



छत्तीसगढ़ कामधेनु विश्वविद्यालय,

दुर्ग (छ.ग.)

क्रमांक: स्था./15 (7)/2017/ 1669

दुर्ग, दिनांक: 19/9/2017

//अधिसूचना//

छत्तीसगढ़ कामधेनु विश्वविद्यालय, दुर्ग के कार्य परिषद की 15वीं(आक.) बैठक दिनांक 09/08/2017 (प्रस्ताव क्रमांक-15.04) में लिये गये निर्णय अनुसार छ.ग. कामधेनु विश्वविद्यालय के प्रशासनिक अधिकारी- निदेशक, अधिष्ठाता एवं समकक्ष पदों हेतु प्रतिवर्ष लिखी जाने वाली गोपनीय चरित्रावली प्रपत्र (संलग्न) को वर्ष 2017-18 से लागू किया जाता है।

उक्त निर्धारित गोपनीय चरित्रावली प्रपत्र के भाग-2 में उल्लेखित बिन्दु 01 से 09 तक के लिए वर्ष के प्रारंभ में 15 अप्रैल तक सम्पूर्ण वर्ष में किये जाने वाले कार्यों का लक्ष्य प्रशासनिक अधिकारियों के द्वारा स्वयं निर्धारण कर विश्वविद्यालय को प्रस्तुत करना अनिवार्य होगा। निर्धारित लक्ष्य की प्राप्ति को समाहित करते हुए संबंधित वर्ष की गोपनीय चरित्रावली को प्रति वर्ष माह-अप्रैल के अंत तक विश्वविद्यालय को प्रस्तुत कराना अनिवार्य होगा।

मान. कुलपतिजी के आदेशानुसार


कुलसचिव

पृ. क्रमांक: स्था./15 (7)/2017/ 1670

दुर्ग, दिनांक: 19/9/2017

प्रतिलिपि :-

1. मान. कुलपतिजी के निज सहायक छ.ग. कामधेनु वि.वि., दुर्ग।
2. वित्त अधिकारी, छत्तीसगढ़ कामधेनु विश्वविद्यालय, दुर्ग।
3. अधिष्ठाता, पशुचिकित्सा एवं पशुपालन महाविद्यालय, अंजोरा (दुर्ग)/ बिलासपुर दुग्ध विज्ञान एवं खाद्य प्रौद्योगिकी महाविद्यालय, रायपुर/मात्स्यिकी महाविद्यालय, कवर्धा।
4. निदेशक, अनुसंधान सेवायें,/शिक्षण/विस्तार/ अधिष्ठाता, छात्र कल्याण छ.ग. कामधेनु विश्वविद्यालय, दुर्ग।
5. निदेशक/प्राध्यापक एनीमल बायोटेक्नोलॉजी/वाईल्ड लाईफ हेल्थ एण्ड फोरेंसिक सेंटर /कामधेनु एवं पंचगव्य अनुसंधान केन्द्र छ.ग. कामधेनु वि.वि.,दुर्ग।
6. कार्यपालन अभियंता, छ.ग. कामधेनु विश्वविद्यालय, दुर्ग।
7. विश्वविद्यालय, पुस्तकालयाध्यक्ष, छ.ग. कामधेनु विश्वविद्यालय, दुर्ग।
8. प्रभारी अधिकारी, वेटनरी पॉलीटेक्निक, छ.ग. कामधेनु विश्वविद्यालय, दुर्ग।
9. प्राचार्य, वेटनरी पॉलीटेक्निक, जगदलपुर, सूरजपुर, महासमुंद एवं राजनांदगांव।
10. प्रभारी अधिकारी, जनसंपर्क, छ.ग. कामधेनु विश्वविद्यालय, दुर्ग।
11. प्रभारी अधिकारी, आई.सी.टी सेल, छ.ग. कामधेनु विश्वविद्यालय, दुर्ग। कृपया विश्वविद्यालय वेब साईट में अपलोड करने का कष्ट करें।


कुलसचिव

**CHHATTISGARHKAMDHENUVISHWAVIDYALAYA,
DURG(C.G.)**

Confidential Character Roll for Vishwavidyalaya Statutory/Administrative/Subordinate
Administrative Officers of the year -----

PART- I (To be filled by concerned officer)

1. Name of the Officer : _____
2. Post held : _____
3. Place of present posting : _____
4. Pay Scale and present basic Pay : _____
5. Date of Joining in present post : _____
6. Date of Joining in the V.V. : _____

Signature of Concerned Officer



PART- II (To be filled by concerned officer)

S. No.	Particulars	Target	Achievement	Page---
I.	Activities related to academics of the Students.			
II.	Activities related to student awareness and personality development.			
III.	Extracurricular activities and celebrations in the college premises.			
IV.	Activities related to institutional building.			
V.	Initiatives for overall development of the institution.			
VI.	Initiatives related to research activities.			
VII.	Initiatives related to extension activities.			
VIII.	Personal academic achievements.			
IX.	Any pending work assigned by V.V.			
X.	Any personal enquiry pending.			
XI.	Financial			
Separate sheets are to be attached for point 1(I) to 1 (XIII)				

Signature of Concerned Officer



PART- III

(To be given by reporting/Reviewing /accepting officer)

A. Nature and type of work:-

1. Please comment specifically on the information furnished by concerned officer against point 1.i. to 2.xi of PART-II regarding fulfilment of target, objectives and constraints. Any limitations in achieving the target may be specified.

2. Quality of rendered work:-

Please comment on work rendered by concerned officer pertaining to quality of work, targets and constraints (if any).

3. Knowledge of work field:-

Please comment separately on knowledge level of assigned work, related instructions and their execution.

B. Speciality/Expertise

1. Outlook/Assertiveness towards work:-

Please comments on level of dedication and enthusiasm of officer while rendering the assigned work.

2. Decision taking capability:-

Please comments on capability of officer to take rational decision considering the assumption of merits and demerits.

3. Initiatives:-

Please comments on zeal of officer to undertake additional responsibility in the new field and capacity to deal successfully in event of an unapparent situation.

4. Capacity of inspiration and motivation:-

Please comment on capability of officer in terms of his attitude to motivate others and gain confidence of subordinates while executing the assignment.

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5. Communication skill:-

Please comment on capabilities of officer regarding communication skills and to present rational justification related to the assignment.

6. Individual relation and team work:-

Please comments on the individual relation of officer with subordinates and higher authority along with capabilities to appreciate the advice and plan of others. Please comment the capabilities of officer as member of team and capacity to motivate the team spirit along with excellence of work rendered by team.

7. Relation with common public:-

Please comments on the approach of officer to outreach the issues of common people and fulfilment of the same.

8. Attitude of officer to deal with matters concerned to ST, SC and other weaker sections of the society.

C. Additional quality/specialities

1. Capacity of officer to formulate rational proposal in relation to forecasting the issues and necessary arrangement of funds for running the project accordingly.

2. Capacity of officer regarding inspection pertaining to equal distribution of work, selection of suitable workers in view of assigned work along with rendering necessary guidelines and reviewing capacity of the assigned work.



PART-IV

(To be given by reporting /Reviewing /Accepting officer)

1. General Remarks (to include observations on intelligence, character, integrity, zeal, energy, initiative, capability relation with staff and superiors) :

2. Specific Remark :

3. Grading:

(The Grading will be like this +A- Excellent, A- Very Good, B- Good, C- Satisfactory, D- Poor)

(Alphabet letter with text is to be graded)

Place:

Date :

(Signature)

Name in Block Letters of Vice Chancellor

