



**SKILL DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SIKKIM  
SHRAM BHAWAN SOKAYTHANG  
GANGTOK-737102**

Ref. No. GOS/SDD/01

Dated: 14/05/2024

**CIRCULAR**

In order to have a scientific assessment of the performance of Instructors of Government ITIs, an Annexure to the existing Annual Confidential Report (ACR) has been devised. The Reporting Officer shall report on the parameters in the Annexure in addition to the usual ACR. It is in the interest of trainees, Instructors and the public at large to adopt such a methodology in the ACR.

The format of the Annexure to the ACR is given as follows:-

Sl. No.	Parameters	Maximum Marks	Marks Obtained	Remarks
1.	Class Performance	20		
2.	Result of Trainees in NCVET/SCVT	20		
3.	Attendance of Trainees	20		
4.	Enrollment of Trainees against NCVET/SCVT sanctioned seats	20		
5.	Fresh initiatives undertaken	10		
6.	Accomplishment of assigned work	10		

The overall rating of the ACR shall be based on the following pattern: -

Sl. No.	Scale of Performance	Marks Required
1.	Outstanding	90-100
2.	Very Good	70-90
3.	Good	60-70
4.	Average	50-60
5.	Below Average	Below 50

This Circular shall come into force with immediate effect.

By Order




Sd/-  
(Karma Namgyal Bhutia),  
Secretary to the Government of Sikkim.

Memo No.: GOS/SDD/DCTSE/05

Dated: 14/05/2024

Copy to:-

1. Secretary, Skill Development Department;
2. Sr. Consultant, SANKALP Programme, Skill Development Department;
3. Deputy- Director, I&II, Skill Development Department;
4. Principal, Government ITI, Rangpo/Namchi/Gyalshing/Kewzing;
5. Assistant Programmer (IT), Skill Development Department (For hosting in the Departmental Website);
6. Notice Board;
7. File & Guard file.

  
Additional Secretary  
Skill Development Department  
Government of Sikkim  
Gangtok (Sikkim)

Additional Secretary to the Government of Sikkim  
Skill Development Department.