

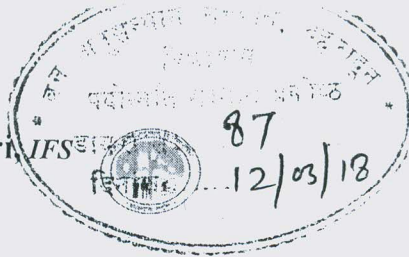
MOST IMMEDIATE

Phones: -0135-2758614 (O)

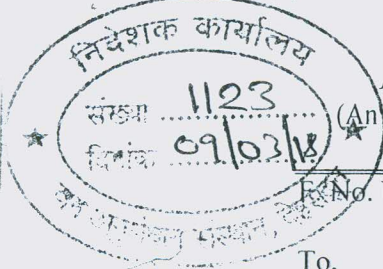
FAX No. 0135-2750298 (O)

E mail : sec@icfre.org

Dr. Rajeev Kumar Tiwari
Secretary, ICFRE



DPC
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07/03/18



INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION

(An Autonomous Body of the Ministry of Environment, Forests & Climate Change, Govt. of India)

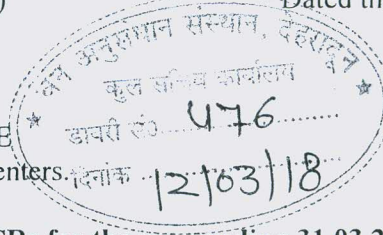
P.O. New Forest, Dehradun – 248 006

File No. No. 40-3/2016-2017-ICFRE (R&F)

Dated the 08 March, 2018

To,

- All DDGs/Director (IC)/ADGs, ICFRE
- ✓ All Directors of Institutes/Research Centers



कार्यालय / Office
वन सूचना विज्ञान प्रभाग
Forest Informatics Division
दैनिक... Diary No. 503
दिनांक... Dated 14-3-18

Sub.: Preparation of PARs/APARs/ACRs for the year ending 31.03.2018 – regarding.

Sir,

The PARs/APARs/ACRs of all staff working in ICFRE and its Institute are required to be completed on financial year basis i.e. April to March. Therefore, the PARs/APARs/ACRs of all SFS, Ministerial, Library Staff & Research Officer Gd.I (Grade pay Rs.4600/- and above) should be completed in all respect (reported/reviewed/accepted) for the period from 01.04.2017 to 31.03.2018 by the concerned officers and may please be sent to this office under sealed cover alongwith grade wise list of the officials reported upon by **30.04.2018 positively**. The reports for part period of those officials who were repatriated/transferred/promoted/resigned or retired from service during the year 2016-2017 may also be completed and sent to this office.

The Directors of the respective Institutes are requested to ensure that the PARs/APARs/ACRs of all concerned officials (whose ACRs/PARS are required to be reviewed/accepted at HQ level) are completed and sent to this office within one month of the expiry of the reporting period. While completing the PARs/APARs/ACRs of the officers/officials, the instructions issued from time to time may be strictly followed. **The timely completion & submission of PARs/APARs/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/APARs of those officers concerned by their reporting officer. In case, if no self-appraisal is received by the stipulated date, the Reporting Officer may proceed to write the report of such officer (reported upon) on the basis of his experience of work & conduct and proceed for further completion.**

On completion of all PARs/APARs/ACRs for the year ending 31.03.2018, **a certificate to the effect that the PARs/APARs/ACRs of all officers/officials including the part period PARs/APARs/ACRs of officers/officials repatriated/transferred/promoted or resigned/retired from service during the period 01.04.2017 to 31.03.2018 have been written and no one has been omitted, may also be furnished to this office by 15.05.2018.**

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.

While completing the PARs/APARs/ACRs in respect of all SFS, Ministerial, Research Officer Gd.II & Library Staff working in ICFRE Headquarter and its Institutes for the year 2017-18 and onwards, instructions contained in **G.I., D.P. & A.R. OM No.21011/3/78-Estt.(A), dated 31.03.1978 (copy enclosed) may be incorporated in the guidelines.**

Contd...

Handwritten signature and date 14/3

RFR

Handwritten notes: RFR website

