



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय भारत सरकार की एक स्वायत्त संस्था)  
पो 0 ऑ 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. 23-23/2016-17ICFRE (RB) 189

Dated the 06<sup>th</sup> September, 2017

**CIRCULAR**

In continuation to this office circular of even number, dated 08<sup>th</sup> May, 2017, vide which all the Scientists working in ICFRE and its Institutes were directed to finalize their Annual Work Plan specifying therein the targets/objectives/goals (in quantitative and other terms, i.e. physical/financial targets) in accordance with Part-2 Sl. No.2 of the APAR format in consultation with concerned reporting authority by 30<sup>th</sup> May, 2017. It is expected that the same must have been done within the stipulated time frame.

In this connection, it is further directed that:-

1. The approved annual work plan for identified 8-10 Key Result Areas (KRA) (targets/objectives/goals in qualitative as well as quantitative terms) at the beginning of the year may be reviewed by the concerned reporting authority in consultation with the concerned scientist again as a mid-year exercise during the month of September/October, 2017. During the mid-year review, the Key Result Areas may undergo some changes from that originally prepared.
2. After mid-term review, the final annual work plan for KRA as prescribed in part-2, point-2 of APAR format, should be sent to this office by 31<sup>st</sup> October, 2017 duly signed by officer reported upon and the concerned reporting authority. This will facilitate an objective assessment of scientists for the purpose of promotion as well as periodically review.
3. It is not necessary that KRAs mentioned in the annual work plan should entirely be quantitative in nature. However, it should be clearly defined in qualitative terms with expected outcomes.
4. In case of a change of reporting officer during the year, the KRAs agreed with the previous reporting officer would continue to apply.
5. In case of a scientist taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment. The same may be reflected in the APAR of that period.
6. These instructions shall be applicable to all the Scientists working in the ICFRE and its Institutes from Scientist 'B' to Scientist 'G'.
7. From the next year onwards, this exercise is to be carried out at the beginning of the year and finalizing by 30<sup>th</sup> April and if there is any need for mid-term review, the same may be completed and sent to this office by 31<sup>st</sup> October every year.
8. These instructions be brought to the knowledge of all scientists.

This issues with the approval of the Director General, ICFRE.

Yours faithfully,

Shivakumar E.M.  
(Shivakumar E.M.)

Assistant Director General (Edu.&RB)

Indian Council of Forestry Research and Education

**Distribution:-**

1. All DDGs/Director (IC)/ADGs, ICFRE
2. All Directors of Institutes/Centres under ICFRE
3. Secretary, ICFRE
4. Head (IT), ICFRE with the request to place this circular in ICFRE website.

No. 2/3/Admin (Scientific) 2016-17

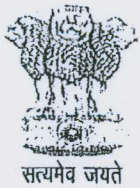
dt. 14/9/17

Forwarded in continuation of endorsement NO. 2/3/Admin (Scientific) 2016-17 dt. 18/5/17 for information. The compliance of circular dt. 8/5/17 and 6/9/17 be forwarded to the undersigned for onward transmission.

① Adv. Scientists working in ICFRE through respective Hqs.

② In-charge, IT cell, ICFRE for uploading the above circular on website.

14/09/17  
Rajeshwar  
Fm



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No. 23-23/2016-17/ICFRE (RB)

Dated the 28<sup>th</sup> May, 2017

### C I R C U L A R

It is to inform that Annual Performance Appraisal Report/Annual Work Report in respect of Scientists working in ICFRE and its Institutes/Centres for the year 2017-2018 shall be completed by the concerned Reporting /Reviewing officers as per the prescribed time limit.

In this regard, all the scientists reported upon, shall finalize their 'Annual Work Plan' specifying therein the targets/objectives/goals in accordance with Part 02 Sl. No. 2 of the APAR format in consultation with the concerned Reporting Authority before 30<sup>th</sup> May, 2017 positively.

All the Scientists shall attach the approved Annual Work Plan with their Annual Performance Appraisal Report format while submitting the same to the reporting/reviewing authorities for reporting/reviewing their APARs for the year 2017-2018.

This issues with the approval of the Director General, ICFRE.

*Shivakumar*  
(Shivakumar C.M.) 8/5/17

Asstt. Director General,  
Education and Recruitment Board,  
Indian Council of Forestry Research and Education

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3. The Secretary, ICFRE
- ✓ 4. Head, IT Division with the request to place this circular in ICFRE website.
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