from which continuous Appointment is held
5. Basic pay on 31 March of year of Report and pay scale.
6. Educational and other Qualifications
7. Brief description of duties allotted
8. Observations on:- (a) Intelligence (b) Initiative.
 - (c) Devotion to duty
 - (d) Skill in the work on which employed
 - (e) Whether maintains all registers and accounts
Tidily and up-to-date
 - (f) Amenability to discipline
 - (g) Relations with superiors
 - (h) Relation with other staff
 - (j) Punctuality in attendance
9. Whether responsible for any outstanding
Work during the period under review
Meriting special commendation
10. Whether reprimanded for any indifferent Work or for other reasons during the period
Under review.
11. General assessment of good and bad qualities
12. Pen Picture
13. Grading.



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(Confine the grading to the following expressions:-

Outstanding/Very Good/Good/Average/Below Average.

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

14. Recommendation for : Recommended/Not Recommended retention in the post.

Signature of Initiating Officer
Name
Designation
Date

REMARKS OF THE REVIEWING OFFICER

1. Grading.

(Confine the grading to the following expressions:-

Outstanding/Very Good/Good/Average/Below Average.)

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

2. Recommendation for : Recommended/Not Recommended retention in the post.

Signature of Reviewing Officer
Name
Designation
Date

Annexure IV to Appendix J
(Article 153 refers)

Name of the College _____



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ANNUAL CONFIDENTIAL REPORT : GROUP 'D' STAFF PERIOD
FROM _____ TO _____

(This report should be written by the Registrar and should be reviewed by the Principal).

1. Name
2. Post held
3. Date of Birth
4. Present pay and scale of pay
5. Educational Qualifications
6. Brief description of duties allotted
7. Date from which continuously Working in the College
8. Can he read and write (a) Hindi
(b) English
9. Observations on :-
 - (a) Intelligence
 - (b) Amenability to discipline
 - (c) Honesty and integrity
 - (d) Punctuality
 - (e) Devotion to duty
10. General comments
11. Pen Picture

12. Grading.

(Confine the grading to the following expressions:-

Outstanding/Very Good/Good/ Average/Below

Average.

(An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)


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13. Recommendation for : Recommended/Not Recommended retention in the post.

Signature of Initiating Officer
Name
Designation
Date

PART -III REMARKS OF THE REVIEWING OFFICER

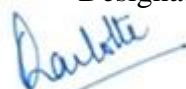
1. Do you agree with the initiating Officers' assessments contained in Part II. If not, the extent of disagreement.
2. Overall assessment of performance and Qualities.
3. Grading.
(Confine the grading to the following expressions :-

Outstanding/Very Good/Good/
Average/Below Average,)

(An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for : Recommended/Not Recommended Retention in the post.

Signature of Reviewing Officer
Name :
Designation:



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Date :

Appendix K
(Articles 134(b), 135 (c) &
154 refers)

Name of the College _____

REPORT ON PROBATIONER : STAFF OTHER THAN PRINCIPAL PERIOD
FROM _____ TO _____

Note : Two reports are to be written by the Principal of the College and forwarded to the Director/Chairman. First report on the completion of 6 months of service after the date of appointment and the second on the completion of 11 months of service after the date of appointment.

1. Name of Appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of : appointment to the post.
5. Period of probation :
6. Date on which period of probation expires :
7. (a) Principal's report on the work conducted :
by the appointee during the period of probation
and subsequently.
(b) If any defects have been noticed, what are
: those defects?
(c) Were these defects brought to the notice:
of the appointee, either verbally or in
writing, with a view to give him an
opportunity to remedy those defects and
show necessary improvement?
d) What are the results of such verbal or:
written communications?
8. Does the Principal recommend:-



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- (a) That the appointee should be deemed to : have completed his period of probation satisfactorily?
- (b) That this probation should be extended and, : if so, for what period?

(c) That his defects are such that extension of : probation would not lead to any improvement in his work/conduct and that therefore his services should be terminated.

9. If the Principal's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective HQ Command for final disposal. (Please state herein whether the copy is attached).

Signature of the Initiating Officer

Name : Designation :

Date :

REMARKS OF THE REVIEWING OFFICER

Signature of Reviewing Officer

Name : Designation :

Date :



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