

Form II
[See rule 4]

The All India Services (Performance Appraisal Report) Rules, 2007

[Applicable for Indian Forest Service officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests]

Performance Appraisal Report for the period from _____ to _____

Section I – Basic Information

(To be filled in by the Administration Division / Environment & Forest Department)

1. Name of the Officer reported upon:

2. Service: 3. Cadre: 4. Year of allotment:

5. Date of Birth: 6. Present Grade:

7. Present Post:

8. Date of appointment to present post:

9. Reporting, Reviewing and Accepting Authorities

| | Name and Designation | Period Worked |
|---------------------|----------------------|---------------|
| Reporting Authority | | |
| Reviewing Authority | | |
| Accepting Authority | | |

10. Period of absence on leave, etc.

| | Period | Type | Remarks |
|-------------------------|--------|------|---------|
| On leave (specify type) | | | |
| Others (specify) | | | |

11. Training Programs attended

| Date From | Date To | Institute | Subject |
|-----------|---------|-----------|---------|
| | | | |
| | | | |
| | | | |

12. Awards / Honours

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| |

13. Details of PARs of officers not written by the officer as reporting / reviewing authority for the previous year

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| |

14. Date of filling the property return for year ending December

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15. Date of last prescribed medical examination (Mandatory for all Indian Forest Service Officers) Attach summary of the medical report.

| |
|--|
| |
|--|

Date:

Signature on behalf of _____
Admn./ Environment & Forest Department

Section II

1. Declaration

| Have you filed your immovable property return, as due, If yes, please mention date | Yes / No | Date |
|--|----------|------|
| Have you undergone the prescribed medical check up? | Yes / No | |
| Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority? | Yes / No | |
| Have you prepared the work plan for yourself? | Yes / No | |
| Have you enclosed a note on important achievements during the period? | Yes / No | |

Date:

Signature of Officer reported upon _____

Section III

Appraisal

1. Assessment of Attributes (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 70% weightage will be assigned to this item)

| | Reporting Officer | Reviewing Officer | Initial of Reviewing Officer |
|--|-------------------|-------------------|------------------------------|
| i) Attitude to work | | | |
| ii) Decision making ability | | | |
| iii) Initiative | | | |
| iv) Ability to inspire and motivate | | | |
| v) Strategic Planning ability / innovativeness | | | |
| Overall grading on attributes | | | |

2. Assessment of work output (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10 in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item)

| | Reporting Officer | Review Officer | Initial of Reviewing Officer |
|---|-------------------|----------------|------------------------------|
| i. Accomplishment of planned work including training courses for various ranks. | | | |
| ii. Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences. | | | |
| iii. Accomplishment of exceptional work / unforeseen tasks performed | | | |
| Overall Grading on "Work Output" | | | |

3. Integrity

Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

4. Pen picture by the Reporting Authority.

Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

5. Recommendation relating to domain assignment (Please tick mark any four)

| | | | |
|--|--|--|---------------------------------------|
| | Afforestation / agro – forestry and tribal / hill areas development | | Bio-diversity and wildlife management |
| | Social Welfare of Dwellers in forest and tribal areas | | Training |
| | Forest and wildlife related crimes | | Research and Development |
| | Natural Resource Management (i) General Forestry (ii) Minor Forest Produce | | Bio-technology |
| | Environmental issues including climate change | | Forest Personnel Administration |
| | Forest conservation and development | | Others |

6. Overall Grade on a scale of 1-10

Date:

Signature of Reporting Authority _____

Section IV - Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / or significant failures of the moS / officer reported upon?

(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)

| | |
|-----|----|
| Yes | No |
|-----|----|

2. In case of difference of opinion details and reasons for the same may be given.

| |
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3. Comments, if any, on the pen picture written by the Reporting Authority

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4. Recommendation relating to domain assignment (Please tick mark any four)

| | | | |
|--------------------------|--|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Afforestation / agro – forestry and tribal / hill areas development | <input type="checkbox"/> | Bio-diversity and wildlife management |
| <input type="checkbox"/> | Social Welfare of Dwellers in forest and tribal areas | <input type="checkbox"/> | Training |
| <input type="checkbox"/> | Forest and wildlife related crimes | <input type="checkbox"/> | Research and Development |
| <input type="checkbox"/> | Natural Resource Management (i) General Forestry (ii) Minor Forest Produce | <input type="checkbox"/> | Bio-technology |
| <input type="checkbox"/> | Environmental issues including climate change | <input type="checkbox"/> | Forest Personnel Administration |
| <input type="checkbox"/> | Forest conservation and development | <input type="checkbox"/> | Others |

5. Overall Grade on a scale of 1-10

| |
|--|
| |
|--|

Date:

Signature of Reviewing Authority _____

Section V - Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

| | |
|-----|----|
| Yes | No |
|-----|----|

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall Grade on a scale of 1-10

Date:

Signature of Accepting Authority _____

General guidelines for filling up the PAR form for Indian Forest Service officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests

1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital Inputs for further development of an officer. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that It may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. Section-I

2.1 This Section should be filled up In the Administration Division/Environment & Forest Department. Period of report could either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year (exceeding 3 months). In case the period of report is a full year, it should be indicated accordingly; for example, 2007-2008. In case the period of report is less than the entire year, specific start and end dates should be indicated, for example, 10th September 2007 - 31st March 2008.

2.2 Information on the present grade (pay-scale) as well as present post (actual designation and organization) and the date from which he/she has been on his/her present post needs to be mentioned.

2.3 In the table relating to reporting, reviewing and accepting authorities the name and designation of the reporting, reviewing and accepting authorities should be mentioned so that the officer reported upon is clear about whom he/she is required to send the report to.

2.4 The period of absence from duty, on leave, training, or for other reasons, should also be mentioned in this section in the table provided for the purpose. Details of the training attended, date of filing of property returns and whether the officer reported upon has reported/reviewed should be mentioned in the table for the purpose and annual performance report of all his/her subordinate officers for the previous year.

2.5 This Section provides for regular annual medical examination. The health check is mandatory for all Indian Forest Service officers. A copy of the summary of medical report is to be attached to the PAR Form by the Admin. / Environment and Forest Department and a copy provided to the member of the service. The format for health check up and the summary of medical report will be as circulated by the Cadre Controlling Authority, after consultation with the Ministry of Health and Family Welfare.

3. Section-II

This Section requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up, setting up of annual work plan for whom he / she would be the reporting authority as well as for himself. The officer has to report on the preparation of the work plan for himself and has the option to enclose a note on the important achievements during the period.

4. Section-III

4.1 The reporting authority is required to record a numerical grade in respect of certain attributes and work output.

4.2 This Section requires the reporting authority to record a numerical grade in respect of the work output of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.3 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.4 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.5 Reporting authority is then required to make recommendations relating to domain assignment. The list of domains is at para 10.

4.6 Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally, the reviewing authority is required to record an overall grade in the scale of 1-10.

6. Section-V

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and reviewing authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. 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 or would have worked under them in the past.

7.2 Weightage & Mean

Weights have been assigned to attributes and work output. The overall grade will be based on the addition of the mean value of each group of indicators / descriptive picture in portion to weightage assigned. The overall grade will be the average mean of all the numerical indicators assigned by the authority.

8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

8.2. Representation

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. Thereafter, only if the officer reported upon so desires, he may request for the matter to be forwarded to the Referral Board. The representation shall be confined to errors of facts and nothing else. The Referral Board shall give clear findings on the representation and take a

final decision on the assessment, Including the overall grading in regard to the parameters affected thereby. In case of an adverse entry, the entry and the overall grading may be communicated. In case an entry is upgraded or down graded, reasons for same may be recorded in the PAR.

9. Schedule for completion of PARs of Indian Forest Service Officers

9.1 The following schedule should be strictly followed:-

| Reporting Year – Financial Year | |
|---|----------------------------|
| Activity | Cut-off dates |
| Blank PAR form to be given to the officer reported upon by the Administration Division / Environment & Forest Department specifying the reporting officer and reviewing authority | 1 st June |
| Filling in Section II by the officer reported upon | 15 th June |
| Appraisal by reporting authority | 15 th July |
| Appraisal by reviewing authority | 15 th August |
| Appraisal by accepting authority | 15 th September |
| Disclosure to the officer reported upon | 30 th September |
| Comments of the officer reported upon, if any (if none, transmission of the PAR to the Ministry of Environment & Forests) | 15 th October |
| Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments | 31 st October |
| Comments of reporting authority | 15 th November |
| Comments of reviewing authority | 30 th November |
| Comments of accepting authority / PAR to be finalized and disclosed to him | 15 th December |
| Representation to the Referral Board by the officer reported upon | 31 st December |
| Forwarding of representation to the Referral Board along with the comments of reporting authority / reviewing authority and accepting authority. | 31 st January |
| Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority. | 28 th February |
| Disclosure to the officer reported upon | 15 th March |
| End of entire PAR Process | 31 st March |

* They are required to fill in only Section II - Declaration

9.2 The completed PAR should reach the Cadre Controlling Authorities by 31st March the following year. The Cadre Controlling Authority will prepare a list of PARs not received and follow up with the Secretaries of the concerned Ministries and Chief Secretaries of the respective States.

9.3 Secretary (Environment & Forest) in the State and Joint Secretary (CCI) in the Centre shall be the Nodal officers to ensure that the PARs of the members of Service, duly completed, are sent to the Cadre Controlling Authority by 31st March of the following year. They shall send a list each of the members of Service whose PARs are to be written and, reviewed to the concerned Reporting/Reviewing/Accepting Authorities by 15th April every year to enable them to ensure completion of PARs within the time-schedule.

9.4 If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter.

9.5 The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.6 The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing & the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1.