

MINISTRY OF ENVIRONMENT AND FORESTS
(INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION)
FOREST RESEARCH INSTITUTE, DEHRA DUN

Confidential Report for the Officers holding Group A and Group B (Gazetted and non-Gazetted)
Scientific and Technical Posts.

Report for the year/period from.....to.....

PART - I

PERSONAL DATA

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of Officer :

2. Present Post/Grade held and Scale of Pay :

3. (a) Date of continuous appointment to the present post/grade :

(b) Division in which working and since when :

4. Date of joining the Ministry/ Department :

5. Date of birth :

6. Academic Qualifications :

7. Whether belonging to SC/ST : YES/NO
If Yes - ST or SC

8. Period of absence from duty (on leave/training etc. during the year. If he has undergone training please specify) :

PART II

To be filled in by the Officer Reported upon

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties.

2. Please specify the quantitative/physical/financial targets/objectives set for yourself or that were set for you in respect of *eight to ten items* of work, in order of priority, and your achievements against each target.

Targets

Achievements

3. (a) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

(b) Please state briefly the shortfalls with reference to the targets, objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.

4. Scientific and Technical Achievements during the year.

(a) Indicate briefly the technical/scientific papers etc. written during the year.

(b) Any significant contribution.

(c) Scientific/technical/management training programmes attended during the year. (Indicate briefly the nature of programme, level of participation etc.)

PART III. (To be filled in by the Reporting Authority)

(Please read carefully the instructions given at the end of the form before filling the entries.)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets, objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. Quality of output—

Please comment on the officer's quality of performance having regard to standard of work and programme objectives, and constraints, if any.

3. Assessment—

(If you have any marking where X applies or Y applies please elaborate.)

3.1. ASSESSMENT

Please tick appropriate markings. Mark only qualities of which you have first-hand knowledge. If the work of the officer does not involve some items mark item as 'NOT APPLICABLE' (NA).

X	X applies	Tendency to X	Normal	Tendency to Y	Y applies	Y
I. INTELLECT						
	Intellect					
1. Exceptionally bright						Rather dull
II. PROFESSIONAL ABILITY						
	Theoretical ability					
2. Very good in theory and at interpreting data						Very poor in theory and unable to make obvious deductions from result or data
	Experimental or Practical ability					
3. Exceedingly good at experimental or practical work						Poor at experimental or practical work
	Originality					
4. Produces many new and good ideas						Scidom original or ideas unsound
	Technical judgement					
5. Discerns the essence of the problem selects the best line of attack						Fails to distinguish what is important from what is not
	Power of expression					
6. Expresses clearly and concisely orally as well as in writing						In-coherent in speech unclear and diffused in writing
	General professional knowledge					
7. Exceptionally wide through and upto date professional knowledge						Restricted or superficial knowledge

11. MANAGERIAL/ ADMINISTRATIVE CAPACITY	
	Administrative judgement
8. Excellent judgement and foresight in administration including cost/budget aspects	
	Organising ability
9. has outstanding organising ability	
	Leadership
10. An excellent leader gets the best out of sub-ordinates and labour	
	Zeal and initiative
11. Takes extra initiative in his jobs	
	Work output
12. Productive and quick at work	
	Quality of work
13. Turns out high quality work	
	Perspective and visualisation of future directions
14. Clear perspective of approach	
	Order and discipline
15. Stands out among fellow officers in maintaining order and discipline	

Judgement cannot be relied upon

A poor organiser

Unable to lead or direct staff or labour

Not initiative at all

Rather slow

Poor quality work

Unclear in approach

Incapable of maintaining order and discipline

16. Highly objective and impartial	<p style="text-align: center;">Objectivity</p> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Tend to be partial and biased
IV. PERSONAL QUALITIES							
17. Stands out among his fellows	<p style="text-align: center;">Personality</p> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Apt to be ignored
18. First class at working with others	<p style="text-align: center;">Co-operativeness</p> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Difficult to work with
19. Very keen energetic and thorough	<p style="text-align: center;">Conscientiousness</p> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Apathetic, slipshod or lazy
20. Always stands on his own feet	<p style="text-align: center;">Self-reliance</p> <table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Never trusts his own judgement

3.2 Inter-personal relations and team work :

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.

3.3 Has he/she been responsible for any outstanding work during the period under report meriting special consideration? If so, elaborate.

3.4 (a) Has he/she been reprimanded for indifferent work or for other causes during the period under report? If so, indicate brief particulars.

3.4 (b) Defects, if any, in character including indel-tedness etc. which may interfere with his efficiency.

3.5 General assessment of character and temperament.

3.6 Please comment on the effectiveness in the development and protection of Scheduled Caste and/or Scheduled Tribe :

(a) Attitude towards SC/ST

(b) Sensitivity to Social Justice

(c) Ability to take quick and effective action against atrocities and ensure justice to SC/ST

(d) Effectiveness in bringing about the development of SC/ST

3.7 Please give general comments on any characters not brought out above

3.8 State of Health

3.9 Integrity
(Please see note below the instructions)

Date :

Signature

Name in block letters

Designation

PART-IV

REMARKS OF THE REVIEWING OFFICER

- 4.1. Length of service under the Reviewing Officer.
- 4.2. Do you agree with the account of the officer's work on Part II of this form? Is there anything you wish to modify or add?
- 4.3. Do you agree with the assessment of the reporting officer? (If no, give details)
- 4.4. Assessment of the officer's overall worth in his particular grade (Please tick and put a ring round the appropriate mark below and strike out whatever is inapplicable). You may follow the guidelines issued in this regard.

A++	Exceptionally brilliant	<input type="checkbox"/>
A+	Outstanding	<input type="checkbox"/>
A	Very good	<input type="checkbox"/>
B+	Good	<input type="checkbox"/>
B	Average	<input type="checkbox"/>
B-	Below Average	<input type="checkbox"/>
C	Not worth retaining in the present grade.	<input type="checkbox"/>

(If marking is C please comment fully under the general remarks in item 4.8).

- 4.5 Recommendations. (Please initial and put a ring round the appropriate mark below and strike out whatever is inapplicable).

In the case of those who are on probation

- (a) Closure of probation
- (b) Extension of his probation by.....
- (c) Termination of his service

In the case of those who are not on probation

- (a) Promotion to higher grade (Out of turn)
- (b) Promotion to the higher grade in the normal course
- (c) Defer consideration of promotion by.....

- 4.6 What are the strengths of the officer which could be gainfully utilised in the organisation.

- 4.7 If the grading is B₊ or below would you recommend a change of assignment. If so, please elaborate indicating the type of job and area he is best suited for.

- 4.8 General remarks.

Signature

Name in block letters

Designation

Dated :

PART—V.

REMARKS OF THE ACCEPTING AUTHORITY
(i.e. next superior authority)

Place :
Date :

Signature of the Accepting Authority
Name in block letters
Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an **important document**. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a **high sense of responsibility**.
2. Performance appraisal through Confidential Reports should be used as a tool for **human resource development**. Reporting Officers should realise that the objective is to **develop an officer** so that he/she realises his/her true potential. It is **not** meant to be a **fault-finding process** but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after **devoting adequate time**. Any attempt to fill the report in a **casual** or superficial manner will be easily discernible to the higher authorities.
4. Answer shall be given in a **narrative form**. The space provided indicates the **desired length** of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments. Do not feel obliged to mark under every heading; some may be inapplicable. Do not guess where you have not been able to judge; in such cases make no marking at all.
5. The Reporting Officer shall, in the **beginning of the year** set **quantitative/physical/financial targets in consultation with each of the officers** with respect to whom he is required to report upon. Performance appraisal should be a **joint exercise** between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year i.e. January. In the case of an officer 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.
6. The targets should be clearly known and understood by both the officers concerned. **While fixing the targets, priority should be assigned item-wise**, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at **regular intervals** to review the performance and to take necessary corrective steps.
8. It should be the endeavour of each appraiser to present the **truest possible picture** of the appraisee in regard to his/her performance, conduct, behaviour and potential. Marking should not take account of age.
9. Assessment should be confined to the appraisee's **performance during the period of report only**. Do not hesitate to give low markings, if they are deserved. No one can hope to be equally good in every respect and some low markings may be justified even for the most brilliant.
10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

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12. In his own interest the officer must be informed of any marking below normal, unless this would be unwise because (a) he is ill, or otherwise upset ; or (b) he is unable to correct the deficiency.
13. Where any adverse remarks are made whether it relates to a remedial or an irremedial defect, it should be communicated to the staff member ; but while doing so, the substance of the entire report including what has been said in praise of the officer reported upon should be communicated to him.
14. The substance of an unfavourable report will be communicated to the staff member reported on either orally or in writing as may be considered appropriate by the Reviewing Officer and the fact of such communication noted of this report before it is sent to the appropriate officer for custody.
15. In exceptional cases, if the Reviewing Officer feels that communication of unfavourable remarks will serve no useful purpose and may only discourage the staff member reported on, he should submit them for the orders of the next superior officer.

NOTE :

The following procedure should be followed in filling up the column relating to integrity :

- (i) If the officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under :
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - (c) If the doubts or suspicions are confirmed, this fact should be recorded and duly communicated to the officer concerned.
 - (d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

(Ministry of Home Affairs O M No. 51/4/64-Estt (a), dated 21.6.1965)