**Appendix-III**

**Form-III**

**(See Rule-4)**

The All India service (Performance Appraisal Report) Rules, 2007

[Applicable for All Indian Forest Service Officers who are on deputation under clauses (i) and

(ii) of sub-rule 2 of rule 6 of the Indian Forest Service (Cadre) Rules, 1966]

Performance Appraisal Report for the period from …………………. to ………………….

**Section-I-Basic Information**

(To be filled in by the Administration Division/environment & Forest Department)

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| --- | --- | --- | --- | --- | --- |
| 1. | Name of the Officer reported upon | |  | | |
| 2. | Service | |  | | |
| 3. | Cadre | |  | | |
| 4. | Year of Allotment | |  | | |
| 5. | Date of Birth | |  | | |
| 6. | Present Grade | |  | | |
| 7. | Present Post | |  | | |
| 8. | Date of Appointment to Present Post | |  | | |
| 9. | Reporting, Reviewing and Accepting Authorities | | | | |
| Particular | Name & Designation | | | Period Worked |
| Reporting Authority |  | | |  |
| Reviewing Authority |  | | |  |
| Accepting Authority |  | | |  |
| 10. | Period of Absence on Leave, etc. | | | | |
| Particular | Period | | Type | Remarks |
| On Leave (Specify Type) |  | |  |  |
| Other (Specify) |  | |  |  |

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| 11. | Training Programs Attended | | | | |
| Date from | Date to | | Institute | Subject |
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| 12. | Awards/Honours | | | | |
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| 13. | Details of PARs of Officers not written by the officers as reporting/reviewing authority for the previous year. | | | | |
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| 14. | Date of filling the property return for year ending December. | |  | | |
| 15. | Date of last prescribed medical examination (Mandatory for all Indian Forest Service Officers) Attach summary of the medical report, | |  | | |

Signature on behalf

of ……………………………………………....

Date: Admin./Environment & Forest Department

**Section-II-Self Appraisal**

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| 1. | Brief description of duties:  (Objectives of the position you hold and the tasks you are required t perform, in about 10 words). | | | |
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| 2. | Annual Work Plan and Achievement: | | | |
| Tasks to be Performed | Deliverables13(1) | | Actual Achievement14(2) |
| Intitial15(3) | Mid Year15(4) |
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| 3. | During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extra-ordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and cost)? If so, please give a verbal description. | | | |
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| 4. | What are the factors that hindered your performance? |  | | |
| 5. | Please indicate specific areas in which you feel the need to upgrade you skills through training programme. |  | | |
| 6. | Declaration: | | | |
|  | Particular | | Yes / No | Date |
|  | Have you filed your immovable property return, as due, If yes, please mention date. | |  |  |
|  | Have you undergone the prescribed medical checkup? | |  |  |
|  | Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority? | |  |  |

Date: Signature of officer reported upon …………………………….

13(1) Deliverables refer to quantitative or financial targets or verbal description of expected outputs.

14(2) Actual achievements refer to achievement against the specified deliverables in respect of each task (as updated of mid-year). No explanations for divergences are to be given in this table.

15(3) Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

15(4) Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

**Section-III-Appraisal**

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| 1. | **Assessment of Personal Attributes** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade 70% weightage will be assigned to this item. | | | |
|  | Particular | Reporting Authority | Reviewing Authority | Initials of Reviewing Authority |
| i. | Attitude to work |  |  |  |
| ii. | Sense of responsibility |  |  |  |
| iii. | Overall bearing and personality |  |  |  |
| iv. | Emotional stability |  |  |  |
| v. | Communication skills |  |  |  |
| vi. | Moral courage and willingness to take a professional stand |  |  |  |
| vii. | Leadership qualities |  |  |  |
| viii. | Capacity to work in time limit |  |  |  |
|  | **Overall Grading on personal Attributes** |  |  |  |
| 2. | **Assessment of Work Output** (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade 30% weightage will be assigned to this item. | | | |
|  | Particular | Reporting Authority | Reviewing Authority | Initials of Reviewing Authority |
| i. | Accomplishment of planned work including training courses for various ranks |  |  |  |
| ii. | Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences. |  |  |  |
| iii. | Accomplishment of exceptional work/unforeseen tasks performed. |  |  |  |
|  | **Overall Grading on “Work Output”** |  |  |  |

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| 3. | **Integrity**: Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity. | | |
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| 4. | **Pen picture of Reporting Authority**: Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards. | | |
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| 5. | **Recommendation** relating to domain assignment (Please **tick** mark any four) | | |
| Afforestation/Agro-forestry and Tribal/ Hill Areas Development |  | Bio-diversity and Wildlife Management |
| Social Welfare of Dwellers in Forest and Tribal Areas |  | Training |
| Forest and Wildlife Relation Crimes |  | Research and Development |
| Nature Resources Management |  | Bio-technology |
| 1. General Forestry |  |  |
| 1. Minor Forest Produce |  |  |
| Environmental Issues Including Climate Change |  | Forest Personnel Administration |
| Forest Conservation and Development |  | Other |

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| --- | --- | --- |
| 6. | Overall grade on a score of 1-10 |  |

Date: Signature of Reporting Authority ……………………..

**Section-IV-Review**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Do you agree with the assessment made by the reporting officer with respect to the work output and various attributes in section III? Do you agree with the assessment of the reporting officers in respect of extraordinary achievements and/or significant failures of the moS/Officer reported upon?  (If case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for your in that section and initial your entries. | Yes | No |
| 2. | In case of difference of opinion details and reasons for the same may be given. | | |
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| 3. | Comments, if any, on the pen picture written by the Reporting Authority. | | |
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| 4. | **Recommendation** relating to domain assignment (Please **tick** mark any four) | | |
| Afforestation/Agro-forestry and Tribal/ Hill Areas Development |  | Bio-diversity and Wildlife Management |
| Social Welfare of Dwellers in Forest and Tribal Areas |  | Training |
| Forest and Wildlife Relation Crimes |  | Research and Development |
| Nature Resources Management |  | Bio-technology |
| 1. General Forestry |  |  |
| 1. Minor Forest Produce |  |  |
| Environmental Issues Including Climate Change |  | Forest Personnel Administration |
| Forest Conservation and Development |  | Other |
| 6. | Overall grade on a score of 1-10 |  | |

Date: Signature of Reviewing Authority …………………….

**Section-IV-Acceptance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Do you agree with the remarks of the Reporting/Reviewing Authorities? | | Yes | No |
| 2. | In case of difference of opinion details and reasons for the same may be given. | | | |
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| 6. | Overall grade on a score of 1-10 |  | | |

Date: Signature of Accepting Authority ……………………..