

Appendix III

Form I
(See rule 4)

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

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

Performance Appraisal Report for the periods 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 & 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

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

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

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

Signature on behalf
of _____

Admin./Environment & Forest Department

Date:

Section II – Self Appraisal

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

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2. Annual work plan and achievement:

Tasks to be performed	Deliverables ⁹⁽¹⁾		Actual Achievement ¹⁰⁽²⁾
	Initial ¹¹⁽³⁾	Mid year ¹²⁽⁴⁾	

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

4. What are the factors that hindered your performance?

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment:

For your future career:

Please Note: You should send an updated CV, including additional qualifications acquired/training programs attended/publications/special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration

		Date
Have you filed your immovable property return, as due. If yes, please mention date.	Yes/No	
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	

Signature of officer reported upon _____

Date:

Section III Appraisal

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

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5. Assessment of work output (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. Weightage to this Section will be 40%.

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
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'			

6. Assessment of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv.	Emotional stability			
v.	Communication skills			
vi.	Moral courage and willingness to take a professional stand			
vii.	Leadership qualities			
viii.	Capacity to work in time limit			
	Overall Grading on Personal Attributes			

7. Assessment of Functional Competency (on a scale of 1-10. Weightage to this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Knowledge of forest and related laws /rules/ procedures/ knowledge of area and terrain/awareness of local norms (culture, customs, language etc.) in the relevant area and IT skills.			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Interest in welfare of forest officials and appraising ability			
vi.	Ability to motivate and develop subordinates / work in a team.			
	Overall Grading on 'Functional competency'			

8. Integrity

Please comment on the integrity of the officer:

9. Pen picture by Reporting Officer. 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.

10. 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
	Nature Resource Management		Bio-technology
	(i) General Forestry		
	(ii) Minor Forest Produce		
	Environmental issues including climate change		Forest Personnel Administration
	Forest conservation and development		Others

11. Overall grade on a score of 1-10

Signature of Reporting Authority _____

Date:

Section IV - Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and 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?

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

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

4. 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
	Nature Resource Management		Bio-technology
	(i) General Forestry		
	(ii) Minor Forest Produce		
	Environmental issues including climate change		Forest Personnel Administration
	Forest conservation and development		Others

5. Overall grade on a score of 1-10

Signature of Reviewing Authority_____

Date:

Section V

Acceptance

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

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade on a score of 1-10

Date:

Signature of Accepting Authority_____