To

All DDGs/Director (IC)/ADGs/Head, BCC, ICFRE
All Directors of Institutes/Centers under ICFRE

Sub: Instruction regarding Annual Performance Report (APAR) in respect of Scientists in new format—regarding.

Sir,


Yours faithfully,

(Kamal Preet)
Asstt. Director General,
Education & Recruitment Board
Indian Council of Forestry Research and Education

Encl.-As above

Copy to -

[Stamps and signatures: Heads IT & PS]
F: No. 2-18/2014-PE
Ministry of Environment & Forests
Government of India

To,

1. The Director,
   Directorate of Forest Education,
   P.O. New Forest,
   Dehradun-248006.

2. The Director,
   Indira Gandhi National Forests Academy,
   P.O. New Forest,
   Dehradun-248006,

3. The Secretary,
   Indian Council of Forestry Research
   And Education,
   P.O. New Forest,
   Dehradun 248006,

4. The Director General
   Forest Survey India
   P.O. IPE,
   Kaulagarh Road
   Dehradun-248195,

5. The Director,
   National Zoological Park,
   Mathura Road,
   New Delhi.

6. Dy. Director,
   Wildlife Crime Control Bureau
   Bilkaji Cama Place,
   New Delhi-110066,

Subject:- New format for writing of APARs/AWRs of Scientists for the year 2013-14 in respect of Scientists of Ministry of Environment & Forests including its Attached & Subordinate offices—regarding.

Sir/Madam,

I am directed to forward an O.M.No.02/02/2014-P.III dated 19.2.2014 on the subject cited above forwarding therewith a new format for writing of Annual Performance Report/Annual Work Report (Scientist B to Scientist G) in respect of the Scientists of Ministry of Environment & Forests including its Attached & Subordinate offices and to request that the new APAR/AWR format may be adopted w.e.f. 2013-14 onwards.

Encl:- O.M.No.02/02/2014-P.III dated 19.2.2014 (total 24 pages)

Yours faithfully,

(Malti Rawat)

Under Secretary to the Government of India
Office Memorandum

Subject: New Format for writing of APARs/AWRs of Scientists for the Year 2013-14 in respect of Scientists of Ministry of Environment and Forests including its Attached and Subordinate Offices - reg.

The undersigned is directed to enclose herewith a new format for writing of Annual Performance Appraisal Report / Annual Work Report (Scientist B to Scientist G) in respect of the Scientists of the Ministry of Environment and Forests including its Attached and Subordinate offices as being adopted in the Ministry of Science & Technology (Deptt. of Science & Technology). All the Heads of the Administrative Divisions concerned of the Scientists are requested to adopt the new APAR/AWR format w.e.f. 2013-14 onwards in respect of their Scientists.

2. This has the approval of Secretary (E&F).

Ends. As above

Copy for necessary action to:

(i) Director (NMNH) - NMNH
(ii) Deputy Secretary - CS Division (for BSI and ZSI)
(iii) Under Secretary - NRCD, MoEF
(iv) Under Secretary (P.I) - Ministry (Proper), MoEF
(v) US (FE) - NZP/DFE/ICFRE etc.

Copy for information to:

(i) Ps to JS(AS)
(ii) Ps to JS(SS)
(iii) Ps to Advisor (NMNH)
(iv) Ps to Advisor (NRCD)
(v) Ps to Director (ZSI)
(vi) Ps to Director (BSI)
(vii) Ps to Deputy Secretary (A)

B.S. BHANDARI
Under Secretary (P.III)
Annual Performance Appraisal Report
For
Scientist of the Ministry of Environment & Forests

(Scientist B to Scientist G)
# Ministry of Environment & Forests

**Form**

Annual Performance Appraisal Report of Scientists of the Ministry of Environment & Forests

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**PART-1**

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. **Name of Scientist**

2. **Date of Birth (DD/MM/YYYY)**

3. **Date of continuous appointment in the present grade**

4. **Present post and date of appointment thereeto**

5. **Period of absence from duty (on training leave etc.) during the year, if he has undergone training, specify.**
PART-2

1. **Brief description of duties**

2. **Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division)**

<table>
<thead>
<tr>
<th><strong>Targets/Objectives/Goals</strong></th>
<th><strong>Achievements</strong></th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

2
4. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

5. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.
PART-3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (weightage to this Section would be 40%)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>I) Purnima Pradhan - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
<tr>
<td>II) Jyoti Singh - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
<tr>
<td>III) Rajesh Khanna - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
<tr>
<td>IV) Sunita Rawal - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
</tbody>
</table>

Overall Grading on 'Work Output'

(B) Assessment of personal attributes (weightage to this Section would be 30%)

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
<th>Initial of Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>I) Kesar Singh - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
<tr>
<td>II) Anuradha - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
<tr>
<td>III) Namita Singh - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
<tr>
<td>IV) Vasundhara - Page 5</td>
<td>Page 6 of 1-10</td>
<td>Page 7 of 1-10</td>
</tr>
</tbody>
</table>

Overall Grading on 'Personal Attributes'
### Assessment of Functional Competency

<table>
<thead>
<tr>
<th>Reporting Authority</th>
<th>Reviewing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial of Reviewing Authority</td>
<td></td>
</tr>
</tbody>
</table>

1. **Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.**
2. **Strategic planning ability.**
3. **Decision making ability.**
4. **Coordination ability.**
5. **Ability to motivate and develop subordinates.**
6. **Initiative.**

**Overall Grading on Functional Competency**

### PART-4

#### GENERAL

1. **Relations with the public (wherever applicable):**
   
   (Please comment on the Scientist's accessibility to the public and responsiveness to their needs.)

2. **Training:**
   
   (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the scientist.)
4. Integrity

(please comment on the integrity of the scientist)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the scientist including area of strengths and lesser strength, extraordinary achievements, scientific & technical achievements (refer 3 of Part 2) significant failures (ref: 4(A) & 4(B) of Part-2) and attitude towards weaker sections.


Place: ........................................

Date: ........................................
PART-5

1. पुनःविलोकन अभिलक्ष की अभियुक्ति:

Remarks Of The Reviewing Officer

पुनःविलोकन अभिलक्ष के अनादर से मौजूदा काल
Length of service under the Reviewing Officer

2. क्या आप भाग-3 म भाग-4 में निर्धारित काम तथा निर्धारित गुणों को संबंध में प्रक्षेपित अभिलक्ष द्वारा किये गए मूल्यांकन में सहमा है? क्या आप नैतिकता को अवाधारण उल्लिखित/महत्वपूर्ण आरोपों के संबंध में किये गए मूल्यांकन में सहमा है? (संबंध: भाग-3(8)(v) तथा भाग-4(5))

(पाठ अप अभिलक्ष अभिलक्ष द्वारा निर्धारित गुणों को निर्देश समझाया मूल्यांकन में सहमा न रहा है क्योंकि अपने मूल्यांकन एवं व्यक्ति के रूप गरे स्थल में ऐसा निर्देशन को अवष्टा करता है।)

Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the scientist reported upon? (Ref: Part-3(A)(v) and Part-4(5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

<table>
<thead>
<tr>
<th>हैं</th>
<th>नहीं</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

3. अत्याधुनिक के मौजूद कारण इससे कारण नहीं, क्या कोई ऐसी बात है कि आप ऊपर बदलाप या ओहहन चाहते हैं?

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

4. पुनःविलोकन अभिलक्ष द्वारा काल तथ्यों। कृपया समीक्षण करें (संगमण 100 सालों में) जिसमें वैज्ञानिक की समस्त जिल्हायल की सामग्री क्षेत्र एवं क्या सामग्री क्षेत्र एवं उसकी दूरसंचलन को प्रभृति अभियुक्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the scientist including area of strengths and lesser strength, scientific and technical achievements and his attitude towards weaker sections.
5. Pratibedon ke phaen-3 ke chhand-a, chhand-b aur chhand-c me dhaa phaen ke aadhar par vrukhisadar koshaitak manakaran.

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3.

Staan / Place :

Tarih / Date :

नाम (साफ अक्षरों में):
Name in Block Letters :

पदनाम:
Designation :

Pratibedon ke abadhi me:
During the period of Report :

पुष्पिस्तलक के स्वतन्त्रता के हस्ताक्षर
Signature of the Reviewing Officer

मुख्यविलेखक अभिकारी के हस्ताक्षर
Signature of the Reviewing Officer

Name in Block Letters : .....................................................

Designation : ..............................................................

During the period of Report : .............................................
**Guidelines regarding filling up of APAR with numerical grading**

(i) APARs of all ranks should be filled in with due care and attention and after devoting adequate time.

(ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures, and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion/FCS.

(iv) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.

(v) APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.

(vi) APARs graded below 4 will be given a score of "Zero".
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Date by which to completed</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Distribution of blank APAR forms to all concerned (i.e. to Officer to be</td>
<td>31st March</td>
</tr>
<tr>
<td></td>
<td>reported upon where self-appraisal has to be given and to Reporting</td>
<td>(This may be completed even a week earlier)</td>
</tr>
<tr>
<td></td>
<td>Officers where self-appraisal is not to be given)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Submission of self-appraisal to Reporting Officer by Officer to be</td>
<td>30th April</td>
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<td>reported upon (where applicable)</td>
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<tr>
<td>3.</td>
<td>Submission of report by Reporting Officer to Reviewing Officer</td>
<td>31st May</td>
</tr>
<tr>
<td>4.</td>
<td>Report to be completed by Reviewing Officer and to be sent to</td>
<td>30th June</td>
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<td></td>
<td>Administration or CR Section/Cell or accepting authority, wherever</td>
<td></td>
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<td>provided.</td>
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<td>5.</td>
<td>Appraisal by accepting authority, wherever provided</td>
<td>31st July</td>
</tr>
<tr>
<td>6.</td>
<td>(a) Disclosure to be Officer reported upon where there is no accepting</td>
<td>15th July</td>
</tr>
<tr>
<td></td>
<td>authority</td>
<td></td>
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<tr>
<td></td>
<td>(b) Disclosure to the Officer reported upon where there is accepting</td>
<td>15th August</td>
</tr>
<tr>
<td></td>
<td>authority</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Receipt of representation, if any, on APAR</td>
<td>15 days from the date receipt of communication</td>
</tr>
<tr>
<td>8.</td>
<td>Forwarding of representation to the competent authority</td>
<td>15th August</td>
</tr>
<tr>
<td></td>
<td>(a) where there is no accepting authority for APAR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) where there is accepting authority for APAR</td>
<td>15th September</td>
</tr>
<tr>
<td>9.</td>
<td>Disposal of representation by the competent authority</td>
<td>Within one month from the date of receipt of</td>
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<td></td>
<td></td>
<td>representation</td>
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<tr>
<td>10.</td>
<td>Communication of the decision of the competent authority on the</td>
<td>15th October</td>
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<td></td>
<td>representation by the APAR Cell</td>
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<td>11.</td>
<td>End of entire APAR process, after which the APAR will be finally taken</td>
<td>31st October</td>
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<td>on record</td>
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Annexure – III

Annual Work Report
for
Scientists of the Ministry of Environment & Forests

(For FCS Promotions)

(Scientist ‘B’ to Scientist ‘F’)

1. अधिकारी का नाम
   Name of Scientist .................................................................

2. समाप्ति वर्ष / अवधि का प्रतिवेदन
   Report for the Year / period ending ........................................
Annual Work Report of Scientist of Ministry of Environment & Forests

Report for the Year / Period ending

Personal Data

1. Name of Scientist

2. Date of Birth (DD/MM/YYYY) (in words)

3. Date of continuous appointment

4. Present post and date of appointment

5. Period of absence from duty (on training Leave etc.) during the year, if he has undergone training, specify.
Annual Work Report
Part A
SELF ASSESSMENT BY THE OFFICER REPORTED UPON

1. Name

2. Designation

3. Area of S&T Function

4. Brief Description of S&T work function

5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)

6. Enumeration of major outputs from S&T Function

7. Innovation content of work done (about 100 words)

Contd.
9. Scientific and technological methodologies used in the work function

10. Suggestions (if any) for work functions based on new or emerging scientific principles

11. New technologies if any introduced by the officer in work plan / functions

12. Any other highlight of special S&T content in the work

Contd.
13. One page summary of the scientific and technical elements in the work done during the final year.
14 Certified S&T outputs as per the selected indicators (as annexed)

Signature of the officer reported upon:
Part-B

ASSESSMENT BY THE REPORTING AUTHORITY

1. Accuracy of the S&T work report
   a. Generally accurate
   b. Modifications needed (please specify)

2. Scientific merit of the work done
   
   (1-10%)  (10-33%)  (33-50%)  (50-75%)  (Bottom 25%)

3. Short summary of the innovative content of the work done

4. General assessment of the scientific work report (in brief)

5. Final grading
   
   (1-10%)  (10-33%)  (33-50%)  (50-75%)  (Bottom 25%)

Signature of the Reporting Officer:
Part-C
INTERNAL PEER GROUP REVIEW REPORT

1. Grading of the S&T content of work reported:

2. Specific Innovation elements recognized:
   a) 
   b) 
   c) 

3. Relative Assessment of the work reported vis-à-vis Peers in the area
   (Top 10%)  (10-33%)  (33-50%)  (50-75%)  (Bottom 25%)

4. Assessment of the work done during the residency period

5. Specific highlights of the S&T content of the work done

6. Overall grading of the S&T work report for the residency period
   (Top 10%)  (10-33%)  (33-50%)  (50-75%)  (Bottom 25%)

Signatures of the Members of the Peer Group:
1. Lectures delivered in universities/seminars/industry meets
   a. Enrolled
   b. Invited

2. Books edited or written

3. Research publications

4. State-of-the-Art Reports prepared on the subject handled or otherwise

5. Annual reports prepared

6. Internal reports generated

7. New S&T areas/gaps identified for enlarging the scope of the existing schemes

8. New S&T identified and nurtured and S&T inputs added to ongoing schemes

9. Data bases prepared for scientific handling of the projects

Contd.
10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of development across the country

11. Identification of New Areas for demonstration of technologies and follow-up

12. Project Monitoring Parameters evolved and deployed


14. S&I inputs provided to inter-Ministerial discussions in various committees

15. Number of projects scientifically evaluated for closure during the year

16. Networked Programmes initiated (please give numbers and salient features of your contribution)
   a. Between lab to lab
   b. Lab and industry
   c. Bilateral
   d. Multilateral

17. Policies/ Bills prepared during the year

18. Awards/ Membership of Institutions/ Academies

19. Others (please specify)
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity</th>
<th>Date by which to completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Distribution of blank AWR forms to all concerned</td>
<td>31st March (This may be completed even a week earlier)</td>
</tr>
<tr>
<td>2.</td>
<td>Completion of Part A by the scientist concerned and submission to</td>
<td>30th April</td>
</tr>
<tr>
<td></td>
<td>Reporting Officer</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Completion of Part B by the Reporting Officer and submission to</td>
<td>31st May</td>
</tr>
<tr>
<td></td>
<td>Recruitment Section/Administration</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Completion of Part C of Level I Screening Committee</td>
<td>At the time of consideration for FCS promotions</td>
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