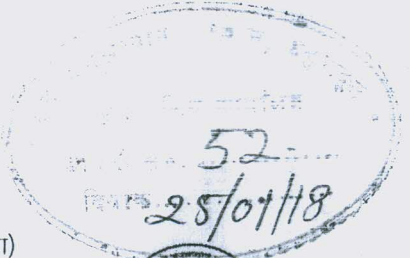
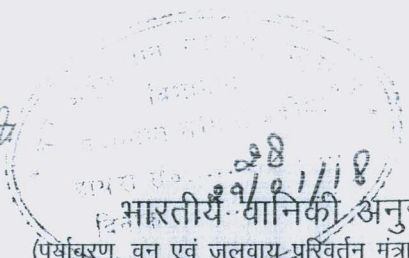


DPC

NR 25/1/18



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय भारत सरकार की एक स्वायत्त संस्था)
पो 0 आ 0 - न्यू फॉरेस्ट, देहरादून - 248 006 (उत्तराखण्ड)

Indian Council of Forestry Research and Education
(An autonomous Body of Ministry of Environment Forests & Climate Change, Govt. of India)
P.O. New Forest, Dehra Dun - 248006



No. 24-4/TS/2017-2018-ICFRE (RB) / 08

Dated the 22nd January, 2018

To
All Dy. Director General/Director (IC)
All Directors of Institute/Centre under ICFRE

Sub: **Completion of Annual Performance Appraisal Report (APAR) in respect of Technical Employees under Category-III as per ICFRE Technical Service Rules-2013 for the year 2017-2018 - regarding.**

Sir/Madam,

It is to inform that the Annual Performance Appraisal Report (APAR) in respect of Technical Employees under Category-III as per ICFRE Technical Service Rules-2013 shall become due with the closing of financial year 2017-2018. The APARs in respect of Technical Employees under Category-III should be completed in the format prescribed in the ICFRE Technical Service Rules-2013, notified vide Secretary, ICFRE letter No. 63-19/2016-ICFRE, dated 01st March, 2016 in all respects and within prescribed time limit. The format is available on the ICFRE website, which may be downloaded and printed on **PINK PAPER**, as per the instructions.

It is to further inform that only a single copy of the APAR in respect of these employees may be sent to this office as on completion of the APAR, the same shall be placed in ICFRE portal for perusal of the concerned employees and making a representation against the remarks recorded in the APARs, if he/she so desires.

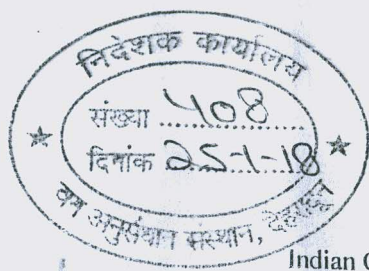
It may please be noted that non-observance of the time schedule prescribe for reporting/reviewing the APARs is to be viewed seriously. **In case of failure on the part of the official to be reported upon in timely submission of self appraisal in the APAR form, the concerned reporting officer shall initiate the CR suo motu and submit the same as per the time schedule to the reviewing officer.**

On expiry of time schedule for completion of the APARs, immediately a Certificate to the effect that "the APARs of all the Technical Employees under Category-III) have been written and none has been left out" may also be sent to this office.

It may also be appreciated that the preparation of APAR is an important exercise for the personnel management and has to be completed expeditiously. It is hoped that all concerned will appreciate their responsibilities in this important exercise and discharge their respective duties in timely manner.

Yours faithfully,

(N.C. Saravanan)
Asstt. Director General,
Education and Recruitment Board
Indian Council of Forestry Research and Education



Only
24/1

32/1/18
APAR

For to All Head of Divisions for information of further
n-a.

18-12/DPC/APAR/2017

Valid - 12/02/18

कुलसचिव/Registrar
वन अनुसंधान परिषद
Forest Research Institute
देहरादून/Dehra Dun-248006