



DPC
182
26/03/18

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय भारत सरकार की एक स्वायत्त संस्था)
पो. 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.23-23/2017-18/ICFRE (RB) /4/

dated 19th March 2018

To

Dy. No. 610

Date. 21-3-18

Research & Coordination Section

F.R.I. Dehradun.

The Directors of ICFRE Institutes

Subject: Annual work plan of Scientists working in ICFRE and its Institutes

वन अनुसंधान संस्थान, देहरादून
कुल सचिव कार्यालय
★ डायरी सं. 634
दिनांक 23/03/18

Madam/Sir

All the institutes were requested to finalize the Annual Work Plan of the scientists indicating 8-10 Key Result Areas (KRAs) every year in accordance with the APAR format. These KRAs will be finalized at the beginning of the year in consultation with the reporting authority and after revision of the targets during the midyear, if required, will be furnished to ICFRE (HQ). The issue was also discussed in the Directors' Conference held on 26th February 2018, where the institutes requested for issuing necessary instructions on the activities and format of the KRAs.

This issue has been examined and was decided that though an exhaustive list of activities for the KRAs would be difficult to be prescribed, an indicative list of activities can be given in which the scientist can be assessed. These activities are placed at **Annexure-I**. The reporting officers may also include other areas of work assigned to the scientist other than these activities listed. The quality of the outcomes /targets form an important part of assessment and should be taken into account while assessing the performance at the end of the year. However, the quantification of the targets like the number of projects to be executed, number of PCRs to be submitted, etc., should be incorporated, wherever possible. This should, therefore, be used as an instrument for having the clearly defined targets to assess the performance of the scientists at the end of the year.

The targets finalized for every scientist should also be in alignment with the mandate of the Council. The recent initiatives/priorities of the Council should necessarily be reflected in KRAs so finalized apart from the activities listed in the Annexure. These may include:-



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- (i) All India Coordinated Research Projects (National Project Coordinator (NFC), Component Coordinator)
- (ii) Role in the organization of the periodical seminars
- (iii) National subject matter Coordinator (NSMCs)
- (iv) Preparation of DPR for forestry intervention of major rivers

It was also observed in some of the KRAs submitted that the midterm achievements were mentioned, which are not required. However, during the revision of the targets if any during the midterm, the revised targets along with the initial ones are required to be included. I am also directed to request that the KRAs for the next year may be finalized by 30th April and the after midterm revision if any be furnished by 30th October, 2018.

This issues with the approval of DG, ICFRE.

Yours Sincerely

[Signature]
16/3/18

Asst. Director General (Edu)

Copy to

1. DDGs/Director(IC)/Secretary (ICFRE) for kind information and similar necessary action.

1. Forwarded to all Scientists working in F.R.I. for information and compliance.
2. Forest Informatics Div. for uploading this letter in the official website of F.R.I.

2/9/ Admin (Scientific)/2017-18

Dated : 28/March/2018

[Signature]
रजिस्ट्रार/Registrar
वन अनुसंधान संस्थान
Forest Research Institute
देहरादून/Dehra Dun-248006

Indicative List of Key Result Areas

1. Formulation of projects (ICFRE funded/externally aided)
2. Execution of Research/Extension/Education projects.
3. Research outcomes (patent /product /technology transfer/ Acceptance in Govt Reports/ policies)
4. Periodical Research reports/technical reports
5. Research Publications/books/chapter/manual/etc.,
6. Peer reviewed paper as first author/co-author (National/International/first author/co-author)
7. Participation/role in National/international seminar/conference/workshop
8. Organising National/International/Regional workshops/seminars
9. Technical /Scientific advisory/Consultancy services
10. Faculty/guest faculty/resource person in ICFRE and other Institutes
11. Guiding and evaluation of P.G/ Ph.D thesis
12. Organising and participation in Extension programmes
13. Timely submission of project completion reports/other reports
14. Administrative and other works assigned.
