

Appendix III

Form III  
(See rule 4)

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

[Applicable for All Indian Forest Service officers who are on deputation under clauses (i) and (ii) of sub-rule 2 of rule 6 of the Indian Forest Service (Cadre) Rules, 1966]

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:



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.

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 programme:

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:

\_\_\_\_\_

- 13(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.
- 14(2) Actual achievements refer to achievement against the specified deliverables in respect of each task (as updated of mid-year). No explanations for divergences are to be given in this table.
- 15(3) Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.
- 15(4) Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

### Section III Appraisal

1. **Assessment of Personal 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 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			
	<b>Overall Grading on Personal Attributes</b>			

2. **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. 30% weightage will be assigned to this item.

		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			
	<b>Overall Grading on 'Work Output'</b>			

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

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4. **Pen picture by 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.

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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
	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?  
(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for your in that section and initial your entries.

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\_\_\_\_\_