

No.2/9/Admin. (2012-2013)  
FOREST RESEARCH INSTITUTE  
(Indian Council of Forestry Research & Education)  
P.O. New Forest, Dehra Dun.

11/4  
Dated the 07th March ,2013.

To,

Gr. Coordinator, R.C.S.

Head, Bio-Info. Div.

Head, Engineering Cell

All Head of Division

Head, CSFER, Allahabad

Chief Librarian, NFLIC

Dean/Registrar, FRI-University

O/C Stat. Inch./Rest Houses/Sci. Hostel

Vigilance Officer, FRI

Secretary, Monitoring Committee

Medical Officer-in-charge, NFH

PLO/AO/SO/Pur.Officer/Hindi Officer

Section Officer (Ac\_Ad. & Pro)/ (E) / (G)

All Head of Section of Central Office

P.A. to Director

P.A. to Registrar

**Sub : Preparation of Annual Confidential Reports for the year ending 31.03.2013.**

The Confidential Reports of all Group 'C' staff (Ministerial and Technical) and other Officers of Ministerial cadre are required to be completed on financial year basis i.e. April to March. Therefore, the annual confidential reports of all Group 'C' Official (Technical & Ministerial), Assistants, Personal Asstt., Stenographers, Hindi Officer, Hindi Translators and Section Officers should be completed for the period from 01.04.2012 to 31.03.2013 by the concerned officers and may please be sent to this office (DPC Cell) under sealed cover alongwith grade wise list of the officials reported upon by 30.04.2013 positively. The reports for part period of those officials who were transferred/promoted/resigned or retired from service during the year 2012-2013 may also be completed and sent to this office.

The Heads of Division/Sections are requested to ensure that the ACRs of concerned officials are completed and sent to this office within one month of the expiry of the reporting period. While completing the ACRs of the officials, the instructions issued from time to time may be strictly followed. ***The timely completion & submission of ACRs in respect of subordinates is one of the most important duties of the concerned officers and if they fail to do so, the same must be reflected in ACRs of those officers concerned by their reporting officer.*** The ACR in old format can't be accepted. The required number of **(new printed)** CR forms may be obtained from Ests.II Section of Central Office. **However, the format of all concerned ACR forms can be downloaded in LEGAL PAPER SIZE from download section of F.R.I. web site i.e. fri.icfre.gov.in.** On completion of all ACRs for the year ending 31.03.2013, a certificate to the effect that ACRs of all officials including the part period ACRs of officials transferred/promoted or resigned/retired from service during the period 01.04.2012 to 31.03.2013 have been written and no one has been omitted, may also be furnished to this office by 30.04.2013.

***It is also requested to furnish a certificate, in case the reporting period is less than three months and the report could not be initiated by any authority in respect of any official.***

Instructions issued vide D.P. & A.R. O.M. No.21011/1/77-Ests., dated the 30<sup>th</sup> January, 1978 regarding timely submission of ACR and the action to be taken in case of non-compliance should be strictly adhered to.

  
( Deepak Mishra )  
Registrar,  
Forest Research Institute.