

# MINISTRY OF ENVIRONMENT AND FORESTS

## 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 the 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 – SC or ST)
8. Period of absence from duty (On leave / training etc. during the year if he/she has undergone training please specify)

**PART II**

**TO BE FILLED 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 of work in order to priority and your achievements against each target

**Targets**

**Achievement**

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

(b). Please state briefly the shortfalls with reference to the targets, objectives referred to in Columns 2. Please specific 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 programme attended during the year (Indicate briefly the nature of programme, level of participation etc.)

### **PART III**

**(To be filled 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, achievement and shortfalls.

#### **2. Quality of output**

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

#### **3. Assessment**

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

### 3.1. ASSESSMENT (Please refer Annexure (I) and Annexure (II))

Please tick the 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						
	<b>Intellect</b>					
1. Exceptionally bright						Rather dull
II. PROFESSIONAL ABILITY						
	<b>Theoretical ability</b>					
2. Very good in theory and at interpreting data						Very poor in theory and unable to make obvious deductions from result or data
	<b>Experimental or Practical ability</b>					
3. Exceedingly good at experimental or practical work						
	<b>Originality</b>					
4. Produces many new and good ideas						
	<b>Technical Judgment</b>					
5. Discerns the essence of the problem selects the best line of attack						
	<b>Power of expression</b>					
6. Expresses clearly and concisely orally as well as in writing						
	<b>General Professional knowledge</b>					
7. Exceptionally wide through and upto date professional knowledge						

III.MANAGERIAL / ADMINISTRATIVE CAPACITY						
	<b>Administrative judgment</b>					
8. Excellent judgment and foresight in administration including cost / budget aspects						Judgment cannot be relied upon
	<b>Organizing ability</b>					
9. Has outstanding organizing ability						A poor organizer
	<b>Leadership</b>					
10. An excellent leader gets the best out of subordinates and labour						Unable to lead or direct staff or labour
	<b>Zeal and initiative</b>					
11. Takes extra initiatives in his jobs						No initiative at all
	<b>Work Output</b>					
12. Productive and quick at work						Rather slow
	<b>Quality of work</b>					
13. Turns out high quality work						Poor quality work
	<b>Perspective and visualization of future directions</b>					
14. Clear perspective of approach						Unclear in approach
	<b>Order and discipline</b>					
15. Stands out among fellow officers in maintaining order and discipline						Incapable of maintaining order and discipline

16. Highly objective and impartial	<b>Objectivity</b>					Tends to be partial and biased
IV. PERSONAL QUALITIES						
	<b>Personality</b>					
17. Stands out among his fellows						Apt to be ignored
	<b>Co-operativeness</b>					
18. First class at working with others						Difficult to work with
	<b>Conscientiousness</b>					
19. Very keen energetic and thorough						Apathetic, slipshod or lazy
	<b>Self-reliance</b>					
20. Always stands on his own feet						Never trusts his own judgment

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 optimize 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 indebtedness 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 -(B)**  
**(TO BE FILLED BY THE REPORTING AUTHORITY)**

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

1. Accuracy of the S&T work report

a. Generally accurate

b. Modifications needed (please specify)

2. Scientific merit of the work done

1-10 %

10-33%

33-50%

50-75%

Bottom 25%

3. Short summary of the innovative content of the work done

4. General assessment of the scientific work report (in brief)

5. Final grading

1-10 %

10-33%

33-50%

50-75%

Bottom 25%

**Signature of the reporting officer**

**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 utilized 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.

Dated:

**Signature**  
Name in block letters  
Designation

**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)*

**ANNEXURE-(I)**

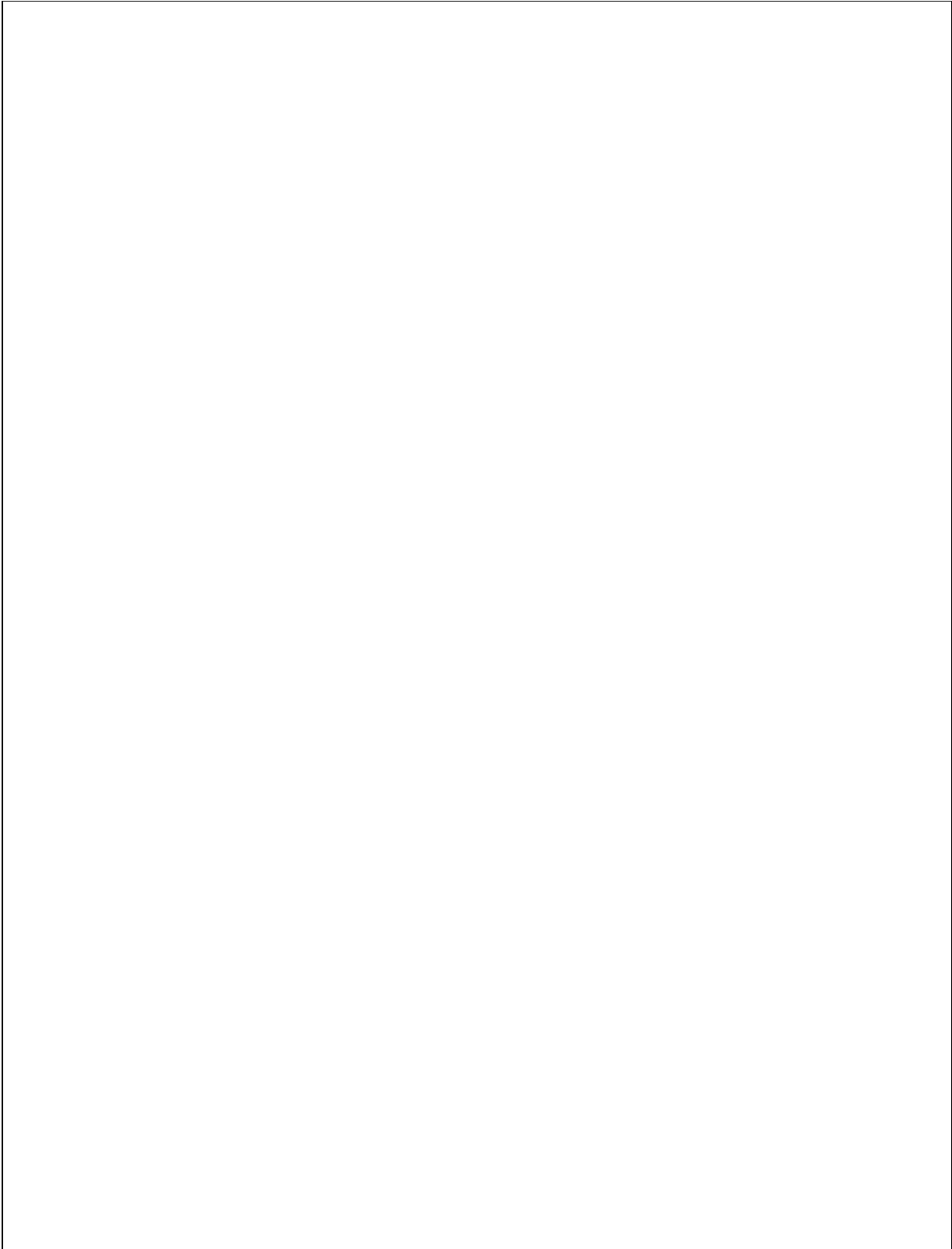
**ANNUAL WORK REPORT FOR SELF ASSESSMENT BY THE OFFICER REPORTED UPON**

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

1. Name
2. Designation
3. Area of S & T function
4. Brief description of S&T work function
  
5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)
  
6. Enumeration of major outputs from S&T functions
  
7. Innovation content of work done (about 100 words)
  
  
  
  
  
  
  
  
  
  
8. Major impact reported during the financial year (if any) for work done during previous three years
  
  
9. Scientific and technological methodologies used in the work function
  
  
  
  
  
  
  
  
  
  
10. Suggestions (if any) for the work functions based on new or emerging scientific principals
  
  
  
  
  
  
  
  
  
  
11. New technologies in any introduced by the officer in work plan / functions

12. Any other highest of special S&T content in the work

13. Summery (one page)of the scientific and technical element in the work done during the financial year

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for a one-page summary of scientific and technical elements.

## ANNEXURE-(II)

### Quantified S&T outputs as per the selected indicators

#### 1. Lectures delivered in universities/seminars/ industry meets

##### a) Enrolled

S. No.	Indicators	Quantification		
		Marks allotted	Number of outputs	Total marks claimed
		a	b	c = a x b
i	International seminar / workshop presentation / publication of abstracts	06		
ii	International seminar / workshop poster presentation / publication of abstracts	04		
iii	National seminar / workshop presentation / publication of abstracts	04		
iv	National seminar / workshop poster presentation / publication of abstracts	03		
v	Teaching input in FRI University (5-15 lectures = 1 output, and so on)	08		

##### b) Invited

i	Acted as resource person/guest faculty for ICFRE and other organizations [2-5 lectures=01 output, 6-10=02 output, and so on]	08		
ii	Participation in international seminar, industry meet, workshop, symposium, congress as key presenter / key-note speaker / Chairman / Co-Chairman	08		
iii	Participation in national seminar, industry meet, workshop, symposium, congress, meeting / key presenter / key-note speaker / Chairman / Co-Chairman	05		

#### 2. Books edited or written

i	Book / manual / monograph /ICFRE Publication	15		
ii	Book / Monograph other than ICFRE Publication	15		
iii	Book contribution (chapter)	05		
iv	Proceedings of the seminar and workshop	08		

#### 3. Research publications

i	Peer reviewed paper (International)	15		
ii	Peer reviewed paper (National)	10		
iii	Research publication in scientific magazines / extension bulletin	05		

#### 4. State- of -the art reports prepared on the subject handled or otherwise

i	Peer reviewed report (International)	10		
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ii	Peer reviewed report (National)	05		
iii	Project completion report / technical manual / final technical report	10		

#### 5. Annual reports prepared

i	Research report / administrative report / extension report	07		
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#### 6. Internal reports generated

i	Bringing out proceedings of meetings related to the research activities / management activity / extension activity [2 meetings=1 output]	05		
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#### 7. New S&T areas/ gaps identified for enlarging the scope of the existing schemes

i.	Organizing technical meetings related to the research activities, extension, education and management	08		
ii.	International funded project formulation including its approval	15		
iii.	National funded project (other than ICFRE) formulation and its approval by funding agency	10		
iv.	ICFRE funded project formulation and its approval by the Council	10		
v.	Execution of research or education or extension projects	10		
vi.	Execution/completion of consultancy project	10		

#### 8. New S&T identified and nurtured and S&T inputs added to ongoing schemes

i	Technical innovation that improve quality of the project and incorporate additional benefits for science and society	10		
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#### 9. Data bases prepared for scientific handling of the projects

i	Data base preparation, development of new software, development of database management system	10		
ii	Development and implementation of research information management and other functionalities through e-governance	10		

#### 10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country

i	Planning and implementation of institutional infrastructure projects and research support system	10		
ii	Development of innovative technology in development / maintenance of infrastructure	6		

#### 11. Identification of new areas for demonstration of technologies and follow-up

i	Technology developed duly recognized by the ICFRE	25		
ii	Technology up-gradation duly recognized by the ICFRE	20		

#### 12. Project monitoring parameters evolved and deployed



i	Project monitoring evaluation parameters evolved and deployed for ICFRE and other agencies	10		
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**13. Technology intelligence / assessment report prepared for S&T**

i	Developing of course / training material for various courses as course director for users / stakeholders (2-3 days =half output, 4-6 days = one out put and so on)	10		
ii	Assisting in developing of course / training material for various courses for users / stakeholders (2-3 days =half output, 4-6 days = one out put and so on)	05		
iii	Editing / review of scientific / technical papers, reports and projects	07		
iv	Evaluation of Ph.D. and M. Phil. Thesis	07		
v	Patent of the research / technology	30		

**14. S&T inputs provided to inter-ministerial discussions in various committees**

i	Organizing international workshop / seminar for institution / council as convener / organizing secretary	15		
ii	Organizing national workshop / seminar for institution / council as convener / organizing secretary	12		
iii	Organizing national /international workshop /seminar for institution / council as Committee member	10		

**15. Number of projects scientifically evaluated for closure during the year**

i	Evaluation and monitoring of projects assigned by various funding agencies	10		
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**16. Networked programmes initiated (please give numbers and salient features of your contribution)**

**a. Between lab to lab**

i	Development of multi-institutional / multi-disciplinary projects as team leader / coordinator	10		
ii	Development of multi-institutional / multi-disciplinary projects as component / sub-project investigator	05		
iii	Technical / scientific services for identification / testing of various kind of samples of species (1-10 samples = 1 output)	07		
iv	Demonstration of technology of the users / establishment of demonstration plots / field trial	10		

**b. Lab and industry**

i	Organizing training for the users / stakeholders as course director and developing training material	15		
ii	Assisting in organizing training / developing training material for users / stakeholders	07		
iii	Technical / scientific services for identification / testing of various kind of samples of species (1-10 samples = 1	07		

	output)			
iv	Demonstration of technology of the users/ Establishment of demonstration plots/ field trial	10		

**c) Bilateral**

i	Preparation and submission of consultancy projects and receipt of award of consultancy project	12		
ii	Technical and advisory services to MoEF/ state forest department / other stakeholders	05		

**d) Multilateral**

i	Dissemination of forestry extension services through workshop/seminar/conference/ state level meetings	09		
ii	Technical and advisory Services to other agencies including international	08		
iii	Preparation and printing of extension material like pamphlets/brochures, booklet, technical reports etc	10		

**17. Policies/ bills prepared during the year**

i	Policy research and other related works	10		
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**18. Awards/ membership of institutions/ academies**

i	Peer recognized international and national awards / fellow of scientific bodies	15		
ii	Award of Ph. D/ D.Sc./other academic degree. Guiding of Ph. D (supervisor/co-supervisors)	10		
iii	PG dissertation as supervisor	04		
iv	Other dissertation as supervisor	03		
v	Conducting diploma / PG courses of the FRI university as course Coordinator	10		
vi	Membership to reputed academic institution / academics	05		
vii	International / national fellowships	05		

**19. Others (please specify)**

i	Other activities as certified by the Director / Control Officer	10		
ii	Field tour (3 days field tour =1 output)	05		

Note : Provide the details of the indicators in a separate sheet

**Signature of the officer reported upon**

**PART VI**  
**INTERNAL PEER GROUP REVIEW REPORT**

1. Grading of the S&T content work reported

2. Specific innovation element recognized

a.

b.

c.

3. Relative assessment of the work reported vis-vis peers in the area

1-10 %

10-33%

33-50%

50-75%

Bottom 25%

4. Assessment of the work done during the residency period

5. Specific highlights of the S&T content of the work done

6. Overall grading of S&T work reported for the residency period

1-10 %

10-33%

33-50%

50-75%

Bottom 25%

Signatures of the members of the peers group

## INSTRUCTIONS

### **A. Annual confidential report [Ministry of Home Affairs O M No. 51/4/64-Estt. (a), dated 21.6.1965]**

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 Report should be used as tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realizes 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 officers 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 endeavor 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 marking 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.

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 irremediable 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 un-favorable 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 Officers 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 judgment 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 officers integrity should be certified and an entry made accordingly in the Confidential Report.
  - c. If the doubts or suspicions are confirmed, this fact should also 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.

#### **B. Annual work report**

1. The annual work report [Part II (B)] is an important document which is complementary to the annual confidential report. Therefore, the reporting authority before filling Part III (A and B) should carefully study the outputs provided by the officer reported upon in Part II (A & B) and accordingly make his comments / entries.
2. The Reporting Officer needs to comment specifically on whether he/she agrees with the responses relating to the accomplishments detailed by the officer reported upon. In case of disagreement, the reporting officer should highlight the specific portions with which he/she disagrees.
3. The reviewing authority before filling Part IV should also carefully study the outputs / details provided by the officer reported upon in Part II (A & B) and comments made by the reporting authority [Part III (A & B)], and accordingly make his comments / entries.
4. Maximum marks for a scientist will be limited to 100 marks for each year. These marks will be arithmetic numbers and should not be considered/converted to any weightage / percentage etc. If a scientist gets more than 100 (absolute) marks then his/her score will be limited to 100 marks only and if the marks are less than 100 marks then absolute/actual marks obtained will be considered.

5. In case of joint activities, the maximum marks allotted to the activity (100 %) are to be awarded to First Author/Activity Leader/Principal Investigator. The each of the Co-Author(s)/Co-Worker(s)/Co-Investigator(s) will be awarded 75 % marks of the activity. Accordingly, the output for the activity in column b (Number of Outputs) will be indicated either 1 (First Author/Activity Leader/Principal Investigator) or 0.75 [Co-Author(s)/Co-Worker(s)/Co-Investigator(s)], whichever the case may be.

*For example, the indicator 2 (i) (Book/Monograph other than ICFRE Publication) has been allotted '15' marks. In case, the activity has been carried out by five workers jointly, the Activity Leader (first author) will be awarded 100 % marks (15 marks) and each subsequent author (second to fifth) will be awarded 75 % of the allotted marks (11.25 marks) individually.*

6. The grading for the annual work report and its reflection in Part III (A and B), Part IV and Part VI will be done on the basis of following Table\*,

S. No.	Marks obtained in S. No. 14 of Part II (B)	Corresponding grade for filling Part IV	Corresponding values for filling Part III (B) and Part VI
1.	95-100	Exceptionally brilliant	1-10 %
2.	90-95	Outstanding	
3.	67-89	Very Good	10-33 %
4.	50-66	Good	33-50 %
5.	25-49	Average	50-75%
6.	10-24	Below average	Bottom 25%
7.	Below 10	Not worthy retaining in the present grade	

\*The corresponding grades for filling Part B (assessment by the reporting authority) and Part C (Internal peer group review report) of annual work report and Part III (To be filled by reporting authority and Part IV (Remarks of the reviewing officer) in annual confidential report.

7. The criteria for filling Part II (B) as S & T functions and indicators will be selected from the following list (DoPT vide No. AB-14017/37/2008-Estt(RR) dated September 10, 2010).

<b>a. Knowledge product link</b>	
i Publication on SCI Journals ii Publication in referred journals iii Publications in proceedings iv Books and Monographs	v Patents/Copyrights/Designs vi Invited Scientific Lectures vii Scientific Study Reports
<b>b. Technology Product Link</b>	
i Process Know-how ii Product know-how iii Design know-how iv Technology status reports	v Technology intelligence reports vi Technology foresight reports vii Technology assessment reports
<b>c. Economic Product Link</b>	
i Contract Research Income ii Consultancy Service iii Income Royalty Income iv Competitive research grants gained	v Technology licensing fees earned vi R&D Service income realized vii Scientific Publications Sold

<b>d. S&amp;T Management Product Link</b>	
i Extra & Intra mural R&D projects managed ii S& T management reports for external use iii IPR Documentation iv Monitoring and closure reports	v S&T Output-Input correlations vi S&T data base reports Strategy planning Documents vii S&T mission implementation viii Cabinet Note, EFC/SFC Notes prepared for S&T schemes
<b>e. S&amp;T Services Product Link</b>	
i Testing services ii Laboratory Accreditation iii Good Laboratory Practice Inspection iv S&T Survey v R&D Service: Energy / Environmental Audit vi R&D Service: Environmental impact appraisals vii Natural wealth and Hazard Assessment	viii S&T information services- analysis ix Bibliometric and scientometric analysis x Preparation of Technical Manuals xi Derivation of Scientific/ Technical Codes xii S&T outputs from Workshops / Seminars
<b>f. S&amp;T Human Resource Product Link</b>	
i Master's level education ii Doctoral level training iii Post doctoral training iv S&T management courses v Specialized man power for R&D sector	vi Science education / knowledge dissemination vii Training on advanced technical and Analytical methodologies
<b>g. Societal Outreach of S&amp;T Outputs</b>	
i Technology field demonstrations ii Design of outreach materials iii Dissemination of R&D outputs iv Artisanal training/Skill Development Initiates	v Grass root S&T related actions vi Technology adaptation for local needs vii Convergent technology solutions delivered
<b>h. S&amp;T Policy Product Links</b>	
i Drafting of Technical standards ii R&D investment policy framework iii National policy frame work for innovation systems iv Design of policies for stimulation of R&D v National policy frame work for technology systems	vi Design and development of regulatory frame works vii Evidence gathering for policy building viii Global bench marks for technology systems
<b>i. S&amp;T Cooperation Products</b>	
i PPP Products for S&T sector ii National competitiveness assessment for bilateral cooperation iii Technology Assessment for diplomacy iv Technology Assessment for international synergies	v Technology Assessment for acquisition vi Academy-research partnership built vii Technical Work Programmes drafted for S&T Cooperation

8. The Indicator-wise instructions to fill annual work report are given hereunder in the Table.

S. No.	Indicators	Extended clarification
<b>1. Lectures delivered in universities/seminars/ industry meets</b>		
<b>a. Enrolled</b>		
i.	International seminar / workshop presentation /	Presentation / publication of abstracts in international seminar / workshop / symposium

	publication of abstract	/ congress /conference / meetings, etc.
ii.	International seminar/workshop poster presentation	Presentation as poster / publication of abstracts in international seminar / workshop / symposium / congress / conferences / meetings and participation as delegate.
iii.	National seminar / workshop presentation	Presentation / publication of abstracts in national seminar / workshop / symposium / congress /conference / meetings, etc.
iv.	National seminar/workshop poster presentation	Presentation as poster / publication of abstracts in national seminar / workshop / symposiums / congress / conference / meetings and participation as delegate.
v.	Teaching input in FRI University [5-15 lectures=01 output]	Teaching / practical in FRI University proportional output
<b>b. Invited</b>		
i.	Acted as resource person/guest faculty for ICFRE and other organizations [2-5 lectures=01 output, 6-10=02 output, and so on]	No elaboration
ii.	Participation in international seminar, industry meet, workshop, symposium, congress as key presenter / key-note speaker / Chairman / Co-Chairman	No elaboration
iii.	Participation in national seminar, industry meet, workshop, symposium, congress, meeting as key presenter / key-note speaker / Chairman / Co-Chairman	No elaboration
<b>2. Books edited or written</b>		
i.	Book / manual / monograph /ICFRE Publication	No elaboration
ii.	Book / Monograph other than ICFRE Publication	No elaboration
iii.	Book contribution (chapter)	Chapters / articles published in edited books, monographs, proceedings, etc.
iv.	Proceedings of the seminar and works shop	Preparation / publication of the proceedings of the seminar and works shop
<b>3. Research publications</b>		
i.	Peer reviewed paper (International)	No elaboration
ii.	Peer reviewed paper (National)	No elaboration
iii.	Research publication in scientific magazines / extension bulletin	Publication of a research article in scientific magazines / extension bulletin / daily news



		papers or delivering a talk at AIR or TV
<b>4. State- of –the art reports prepared on the subject handled or otherwise</b>		
i.	Peer reviewed report (International)	No elaboration
ii.	Peer reviewed report (National)	No elaboration
iii.	Project completion report / technical manual / final technical report	No elaboration
<b>5. Annual reports prepared</b>		
i.	Research report / administrative report / extension report	No elaboration
<b>6. Internal reports generated</b>		
i.	Bringing out proceedings of meetings related to the research activities / management activity / extension activity [2 meetings=1 output]	No elaboration
<b>7. New S&amp;T areas/ gaps identified for enlarging the scope of the existing schemes</b>		
i.	Organizing technical meetings related to the research activities, extension, education and management	No elaboration
ii.	International funded project formulation including its approval.	Each project including consultancy will score once during its tenure elaboration
iii.	National funded project (other than ICFRE) formulation and its approval by funding agency.	Each project including consultancies will score once during its tenure elaboration
iv.	ICFRE funded project formulation and its approval by the Council	Each project will score once during its tenure elaboration
v.	Execution of research, education or extension projects	Each project will score every year during its tenure elaboration
vi.	Execution/completion of consultancy project	Each consultancy project will score every year during its tenure elaboration
<b>8. New S&amp;T identified and nurtured and S&amp;T inputs added to ongoing schemes</b>		
i.	Technical innovation that improve quality of the project and incorporate additional benefits for science and society	No elaboration
<b>9. Data bases prepared for scientific handling of the projects</b>		
i.	Data base preparation, development of new software, Development of DBMS	No elaboration
ii.	Development and implementation of research	No elaboration

	information management and other functionalities through e-governance	
<b>10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research and development across the country</b>		
i.	Planning and implementation of institutional infrastructure projects and research support system	Planning and implementation of institutional infrastructure projects, research support system like procurements / management of equipment, stores, developing information systems, security systems, warden /watch & ward/ estate management / public liaison / protocol management / infrastructure, civil works, scientific management of repositories and conservatories, museums, xylarium, etc.
ii.	Development of innovative technology in development / maintenance of infrastructure	No elaboration
<b>11. Identification of new areas for demonstration of technologies and follow-up</b>		
i.	Technology developed duly recognized by the ICFRE	Technology developed duly recognized by the ICFRE; taxonomic identification (keys) at genus / species level; Allotment of accession (by repository, bank, herbarium, xylarium, museum, etc.); protocol establishment of process and products; development of primer, etc.
ii.	Technology up-gradation duly recognized by the ICFRE	The up-gradation of a technology; revision of the taxonomic (keys) / protocol for process and products; primer, etc.
<b>12. Project monitoring parameters evolved and deployed</b>		
i.	Project monitoring evaluation parameters evolved and deployed for ICFRE and other agencies	Project monitoring evaluation and parameters evolved
<b>13. Technology intelligence / assessment report prepared for S&amp;T</b>		
i.	Developing of course / training material for various courses as course director for users / stakeholders (2-3 days = half output, 4-6 days = one out put and so on)	No elaboration
ii.	Assisting in developing of course / training material for various courses for users / stakeholders (2-3 days =half output, 4-6 days = one out put and so on)	No elaboration
iii.	Editing / review of scientific / technical papers, reports and projects	Editing / assessment of scientific / technical papers, reports and projects of different scientific journals and funding agencies / organizations / publishers
iv.	Evaluation of Ph.D. and M. Phil	No elaboration

	Thesis	
v.	Patent of the research / technology	Patent of a process or product on filing and release of variety or clone or provenance, etc., weightage for patent only once in each case
<b>14. S&amp;T inputs provided to inter-ministerial discussions in various committees</b>		
i.	Organizing international workshop / seminar for institution / council as convener / organizing secretary	Organizing as convener and organizing secretary of international workshop, seminar, symposium, congress, conference, meetings, etc.
ii.	Organizing national workshop / seminar for institution / council as convener / organizing secretary	Organizing as convener and organizing secretary of national workshop, seminar, symposium, congress, conference, meetings, etc.
iii.	Organizing national /international workshop /seminar for institution / council as Committee member	Assisting and functioning as team member in international/ national workshop, seminar, symposium, congress, meetings, sports meets, etc.
<b>15. Number of projects scientifically evaluated for closure during the year</b>		
i.	Evaluation and monitoring of projects assigned by various funding agencies	No elaboration
<b>16. Networked programmes initiated (please give numbers and salient features of your contribution)</b>		
<b>a. Between lab to lab</b>		
i.	Development of multi-institutional / multi-disciplinary projects as team leader / coordinator	No elaboration
ii.	Development of multi-institutional / multi-disciplinary projects as component / sub-project investigator	No elaboration
iii.	Technical / scientific services for identification / testing of various kind of samples of species (1-10 samples = 1 output)	No elaboration
iv.	Demonstration of technology of the users / establishment of demonstration plots / field trial	No elaboration
<b>b. Lab and industry</b>		
i.	Organizing training for the users / stakeholders as course director and developing training material	Organizing and functioning as team leader in trainings of international and national level for the users/stakeholders as course director and developing training material.
ii.	Assisting in organizing training / developing training material for users / stakeholders	Assisting and functioning as team member in trainings of international and national level for the users / stakeholders as course director and

		developing training material.
iii.	Technical / scientific services for identification / testing of various kind of samples of species (1-10 samples = 1 output)	No elaboration
iv.	Demonstration of technology of the users/ Establishment of demonstration plots/ field trial	No elaboration
<b>c. Bilateral</b>		
i.	Preparation and submission of consultancy projects and receipt of award of consultancy project	No elaboration
ii.	Technical and advisory services to MoEF / State Forest Departments/ other stakeholders	No elaboration
<b>d. Multilateral</b>		
i.	Dissemination of forestry extension services through workshop / meetings	No elaboration
ii.	Technical and advisory services to other agencies including international	No elaboration
iii.	Preparation and printing of extension material like pamphlets/brochures, booklet etc [2 brochures= 1 output]	No elaboration
<b>17. Policies/ bills prepared during the year</b>		
i.	Policy research and other related works	No elaboration
<b>18. Awards/ Membership of Institutions/ Academies</b>		
i.	Peer recognized international and national awards / fellow of scientific bodies	Peer recognized international and national awards / fellowships / trainings / post-doc fellowships / membership of scientific societies
ii.	Award of Ph. D/ D.Sc./other academic degree. Guiding of Ph. D (supervisor)	Award of Ph. D/ D.Sc./other academic degrees. Successful guiding of Ph.D. / M. Phil /D.Sc. student as supervisor /Co-supervisor
iii.	PG dissertation (supervisor)	PG Dissertation as supervisor / co-supervisor and evaluation of projects proposals / dissertations / thesis / etc.
iv.	Other dissertation (supervisor)	Supervision / evaluation of term papers, assignments, setting of exam papers, etc.
v.	Conducting diploma / PG courses of the FRI university as course Coordinator	No elaboration

vi.	Membership to reputed academic institution / academics	Membership to reputed academic institution / academics or scientific bodies
vii.	International / national fellowships	International / national fellowships including financial awards of various funding agencies
<b>19. Others (please specify)</b>		
i.	Other activities as certified by the Director / Controlling Officer	Any scientific, technical and management related activities that are not covered under indicators above 1-18.
ii.	Field tours (3 days tour = 1 output)	No elaboration

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