

Army Institute of Technology, Pune

Application for the Incentives / Promotion
(Non-teaching/Support staff/Clerical staff)

Date (दिनांक):

Name:(नाव) _____

Designation(पद): _____

Scale(वेतन श्रेणी): _____ Present Basic(मुळ वेतन): _____ Total Pay (एकुण पगार): _____

Date of Joining (रुजु झाल्याची दिनांक) _____ Post at the Joining(रुजु होतेवेळी पदनाम) _____

Date of Promotion (if any)(यापुर्वी पदोन्नती झाल्याची दिनांक) _____

Earlier Rewards/Awards by AIT (if any)(यापुर्वी मिळालेले बक्षिस किंवा उल्लेखनिय कार्याबाबतचा तपशिल)

Self Appraisal: (स्वःताबदल)

Strengths (सामर्थ्य) : 1. _____

2. _____

3. _____

Weaknesses (जणित्वा): 1. _____

2. _____

3. _____

Medical leave taken/LWP record (आजारी रजा किंवा विनापगारी रजा बाबत माहिती)

Leave रजा	2008	2009	2010	2011	2012	Sign of OS
LWP विनापगारी						
Medical आजारी						

Contribution to Dept/Section(विभागातील उल्लेखनिय काम): _____

Contribution to Institute (महाविद्यालयासंबंधी उल्लेखनिय काम): _____

Other contribution, if any (इतर उल्लेखनिय कामाची माहिती): _____

Signature of applicant

(अर्जदाराची सही)

- Note (नोंद):
1. If required use additional sheet आवश्यकता असल्यास वेगळ्या कागदावर माहिती जोडावी
 2. Attach supporting documents where ever essential (आवश्यक असेलेली कागदपत्र सोबत जोडावी)

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Application for the Incentives / Promotion
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(Not to be filled by applicant अर्जदाराने भरू नये)

Remark of HOD/Section Incharge

- Name: _____
- Designation: _____
- If applicant is applying for promotion (such vacancy exists in your dept./institute) : Yes / No / Not applicable

• Comments / Observations

1. Sincerity and dedication (on scale 10) -
2. Obeying Order (on scale 10) -
3. Execution of work (on scale 10) -
4. Absenteeism (on scale 10) -
5. Relation with peers (on scale 10) -
6. Communication Skills (on scale 10) -
7. Skills required for his/her work -
8. On the scale of 10, overall where you will rate him/her? -
9. Additional qualification acquired relevant to present work (After joining AIT) : _____
10. You feel increment/promotion should be given to applicant (tick appropriate)
 - a. Strongly recommended
 - b. May be considered
 - c. Should not be considered at all
 - d. Recommended (with conditions / reservations)
11. Any other point worth mentioning about the applicant

Name and Signature HOD/Section Incharge

Note : On the basis of actual performance and attendance HOD/Section incharge should submit this report independently in sealed envelope. (Please don't discuss or fill this report in front of applicant and write your unbiased, clear opinion so as to select /decide right candidate for the said purpose)

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Date:

Summary of Last Five Years ACR's

Name: _____

Designation: _____ Dept. _____

Sign of

Registrar

Principal

Army Institute of Technology, Pune

Application for the Incentives / Promotion
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Name of applicant: _____

Designation: _____ Dept. _____

Application for: Incentive / Promotion

Remark of Committee members

Recommendation:

Incentive Increment / Promotion given: Yes/No

	Name	Sign with Date
Member		
Member		
Member		
Member		
Chairman		