

Se. No III(R)

Most-Immediate-4
By S/O. Messanger

A-10/216/2013-PPC

Prasar Bharati

(India's Public Service Broadcaster)

Prasar Bharati Secretariat

New Delhi, dated the 20th December, 2013

OFFICE MEMORANDUM

Subject: Assessment of Special Assignees/Assignees/Consultants/Associates and other contractual engagees.

Different categories of contractual engagements are being made in Prasar Bharati Secretariat, DG AIR, DG Doordarshan and the field offices in accordance with the Contractual Policy approved by the Prasar Bharati Board and circulated on 27.9.2012. The policy, inter-alia envisages performance appraisal of such engagees. Although assessment in some form or the other is being done, there is no specific proforma/parameters/procedure/ periodicity in place. It has, therefore, been decided that henceforth the assessment of such engagees would be done on quarterly basis. For the Special Assignee/Assignee, who are being paid a fee of more than Rs. 50,000 per month the assessment would be made in the proforma attached at Annexure I. For the Consultants or other contractual engages who are being paid fee upto Rs. 50,000 per month the performance would be assessed in the proforma at Annexure II. Performance of each contractual engagee would be evaluated based on the marks allotted on a scale of 10. Those who attain a minimum of 5 marks would be construed to have satisfactory level of performance. Those who attain less than 5 marks would be under observation and would be so informed to enable them to improve their performance. In case they get less than 5 marks in the subsequent quarter also, their continuance or otherwise would be referred to the Screening Committee. Further, at the time of considering extension of the contract, the Screening Committee as well as the Appointing Authority shall take due cognizance of the performance report given by the Controlling officer concerned before taking a decision about continuance/discontinuance of the services of the Consultant/Assignee. The quarterly assessment report of the Assignees, who are paid a fee of more than Rs. 1,00,000/- per month would be furnished to Prasar Bharati Secretariat by 15th of the month following the end of the quarter for placing the same before the Board in the next relevant meeting. Such a report for the current period should, however be sent to Prasar Bharati Secretariat by 26.12.2013 for placing before the Board in its forthcoming meeting on 7.1.2014.

For the others the DGs AIR and Doordarshan would furnish quarterly certificate to Prasar Bharati Secretariat certifying that the assessment of all such contractual engagees has been made in accordance with this procedure and a summary of the performance appraisal including number of contractuales disengaged, if any, shall be furnished to Prasar Bharati Secretariat by 15th of the month following the end of the quarter.

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The first such report ending 31st December, 2013 may be furnished before 15th January, 2014.


(Arvind Kumar)
Director (Personnel)

1. DG, Doordarshan, Doordarshan Bhawan, Copernicus Marg, New Dehii
2. DG, AIR, Akashwani Bhawan, New Delhi.
3. DG (News and Current Affairs), Doordarshan News, Doordarshan Bhawan, New Delhi.
4. DG (News), News Services Division, AIR , New Broadcasting House, New Dehi.

Copy for similar action to all the Controlling Officers in Prasar Bharati Secretariat.

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ANNEXURE I

Performance Appraisal of Shri (Name), Designation(-----) for the period -----

Name & Designation	Present Term	Fee per month	Performance (*)	Marks on a Scale of 10
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- Should include the following parameters.
 - (i) Work output
 - (ii) Attitude
 - (iii) Sense of responsibility
 - (iv) Maintenance of discipline.

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ANNEXURE II

Performance Appraisal of Shri (Name), Designation(-----) for the period -----

Name & Designation	Present Term	Fee per month	Performance (*)	Marks on a Scale of 10
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- Should include the following parameters.
 - (i) Work output
 - (ii) Attitude
 - (iii) Sense of responsibility
 - (iv) Maintenance of discipline.