**ANNEXURE-III**

**ANNUALWORK REPORT**

**Self Assessment by the officer reported upon**

1. Name
2. Designation
3. Area of S&T function

Part A

1. One page summary of the scientific and technical elements in the work done during the financial year:

4.a. New Initiative taken:

4. b. S&T content of the work done:

4.c. Innovation content of the work done:

1. Brief Description of evaluation parameters related to the officer's work function as given in the Appendix:

Assessment of work output

*(Out of the five broad parameters given at Appendix, the Officer may choose at least twenty sub parameters of 5marks each for 100 marks in total relevant to the work function of the officer).*

|  |  |  |
| --- | --- | --- |
| **SL**No. | Brief Description of the parameter on which the Officer has to be evaluated | Achievement made there to by the Officer concerned (maximum 50 words each forEach sub parameters) |
| 1 | Parameter: |  |
| Sub Parameter a.b.**c.**.. |
| 2 | Parameter: |  |
| Sub Parameter a.b.... |
| 3 | Parameter: |  |
| Sub Parameter a.b**.**... |

|  |  |  |
| --- | --- | --- |
| 4 | Parameter: |  |
| Sub Parameter a.b.... |
| 5 | Parameter:Sub Parameter a.b... |  |

(Signature of the officer reported upon) Name:

Designation:

# Appendix

**Parameters\* for Evaluation (Officer reported can choose at least twenty sub parameters given below) in consultation with the Reporting Officer**

|  |
| --- |
| **1.S&T Management/S&T Policy Product/Scientific and Technological Aspects** |
| * Extra and Intramural R&D projects handled/executed/monitored
* Scientific Notes/Reports/data base created/managed/handled
* S&T scheme or projects handled/launched/implemented/facilitated/managed
* S&T manuals/brochures/technology status report prepared
* S&T cooperation with other countries facilitated
* Signing of domestic/international MOU facilitated
* SFC/EFC/Cabinet Notes/Projects/Schemes prepared
* Technology Intelligence/foresight/assessment reports prepared
* Drafting/review of National/International standards for products/process
* Preparation of field report/observational data etc.
* Output/Outcomes of Research Projects generated
* Management of Scientific Resources
 |
| **2. Knowledge Product** |
| * Publications and invited lectures
* Patent/IPR documentation/copyrights/designs
* Output/Outcome Analysis for strategic S&T planning
* Development/Improvement of new/existing laboratory analytical method
* Development/Improvement of new/existing mathematical/statistical/dynamical models
* Preparation of data/meta data standards
* Development of Algorithms for IT solutions
* Development of convergent technology solutions
* Design and documentation of application software
* Preparation of technology status report
 |
| 3.**S&T Economic Product** |
| * Technology Developed/Facilitated
* Technology transferred/licenced/commercialised
* Consultancy projects carried out/income generated/EMR Grants receipt
* Licensing Fee/Income catalysed/facilitated
* Start-ups created
* Incubation Facilities created
* Technical services/Calibration implemented/facilitated
* Maintenance and upgradation of observational and Computational networks
* Capacity building
* Delivery of statutory/promotional services to industry
* Cost cutting Measures Implemented
 |
| **4.Capacity building and Promotion of S&T** |
| * HRDschemes managed/handled
* Skill Development/Rural Development Programme implemented
* Technology field demonstration/entrepreneurship training carried out
* Science education/knowledge dissemination
 |

|  |
| --- |
| * Training course designed and developed including capacity building
* PhD/M Tech/MSc Students guided/trained
 |
| 5.**S&T Services and Outreach activities** |
| * Outreach materials of R&D outputs disseminated
* Artisanal training/Skill Development Initiatives taken
* Grass root S&T related actions Technology adapted for local needs
* Participation in Field survey, data collection, scientific exploration
* Laboratory Accreditation, Good Laboratory Practice
* Inspection Survey, R&D Service
* Weather, Climate, Ocean, Seismological and Cryospheric services
* Environmental impact appraisals, Natural wealth and Hazard Assessment
* Testing and calibration service carried out
* Energy/environment audit carried out
* Design/development of regulatory framework
* Software/hardware/electronic products deployed/developed
* Good Manufacturing Practices
* Projects planning/monitaring/evaluation
* Maintenance and enhancement of e-Governance Projects
* Design, development and hosting of portals, web applications and websites for information/dissemination
* Management and prevention of security threats/vulnerabilities in Cyber Space
* Monitoring systems for implementation of Government Schemes and dissemination to public using ICT Tools
 |

\*Any other parameter not included above but included in the as S&T Output/Indicator in Annexure-II titled as" Criteria for identifying S&T Agencies/Organisations for implementation of Revised Flexible Complementing Scheme"

CRITERIA FOR IDENTIFYING S&T AGENCIES/ORGANSIATIONS FOR IMPLEMENTATION OF REVISED FLEXIBLE COMPLEMENTING SCHEME IN GOVERNMENTOF INDIA

|  |  |  |
| --- | --- | --- |
| Type of S&T Output Product | S&T Output indicators | 10XOutputs/ Scientist |
| Knowledge Product Link | Publication on SCI Journals Publication in referred journals Publications in proceedings Books and Monographs Patents/Copyrights/Designs Invited Scientific Lectures Scientific Study Reports |  |
| Technology Product Link | Process Know-how Product know-howDesign know-how Technology status reportsTechnology intelligence reports Technology foresight reports Technology assessment reports |  |
| Economic Product Link | Contract Research Income Consultancy Service Income Royalty IncomeCompetitive research grants gained Technology licensing fees earned R&D Service income realized Scientific Publications Sold |  |

|  |  |  |
| --- | --- | --- |
| S&T Management Product Link | Extra & Intramural R&D projectsmanaged S&T management reports for external use IPR DocumentationMonitoring and closure reports S&T Output-Input correlations S&T data base reportsStrategy planning Documents S&T mission implementation Cabinet Note, EFC/SFC Notes prepared for S&T schemes |  |
| S&T Services Product Link | Testing services Laboratory AccreditationGood Laboratory Practice InspectionS&T SurveyR&D Service: Energy/Environmental AuditR&D Service: Environmental impact appraisals Natural wealth and Hazard Assessment.S&T information services- Analysis Bibliometric and Scientometric Analysis Preparation of Technical Manuals Derivation of Scientific/ Technical Codes S&T outputs from Workshops/Seminars |  |
| S&T Human Resource Product Link | Master's level education Doctoral level training Post doctoral trainingS&T management coursesSpecialized man power for R&D sector Science education/knowledge dissemination |  |

|  |  |  |
| --- | --- | --- |
|  | Training on advanced technical and Analytical methodologies |  |
| Societal Outreach of S&T Outputs | Technology field demonstrations Design of outreach materials Dissemination of R&D outputsArtisanal training/Skill Development initiatives Grass root S&T related actionsTechnology adaptation for local needsConvergent technology solutions delivered |  |
| S&T Policy Product Links | Drafting of Technical standards R&D investment policy frameworkNational policy framework for innovation systems Design of policies for stimulation of R&DNational policy frame work for technology systems Design and development of regulatory frameworks Evidence gathering for policy buildingGlobal bench marks for technology systems |  |
| S&T Cooperation Products | PPP Products for S&T sector National competitiveness assessment for bilateral cooperationTechnology Assessment for diplomacyTechnology Assessment for international synergies Technology Assessment for acquisitionAcademy-research partnership builtTechnical Work Programmes drafted for S&T Cooperation |  |

Part-B

ASSESSMENT BY THE REPORTING AUTHORITY

1. Do you agree with the evaluation parameters suggested by the Officer?
2. Short summary of the innovative content of the work done
3. Please also indicate the exceptional contribution of the Officer for which he can be considered under exceptionally meritorious category.
4. Overall assessment of the scientific work

|  |  |  |
| --- | --- | --- |
| SLNo. | Parameters | Marks givenBy the reporting authority |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  | Total Marks Obtained |  |

Signature of the Reporting Officer

Name:

Designation: