



No. A/2-1/2007-WII (Vol. IX: 2015-16)

Dated 8th July 2015

To,

Sh. M.D. Gupta
8/11 Kaulagarh Road
Anand Vihar
Dehradun-248001

Sub.: Information under Right to Information Act, 2005- reg.

Ref.: Your RTI Application dated 10.06.2015

Sir,

Please refer to your RTI application cited above regarding the information asked by you under RTI Act, 2005. In this connection, the required parawise information as asked under your above RTI application has been collected from the concerned officer of the Institute and is attached herewith in 60 pages.

In case you are not satisfied with this reply and want to appeal as per the provisions of RTI Act, 2005, the address of Appellate Authority is being given as follows:

Dr. V.B. Mathur, Director & Appellate Authority, Wildlife Institute of India,
Chandrabani, Dehradun - 248 001, Ph.: 0135-2640910.

Thanking you,

Yours faithfully,

(Aseem Shrivastava)
CPIO

Encl.: As above (60 pages).

SPAWD
9/7/15

(256)
9

**WILDLIFE INSTITUTE OF INDIA
DEHRADUN**

No.: A/2-2/2009-WII

Dated :24th June, 2015

**Sub : CPIO Note dated 11th June 2015 – regarding RTI Application of
Sh. M.D. Gupta, WII, Dehradun dated 10.06.2015 received at WII
Dehradun on 11.06.2015**

Sl. No.	Question raised by Sh. M.D. Gupta, WII Dehradun	Replies by the Wildlife Institute of India, Dehradun
1.	Certified photocopies of the Annual Confidential Reports (ACRs) of Sh. M.D. Gupta, Assistant Grade II of WII, Chandrabani, Dehradun for the period from 01.04.2003 to 31.03.2014 with the comments of concerned Reporting Officer, Reviewing Officer and Accepting Officer for the above mentioned period ?	Certified copies of ACRs of Sh. M.D. Gupta Assistant Grade-II for the period from 01.04.2003 to 31.03.2014 are enclosed.
2.	Date of joining as Director of WII of SH. P.R. Sinha ?	23.09.2004
3.	Whether Sh. P.R. Sinha was joined this Institute as Director in continuation of his old service within his parent cadre or joined afresh after submitting his resignation from his prior service or after taking V.R.S. from his old service ?	Sh. P.R. Sinha joined the autonomous Institute of WII on absorption basis after submitting his technical resignation from the Indian Forest Service.
4.	Whether Sh. P.R. Sinha was adopted the pensionary benefits as per the then existing Pension scheme of Wildlife Institute of India or adopted any other pension scheme during his service period in Wildlife Institute of India?	Information contained in Form-16 personal and is not liable for disclosure under RTI Act under Section 8 (I) (j).
5.	Certified photocopies of the Form – 16 for the Financial Year 2004- 2005 to 2013-2014 in respect of Sh. P.R. Sinha, former Director, Wildlife Institute of India, Chandrabani, Dehradun, issued by finance section of Wildlife Institute of India.	Mr. P.R. Sinha did not carry his past service to WII and on his joining the WII on absorption basis his service conditions were regulated in accordance with his appointment letter as enclosed.

30-6-15

ATTESTED

CPIO
CPIO, Wildlife Institute of India

PA-127)

ANNEXURE-II

FORM OF CONFIDENTIAL REPORT OF LOWER/UPPER DIVISION CLERK

Ministry/Department/Office Wildlife Institute of India

Report for the year ending 1-4-2023 to 2-2-2024

Part I - Personal Data

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

1. Name of official : Shri. Mata Deen Gupta

2. Designation/Post Held : U.D.C

3. Date of birth : 02-04-1959

4. Whether official belongs to Scheduled Caste/Scheduled Tribe: N.A

5. Date of continuous appointment to the present grade, viz. : 25-01-1990

6. Whether permanent, temporary, or officiating : Permanent

7. Section(s) in which served during the year/period under report and period of service in each

ATTESTED
CPIO, Wildlife Institute of India

Section
Account- 1-4-2023 to 2-2-2024

Period

8. Period of absence from duty (on leave, training, etc.), during the year/period
Commuted Leave

E.L! - 1-4-2023 to 3-4-2023 = 3 days
26-5-2023 to 28-5-2023 = 3 days
17-6-2023 to _____ = 1 day
22-7-2023 to 24-9-2023 = 3 days
25-7-2023, 3-10-2023
14-10-2023 to 16-10-2023
10-11-2023 to 14-11-2023
9-12-2023 to 11-12-2023
20-3-2024 to 25-3-2024

Part II-Self-Appraisal

1. Brief description of duties : ① To prepare fellowship of all researchers connected with Research projects & will.
 2. Brief resume of the work done by you during the year/period from _____ to _____ bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed) : ② Payment and adjustment of T.A. & F.A. ^{of} the Researchers & will.
③ Maintenance of F.A., T.A. and Expenditure registers of various projects & will.
④ Any other work assigned by F.O.
- pm*
C.M.D. Gupta
VDC

Part III-Assessment by the Reporting Officer

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

1. Does the Reporting Officer agree with the statement made in Part II: if not, the extent of disagreement and reasons therefor : Yes agreed.
2. State of health : Sound
3. General intelligence and keenness : Very intelligent & keen
4. Proficiency in typing (in both speed and accuracy) : Not checked
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc. : maintain all the records properly
6. Intelligence, keenness and industry : very intelligent, hardworked and keen to work.
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts : No
8. Amenability to discipline : Well disciplined

ATTESTED

[Signature]
CPIO, Wildlife Institute of India

- 9. Punctuality in attendance : Regular
 - 10. Relations with fellow employees/Public Relations (wherever applicable) : Friendly
 - 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : No never.
 - 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : Prepared Form 16-A for the officers/staff
 - 13. Integrity (Please see Note below Instructions) : Beyond doubt.
 - 14. Grading (Outstanding/Very Good/Good/Average/Below Average) : Very Good.
- (An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)
- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes :
 - (a) Attitude towards SCs and or STs : Parative
 - (b) Sensitivity to social justice : Very sensitive in this regard
 - (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : Not seen
 - (d) Effectiveness in brining about the development of SCs and/or STs :

ATTESTED

CPIO, Wildlife Institute of India

श्री विमल
 S. SINGH
 DIRECTOR
 Wildlife Institute of India
 Dehra Dun
 U.P.
 India


 Signature of Reporting Officer:

Date: 13.9.04

Name in Block Letters:

Part IV-Remarks by Reviewing Officer

1. Length of service under Reviewing Officer: *1 (one) year*
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material? *satisfied*
3. Do you agree with the judgement of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons) *yes, agreed*
Is there anything you wish to modify or add?
4. If the Officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. *N.A.*
5. General remarks with specific comments about the general remarks about the meritorious work of the Officer including the grading. *Graded as Very good*
6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion? *N.A.*

Place: *Dehra Dun*

Signature of Reviewing Officer: *[Signature]*

Date: *13-9-01*

Name in Hindi: *एन. सिंगसित*
S. SINGSIT
Designation/DIRECTOR
कर्मचारी, जल, शोध, संस्थान
Water Life Institute of India
कर्मचारी सं. १४/Chandrabani Dehra Dun


Designation during the period:

INSTRUCTIONS

(To be read carefully before filling the entries in the Confidential Report forms)

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 Officer and the Reviewing Officer 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 the 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 items 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. If the Reviewing Officer is satisfied that the Reporting Officer has made the report without due care and attention, he/she shall record a remark to that effect item 2 of Part IV. The Government shall enter the remarks in the confidential roll of the Reporting Officer.

ATTESTED


CPIO, Wildlife Institute of India

5. Every 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 officer recording the answer. Please use unambiguous and simple language. Please do not use ambiguous expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.

6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The targets set should clearly be known and understood by both the officers concerned.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
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. The column relating to "Public Relations" need be filled in by the Reporting Officer only where the duties of the officer reported upon are such that he comes in contact with members of the public.

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 :-

ATTESTED

[Handwritten Signature]
CPD 1234

- (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 had 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 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.

<G.I., M.H.A.O.M. No. 51/4/64-Estt. (A) dated the 21st June, 1965.>

- (e) When a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department, i.e., when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on long leave, etc., the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

ATTESTED

CPIO, Wildlife Institute of India

<G.I., D.P. & A.R., O.M.No.51/4/72-Estt. (A), dated the 20th May, 1972>

ANNEXURE-II

FORM OF CONFIDENTIAL REPORT OF LOWER/UPPER DIVISION CLERK

Ministry/Department/Office Wildlife Institute of India

Report for the year ending 1-4-04 to 31-3-2005

Part I - Personal Data

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

- 1. Name of official : Shri Mata Deen Gupta
- 2. Designation/Post Held : U.D.C.
- 3. Date of birth : 2-4-1959
- 4. Whether official belongs to Scheduled Caste/Scheduled Tribe: No
- 5. Date of continuous appointment to the present grade, viz. : (FIN) 25-1-1990
- 6. Whether permanent, temporary, or officiating : Permanent
- 7. Section(s) in which served during the year/period under report and period of service

ATTESTED by

Section Admin.

Period 1-4-04 to till date

[Signature]
CPD, Wildlife Institute of India

8. Period of absence from duty (on leave, training, etc.), during the year/period

: E.L. 1-4-04, 2-4-04, 8-4-04

Part II-Self-Appraisal

1. Brief description of duties (1) Duties in connection with legal matters of the Institute.
2. Brief resume of the work done by you during the year/period from _____ to _____ bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)
 - (2) To meet with legal retainers for briefing the case.
 - (3) Attending Court at Dehradun, Delhi and Utranchal High Court and Special Court at F.R.I.
 - (4) Any other task assigned by Director and A.O.

Part III-Assessment by the Reporting Officer (MD)

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

1. Does the Reporting Officer agree with the statement made in Part II; if not, the extent of disagreement and reasons therefor : Generally yes.
2. State of health : Very good
3. General intelligence and keenness : very good. intelligent
4. Proficiency in typing (in both speed and accuracy) :
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc. : very good
6. Intelligence, keenness and industry : very good
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts : NO
8. Amenability to discipline : Disciplined

ATTESTED

C.P.R. [Signature]

[Signature]

- 9. Punctuality in attendance : Punctual
- 10. Relations with fellow employees/Public Relations (wherever applicable) : very good
- 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : NO
- 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : NO
- 13. Integrity (Please see Note below Instructions) : beyond doubt
- 14. Grading (Outstanding/Very Good/Good/Average/Below Average) : very good

(An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes :
 - (a) Attitude towards SCs and or STs : Positive
 - (b) Sensitivity to social justice : Positive / very good
 - (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : very good
 - (d) Effectiveness in brining about the development of SCs and/or STs : very good

ATTESTED

CPIO, Wildlife Institute of India

[Handwritten signature]

Place: Dehradoon

Date: 20.06

Signature of Reporting Officer: *[Handwritten Signature]*
 Name in Block Letters: P.K. AGGARWAL

Part IV-Remarks by Reviewing Officer

1. Length of service under Reporting Officer:

2. Is the Reporting Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

Yes

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons)

I agree.

Is there anything you wish to modify or add?

- Nil -

4. If the Officer reported upon is a member of Scheduled Caste Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just

- NO -

} Not relevant -

5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading

Well verse with office rules and financial procedures. official has been UDC since 1990 i.e. almost 16 years. He deserves promotion.

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

official has worked in the different sections of the Institute (Academic Cell, Finance and Adm.)

He fits well in all sections due to his favourable temperament, knowledge skills. Recommend for promotion.

Place: Dehra Dun

Signature of Reviewing

P. K. Mathur

Date: 2 August, 2006

(P. K. Mathur)
Prof. & Head
Dept. of Landscape Planning & Management
Wildlife Institute of India
Dehra Dun - 248 001

Designation during the

"Formerly Head of office"

ATTESTED

Spud

INSTRUCTIONS

(To be read carefully before filling the entries in the Confidential Report forms)

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 Officer and the Reviewing Officer 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 the 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 items 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. If the Reviewing Officer is satisfied that the Reporting Officer has made the report with due care and attention, he shall record a remark to that effect item 2 of Part IV. The Government shall enter the remarks in the confidential roll of the Reporting Officer.
5. Every 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 officer recording the answer. Please use unambiguous and simple language. Please do not use ambiguous expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.

ATTESTED

6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The targets set should clearly be known and understood by both the officers concerned.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
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. The column relating to "Public Relations" need be filled in by the Reporting Officer only where the duties of the officer reported upon are such that he comes in contact with members of the public.

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 had 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 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.

<G.I., M.H.A.O.M. No. 51/4/64-Estt. (A) dated the 21st June, 1965.>

- (e) When a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department, i.e., when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on long leave, etc., the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

<G.I., D.P. & A.R., O.M.No.51/4/72-Estt. (A), dated the 20th May, 1972>

ANNEXURE-II

FORM OF CONFIDENTIAL REPORT OF LOWER/UPPER DIVISION CLERK

Ministry/Department/Office WILDLIFE INSTITUTE OF INDIA
CHANDRAIBANI, D.DUM.
Report for the year ending 2005-06

Part I - Personal Data

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

- 1. Name of official : M.D. GUPTA
 - 2. Designation/Post Held : U.D.C.
 - 3. Date of birth : 02-04-1959
 - 4. Whether official belongs to Scheduled Caste/Scheduled Tribe: - No -
 - 5. Date of continuous appointment to the present grade, viz. : 25-01-1990
 - 6. Whether permanent, temporary, or officiating : Permanent
 - 7. Section(s) in which served during the year/period under report and period of service in each : Admm. section
- | Section | Period |
|---------|--------|
| | |
- 8. Period of absence from duty (on leave, training during the year/period) : **ATTESTED**

CPIO, Wildlife Institute of India

Part II-Self-Appraisal

1. Brief description of duties
2. Brief resume of the work done by you during the year/period from 01-4-2005 to 31-03-2006 bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)
 - ① To deal with legal matters related to civil and labour cases of the Institute.
 - ② To consult lawyer for preparation of papers to be produced in the Honble Courts.
 - ③ to attend the courts on various matters.
 - ④ other specific tasks assigned by the C.A. from time to time.
 - ⑤ other Misc. work of Institute.

Part III-Assessment by the Reporting Officer

(M.D. hus)

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

1. Does the Reporting Officer agree with the statement made in Part II; if not, the extent of disagreement and reasons therefor : Yes
2. State of health : Very Good
3. General intelligence and keenness : Very Good.
4. Proficiency in typing (in both speed and accuracy) : Very Good.
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc. : Very Good.
6. Intelligence, keenness and industry : Very Good.
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts : No
8. Amenability to discipline : Disciplined.

ATTESTED

CPIO, Wildlife Institute of India

had

- 9. Punctuality in attendance : Punctual
 - 10. Relations with fellow employees/Public Relations (wherever applicable) : Very good
 - 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : No
 - 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : No
 - 13. Integrity (Please see Note below Instructions) : Beyond Doubt
 - 14. Grading (Outstanding/Very Good/Good/Average/Below Average) : Very good
- (An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)
- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes : Very good
 - (a) Attitude towards SCs and or STs : Positive
 - (b) Sensitivity to social justice : Positive
 - (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : Positive & Very good
 - (d) Effectiveness in brining about the development of SCs and/or STs : Very good

ATTESTED
 GRIO, Wildlife Institute of India

Spent

[Signature]
 PH AGARWAL
 AO

Place: Dehradun

Signature of Reporting Officer: AO

Date: 21.7.06

Name in Block Letters:

Part IV-Remarks by Reviewing Officer

1. Length of service under Reporting Officer: Six months.

2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material? Yes. Taken due care.

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons) Yes

Is there anything you wish to modify or add? No

4. If the Officer reported upon is a member of Scheduled Caste Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. — NA —

5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading. He is knowledgeable in his subject and work. Has good leadership

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion? — NA —

ATTESTED

CPIO, Wildlife Institute of India

Place: Dehradun

Date: 1.8.16

Signature of Reviewing Officer:

(ANIL KUMAR BHARDWAJ)

Name in Block Letters

Head of Office
Wildlife Institute of India
Dehradun

INSTRUCTIONS

(To be read carefully before filling the entries in the Confidential Report forms)

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 Officer and the Reviewing Officer 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 the 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 items 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. If the Reviewing Officer is satisfied that the Reporting Officer has made the report without due care and attention, he/she shall record a remark to that effect item I of Part IV. The Government shall enter the names in the confidential roll of the Reporting Officer.
5. Every 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 officer recording the answer. Please use simple and plain language. Please do not use unambiguous expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.

6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The targets set should clearly be known and understood by both the officers concerned.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
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. The column relating to "Public Relations" need be filled in by the Reporting Officer only where the duties of the officer reported upon are such that he comes in contact with members of the public.

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 had 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 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.

<G.I., M.H.A., O.M. No. 51/4/64-Estt. (A) dated the 21st June, 1965.>

- (e) When a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department, i.e., when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on long leave, etc., the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

<G.I., D.P. & A.R., O.M.No.51/4/72-Estt. (A), dated the 20th May, 1972>

ANNEXURE-II

FORM OF CONFIDENTIAL REPORT OF LOWER/UPPER DIVISION CLERK

Ministry/Department/Office W.I.I

Report for the year ending 01-4-2006 to 31-3-2007

Part I - Personal Data

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

- 1. Name of official : MD Gupta
- 2. Designation/Post Held : UDC
- 3. Date of birth : 02-4-1959
- 4. Whether official belongs to Scheduled Caste/Scheduled Tribe: NO
- 5. Date of continuous appointment **ATTESTED** the present grade, viz. : 25-1-1990

6. Whether permanent, temporary, or officiating : Permanent

7. Section(s) in which served during the year/period under report and period of service in each

Section	Period
Administration	6 days
4-4-06 to 7-4-06	2 days
12-4-06 to 13-4-06	3 days
21-6-06 to 23-3-06	3 days
6-9-06 to 8-5-06	1 day
6-11-06 to 8-12-06	5 days
26-12-06 to 29-12-06	4 days
15-3-07 to 23-3-07	5 days
22-2-07 to 20-3-07	3 days

8. Period of absence from duty (on leave, training, etc.), during the year/period

Part II-Self-Appraisal

1. Brief description of duties : During the Reporting period of 2006-2007 the undersigned assigned the responsibilities to look into the matters relating to legal opinion from the Advocates of High Court, Supreme Court and Local courts. To meet Legal retainer in order to produce papers to Labour Commissioner. To attend the Court at Kanpur and Delhi.
2. Brief resume of the work done by you during the year/period from 1.4.2006 to 31.3.2007 bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)

Part III-Assessment by the Reporting Officer

M.D. Gupta
UDC

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

1. Does the Reporting Officer agree with the statement made in Part II: if not, the extent of disagreement and reasons therefor : Yes
2. State of health : Very Good
3. General intelligence and keenness : Intelligent, diligent and
4. Proficiency in typing (in both speed and accuracy) : Good
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc. : Good
6. Intelligence, keenness and industry : Very Good
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts : No
8. Amenability to discipline : Good

ATTESTED

[Signature]
CPIO, Wildlife Institute of India

[Signature]

- 9. Punctuality in attendance : Punctual
- 10. Relations with fellow employees/Public Relations (wherever applicable) : Good
- 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : NO
- 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : NO
- 13. Integrity (Please see Note below Instructions) : Beyond doubt
- 14. Grading (Outstanding/Very Good/Good/Average/Below Average) : Good

(An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

ATTESTED
CPIO, Wildlife Institute of India

- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes :
 - (a) Attitude towards SCs and or STs : Positive.
 - (b) Sensitivity to social justice : Good.
 - (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : Good.
 - (d) Effectiveness in brining about the development of SCs and/or STs : Good.

[Handwritten signature]

[Handwritten signature]
PK-AGGARWAL

Place: Dehradun

Signature of Reporting Officer: A.O

Date:

Name in Block Letters:

Part IV-Remarks by Reviewing Officer

1. Length of service under Reporting Officer:

2. Is the Reporting Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

Yes. All relevant points were taken care of.

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons)

Yes, I do agree.

Is there anything you wish to modify or add?

The officer reported upon is very sincere and punctual in his official work.

4. If the Officer reported upon is a member of Scheduled Caste Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just.

Not applicable.

5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading.

I grade the officer reported upon as excellent in his work and official relation. I grade him excellent.

ATTESTED

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

His attitude always is positive towards official matters.

CPD, Widdow's Institute of

[Handwritten signature]

[Handwritten signature]

Place: *Dahanu*

Signature of Reviewing Officer:
D. CHARRABATY
IFS
Name in Block Letters:

Date:

Destination during the period of report:

241

PART - V

REMARKS BY ACCEPTING OFFICER

Accepted

PLACE: Dehradun

DATE: 14.1.10



SIGNATURE OF ACCEPTING OFFICER



ATTESTED


CPIO, Wildlife Institute of India

240

PART - V

REMARKS BY ACCEPTING OFFICER

Accepted

PLACE: *Delhoadur*

DATE: *14.1.10*



SIGNATURE OF ACCEPTING OFFICER

ATTESTED



CPYO, Wildlife Institute of India

ANNEXURE-IJ

FORM OF CONFIDENTIAL REPORT OF ASSISTANT GRADE 17/III

Ministry/Department/Office W. I. I.

Report for the year ending 01-04-2007 to 31-03-2008

Part I - Personal Data

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

- 1. Name of official : M. D. GUPTA
- 2. Designation/Post Held : ODC / ACTT GD-II
- 3. Date of birth : 02-04-1959
- 4. Whether official belongs to Scheduled Caste/Scheduled Tribe: NO
- 5. Date of continuous appointment to the present grade, viz. : 25-01-1990
- 6. Whether permanent, temporary, or officiating : PERMANENT

7. Section(s) in which served during the year/period under report and period of service in each

Admin Section

8. Period of absence from duty (on leave, training, etc.), during the year/period

Section	Period
3-4-07 to 5-4-07	3 days
11-6-07 to 15-6-07	5 -"-
16-7-07 to 19-7-07	4 -"-
23-7-07 to 26-7-07	4 -"-
6-11-07 to 08-11-07	3 -"-
26-12-07 to 28-12-07	3 -"-
19-02-08 to 22-02-08	4 -"-
26-02-08 to 29-02-08	4 -"-

Part II-Self-Appraisal

1. Brief description of duties
2. Brief resume of the work done by you during the year/period from 01-04-07 to 31-03-08 bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)

During the reporting period of 2007-08 the undersigned assigned the responsibilities to look after the matters relating to Court cases selected to the Central/C.D.L. list of the Institute and to attend the hearings at Noida. The undersigned also engaged in the preparation of Draft Letters to various Govt. Petitioners and other concerned matters.

for
C.D.L. Gupta
ATA S.D. II

Part III-Assessment by the Reporting Officer

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

1. Does the Reporting Officer agree with the statement made in Part II; if not, the extent of disagreement and reasons therefor
2. State of health
3. General intelligence and keenness
4. Proficiency in typing (in both speed and accuracy)
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc.
6. Intelligence, keenness and industry
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts
8. Amenability to discipline

Yes

: Very Good -

: intelligent & keen to learn new things

: very good -

: Very Good -

: very good -

No

: Disciplined

ATTESTED

CPIO, Wildlife Institute of India

for

- 9. Punctuality in attendance : Punctual
- 10. Relations with fellow employees/Public Relations (wherever applicable) : Very good
- 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : No
- 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : No
- 13. Integrity (Please see Note below Instructions) : Beyond doubt

14. Grading (Outstanding/Very Good/Good/Average/Below Average) : Very good

(An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes :
 - (a) Attitude towards SCs and or STs : Positive
 - (b) Sensitivity to social justice : Very good
 - (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : Very good
 - (d) Effectiveness in bringng about the development of SCs and/or STs : Very good

ATTESTED
 CPIQ, Wildlife Institute of India

[Handwritten signature]

[Handwritten signature]
 Signature of Reporting Officer: AD
 P.K. AGGARWAL
 Name in Block Letters:

Place: Dehra Dun

Date:

Part IV-Remarks by Reviewing Officer

1. Length of service under Reviewing Officer:

2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

yes, all points taken care of

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons)

yes, I do agree

Is there anything you wish to modify or add?

The officer reported upon is excellent in office work

4. If the Officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer is assessing the performance of the SC/ST Officer has been fair and just.

not applicable

5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading.

The officer reported upon is positive, sincere in office work. I grade him excellent Grade given outstanding

ATTESTED

CPIO, Wildlife Institute of India

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

[Handwritten mark]

[Handwritten signature]

Place: Dehradun

Signature of Reviewing Officer: D. CHARRABERTY

Date:

Name in Block Letters: IFC

Destination during the period of report:

237

PART-V

REMARKS BY ACCEPTING OFFICER

Accepted

PLACE: *Shradin*

DATE: *14.1.10*



SIGNATURE OF ACCEPTING OFFICER



ATTESTED


CPD, Wildlife Institute of India

ANNEXURE-I

FORM OF CONFIDENTIAL REPORT OF ASSISTANT GRADE II/III

Ministry/Department/Office Wildlife Institute of India

Report for the year ending 01-04-2008 to 31-03-2009

Part I - Personal Data

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

1. Name of official : Shri. Mata Deen Gupta

2. Designation/Post Held : Assistant Grade - II

3. Date of birth : 02-04-1959

4. Whether official belongs to Scheduled Caste/Scheduled Tribe: No

5. Date of continuous appointment to the present grade, viz. : 25-01-1990

6. Whether permanent, temporary, or officiating : Permanent

7. Section(s) in which served during the year/period under report and period of service in each

Section	Period
Administration	01-04-2008 to 31-03-2009

8. Period of absence from duty (on leave, training, etc.), during the year/period

E.L. 1-12-5-2008 to 16-5-2008
 06-6-2008 to 27-6-2008
 20-11-2008 to 21-11-2008
 10-12-2008 to 19-12-2008
 18-2-2009 to 27-02-2009

ATTESTED
PIO, Wildlife Institute of India

[Signature]

Part II-Self-Appraisal

1. Brief description of duties *(i) To deal with*
2. Brief resume of the work done by you during the year/period from 1-4-2008 to 31-3-2009, bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed) *(ii) legal matters of Institute.*
(iii) Attend Lawyers and then Court in Hqrs. and High Court as and when needed.
(iv) To assist A.C. for preparation of papers and higher authorities.

Part III-Assessment by the Reporting Officer

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

1. Does the Reporting Officer agree with the statement made in Part II; if not, the extent of disagreement and reasons therefor Yes

2. State of health : Very Good
3. General intelligence and keenness : Very Good
4. Proficiency in typing (in both speed and accuracy) : Very Good
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc. : Very Good
6. Intelligence, keenness and industry : Very Good
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts No
8. Amenability to discipline : Disciplined

ATTESTED

CPIO, ~~WIC~~ Institute of India

[Handwritten signature]

- 9. Punctuality in attendance : Punctual
- 10. Relations with fellow employees/Public Relations (wherever applicable) : very good
- 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : NO
- 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : NO
- 13. Integrity (Please see Note below Instructions) : Beyond doubt
- 14. Grading (Outstanding/Very Good/Good/Average/Below Average) : very good.

(An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes : very good

ATTESTED

CPD, Wildlife Institute of India

- (a) Attitude towards SCs and or STs : Positive
- (b) Sensitivity to social justice : Positive
- (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : very good & positive
- (d) Effectiveness in brining about the development of SCs and/or STs : very good.

[Handwritten signature]

[Handwritten signature]
P.K. AGARWAL

Place: DEHRADUN

Signature of Reporting Officer: A.O

Date: 5/4/2009.

Name in Block Letters:

Part IV-Remarks by Reviewing Officer

1. Length of service under Reporting Officer: *Calicut year*

2. Is the Reviewing Officer satisfied that the Reporting Officer has made his report with due care and attention and after taking into account all the relevant material? *Yes.*

3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons) *Yes.*

Is there anything you wish to modify or add? *No.*

4. If the Officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. *Not applicable.*

5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading. *I agree with the remarks as well as the grading made by Reporting Officer.*

ATTESTED

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

SPD, MCHS Institute

Apud

Place: *Tirupattur, T.N*

[Signature]
Signature of Reviewing Officer: *(A. UDHAYAN)*

Date: *11-05-2009*

Name in Block Letters: *Registrar*

Designation during the period of report:

234

PART-V

REMARKS BY ACCEPTING OFFICER

I agree with the remarks of the reporting / reviewing officer

PLACE: Belmachi

DATE: 26/07/09



SIGNATURE OF ACCEPTING OFFICER



ATTESTED



CPIO, Wildlife Institute of India

ANNEXURE-II

FORM OF CONFIDENTIAL REPORT OF ASSISTANT GRADE [✓] 17/11

Ministry/Department/Office W.I., Dehradun

Report for the year ending 2009-2010

Part I - Personal Data

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

- 1. Name of official : M. D. Gupta
- 2. Designation/Post Held : Assistant Grade II
- 3. Date of birth :
- 4. Whether official belongs to Scheduled Caste/Scheduled Tribe: -
- 5. Date of continuous appointment to the present grade, viz. : 25-1-1990
- 6. Whether permanent, temporary, or officiating : Permanent
- 7. Section(s) in which served during the year/period under report and period of service in each :

<u>Administration</u>	<u>1-4-09 to 31-3-9</u>
Section	Period
- 8. Period of absence from duty (on leave, training, etc.), during the year/period :

[Handwritten signature]

ATTESTED

[Signature]
CPIO, W.I. Dehradun

Part II-Self-Appraisal

1. Brief description of duties
2. Brief resume of the work done by you during the year/period from 1-1-64-65 to 31-12-70,10 bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)

Dealt with various court cases of the District Court
 Other legal assignments as instructed by the District Officer of other authorities of the District time to time

M
 (M. S. Gurshy)
 11/1/71

Part III-Assessment by the Reporting Officer

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

1. Does the Reporting Officer agree with the statement made in Part II: if not, the extent of disagreement and reasons therefor
2. State of health
3. General intelligence and keenness
4. Proficiency in typing (in both speed and accuracy)
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc.
6. Intelligence, keenness and industry
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts
8. Amenability to discipline

Generally yes

Very good
 Intelligent

Good

Good

Very good

No

Disciplined

ATTESTED

G.P.O. Wildlife Inst.

Good

- 9. Punctuality in attendance : Punctual
- 10. Relations with fellow employees/Public Relations (wherever applicable) : very good
- 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : No
- 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : No
- 13. Integrity (Please see Note below Instructions) : Beyond Doubt

14. Grading (Outstanding/Very Good/Good/Average/Below Average) : very good.

(An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes :
 - (a) Attitude towards SCs and or STs : Positive
 - (b) Sensitivity to social justice : very good
 - (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : very good
 - (d) Effectiveness in brining about the development of SCs and/or STs : very good

ATTESTED

CPIO, Wildlife Institute of India

Agreed

Place: Dehra Dun
Date: 1/7/10

Signature of Reporting Officer: *Agreed*
Name in Block Letters: PR. AGHAWAL
A.O

Part IV-Reviewed by Reviewing Officer

1. Length of service under Reporting Officer: *One year*
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material? *Yes*
3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons) *Yes*

Is there anything you wish to modify or add?

4. If the Officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. *Just & fair*
5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading. *Very Good*

ATTESTED

CPIO, Wildlife Institute of India

Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

Place: *WII, Dehradun*

Date: *8/12/10*

Signature of Reviewing Officer:

GORBIND SAGAR BHARDWAJ
Name in Block Letters:

Designation during the period of report:

231

PART-V

REMARKS BY ACCEPTING OFFICER

I rate him as outstanding
because of his knowledge &
rules & sincerity.

PLACE: Dehradun

DATE: 31.3.11



SIGNATURE OF ACCEPTING OFFICER



ATTESTED


CPIO, Wildlife Institute of India

ANNEXURE-I

FORM OF CONFIDENTIAL REPORT OF ASSISTANT GRADE I/II

Ministry/Department/Office _____

Report for the year ending 1st APRIL, 2010 - 31st MARCH 2011

Part I - Personal Data

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

- 1. Name of official : M. D. GUPTA
- 2. Designation/Post Held : Assistant Grade - II
- 3. Date of birth : 02-04-1959

4. Whether official belongs to Scheduled Caste/Scheduled Tribe: NA

ATTESTED

5. Date of continuous appointment to the present grade, viz. : 25-01-2009

PIO, Wildlife Institute

6. Whether permanent, temporary, or officiating : Permanent

[Signature]

7. Section(s) in which served during the year/period under report and period of service in each

Section Administration Period

8. Period of absence from duty (on leave, training, etc.), during the year/period

01 $\frac{04}{2010}$, 01 $\frac{06}{10}$ - 04 $\frac{06}{2010}$, 21 $\frac{06}{2010}$ - 24 $\frac{06}{2010}$,
 05 $\frac{07}{2010}$ - 06 $\frac{07}{2010}$, 2 $\frac{11}{2010}$ - 04 $\frac{11}{2010}$, 06 $\frac{12}{2010}$ - 10 $\frac{12}{2010}$,
 27 $\frac{12}{2010}$ - 30 $\frac{12}{2010}$, 24 $\frac{01}{2011}$ - 26 $\frac{01}{2011}$, 20 $\frac{01}{2011}$ - 23 $\frac{01}{2011}$

Part II-Self-Appraisal

1. Brief description of duties
2. Brief resume of the work done by you during the year/period from 01-04-2010 to 31-03-2011 bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)

Dealt with various court cases of the Institute and other legal assignments as instructed by the Admm. officer and other Authorities of the Institute from time to time.

mm
(M.D. Gupta)
ASST. GD-II

Part III-Assessment by the Reporting Officer

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

1. Does the Reporting Officer agree with the statement made in Part II: if not, the extent of disagreement and reasons therefor
2. State of health
3. General intelligence and keenness
4. Proficiency in typing (in both speed and accuracy)
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc.
6. Intelligence, keenness and industry
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts
8. Amenability to discipline

Generally yes

Very Good

Very Good

Good

Good

Good

NO

Good

ATTESTED

CPIO, Wildlife Institute of India

[Handwritten signature]

- 9 Punctuality in attendance : Generally punctual
 - 10. Relations with fellow employees/Public Relations (wherever applicable) : Good
 - 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : No
 - 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : No
 - 13. Integrity (Please see Note below Instructions) : Beyond doubt
 - 14. Grading (Outstanding/Very Good/Good/Average/Below Average) : Good
- (An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

ATTESTED

CPIO, Wildlife Institute of India

- 15. Effectiveness in the development and protection of Scheduled Castes and or/ Scheduled Tribes : Good
- Attitude towards SCs and or STs : Positive
- (b) Sensitivity to social justice : Good
- (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : Good
- (d) Effectiveness in brining about the development of SCs and/or STs : Good.

[Signature]

Place: Dehradun

Date: 30-11-2

Signature of Reporting Officer: P.K. AGRAWAL

Name in Block Letters: AD

Part IV-Remarks by Reviewing Officer

1. Length of service under the relevant rules? *One year*
2. Is the Reporting Officer satisfied that the Reporting Officer has made his report with due care and attention and after taking into account all the relevant material? *Yes*
3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons) *I agree. He is graded as Good.*
- Is there anything you wish to modify or add?
4. If the Officer reported upon is a member of Scheduled Caste Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just. *NA*
5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading. *- NA -*
6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion? *-*

ATTESTED

CPIC, WICPA Institute of

Place: Dehradun

Date: 5.12.12

Signature of Reviewing Officer:

Name in Block Letters:
ANIL KUMAR BHARDWAJ

Designation during the period of report:

CCF & Previously Scientist F

PART-V

REMARKS BY ACCEPTING OFFICER

I agree to grading given by Reviewer per "Cover"

PLACE: Dehradun
DATE: 17/12/12


Director
SIGNATURE OF ACCEPTING OFFICER
Wildlife Institute of India, Dehradun



ATTESTED

CPIO, Wildlife Institute of India

ANNEXURE-II

FORM OF CONFIDENTIAL REPORT OF ASSISTANT GRADE - II

Ministry/Department/Office WILDLIFE INSTITUTE OF INDIA

Report for the year ending 01/04/2011 - 31/03/2012

Part I - Personal Data

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

- 1. Name of official : Shri M.D. Gupta
- 2. Designation/Post Held : Assistance Grade - II
- 3. Date of birth : 02.04.1959
- 4. Whether official belongs to Scheduled Caste/Scheduled Tribe: NA
- 5. Date of continuous appointment to the present grade, viz. : 25.01.1990

ATTESTED

- 6. Whether permanent, temporary, or officiating : Permanent

- 7. Section(s) in which served during the year/period under report and period of service in each

Section	Period
Administration	

- 8. Period of absence from duty (on leave, training, etc.), during the year/period

14¹¹/₂₀₁₁ - 18¹¹/₂₀₁₁ / 12¹²/₂₀₁₁ - 16¹²/₂₀₁₁ / 23¹²/₂₀₁₁ / 27⁰³/₁₂ - 31⁰³/₁₂

Part II-Self-Appraisal

1. Brief description of duties
2. Brief resume of the work done by you during the year/period from 01-04-2011 to 31-03-2012 bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)

Dealt with various court cases of the Institute and other legal assignments as instructed by the authorities and all other works related with the administration section as instructed by the Admin. officer & will time to time.

(Signature)
(M.D. Gupta)
Asst CO II

Part III-Assessment by the Reporting Officer

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

1. Does the Reporting Officer agree with the statement made in Part II; if not, the extent of disagreement and reasons therefor
2. State of health
3. General intelligence and keenness
4. Proficiency in typing (in both speed and accuracy)
5. Proficiency in his work, viz., maintenance of prescribed registers and charts, etc.
6. Intelligence, keenness and industry
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts
8. Amenability to discipline

Generally Yes

Very Good

Very Good

Good

Good

Good

No

Disciplined

ATTEST

CFRO, Wildlife Institute of India

(Signature)

- 9. Punctuality in attendance : Generally punctual
- 10. Relations with fellow employees/Public Relations (wherever applicable) : Good
- 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars : NO
- 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : NO
- 13. Integrity (Please see Note below Instructions) : Beyond doubt

14. Grading (Outstanding/Very Good/Good/Average/Below Average) : Good

(An Officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

ATTESTED

CPIO, [unclear]

- 15. Effectiveness in the development and protection of Scheduled Castes and or Scheduled Tribes : Good
- (a) Attitude towards SCs and or STs : Positive
- (b) Sensitivity to social justice : Good
- (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and/or STs : Good
- (d) Effectiveness in brining about the development of SCs and/or STs : Good

[Signature]
P.K. ASHAKWAJ

[Signature]

Place: 30.11.12

Signature of Reporting Officer: A.O

Part IV-Remarks by Reviewing Officer

1. Length of service under Reporting Officer: *One year*
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material? *Yes*
3. Do you agree with the assessment of the officer given by the Reporting Officer? (In case of disagreement, please specify the reasons) *I agree. He is graded as Good.*

Is there anything you wish to modify or add?

4. If the Officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just *- NA -*
5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading *- NA -*

ATTESTED

CPIO, Wildlife Institute of India

Good

6. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out-of-turn promotion?

Place: Dehradun

Date: 5/12/12

Signature of Reviewing Officer:
ANIL KUMAR BHARDWAJ
Name in Block Letters:

Designation during the period of report:

CCF & Previously Scientist E


PART-V

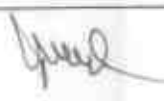
REMARKS BY ACCEPTING OFFICER

Graded as "Good"
Accepted

PLACE: Dehradun

DATE: 19/4/12


Director
SIGNATURE OF ACCEPTING OFFICER
Wildlife Institute of India



ATTESTED


CPIO, Wildlife Institute of India

Annexure - II

Form of Confidential Report of Assistant Grade I & II
Ministry / Department/ Office - Wildlife Institute of India

Report for the year ending - 01.04.2012 to 31.03.2013

Part - I - Personal Data

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

- 1 Name of Official : Sh. Mata Deen Gupta
- 2 Designation / Post Held : Assistant Grade -II
- 3 Date of Birth : 02.04.1959
- 4 Whether Official belongs to Scheduled caste/ Scheduled Tribe : NA
- 5 Date of continuous appointment to the present grade, viz : 25.01.2009
- 6 Whether permanent, temporary or officiating : Permanent
- 7 Section (S) in which served during the year / period under report and period of service in each : Section Period
Administration Section
- 8 Period of absence from duty (on leave, training, etc), during the year/period : 01-04.April.2012, 23-27.04.12, 14-15.06.12, 10-13.09.12, 10-14.12.12, 18- 21.12.12, 28.12.2012, 18-22.03.2013,

ATTESTED

CPID, Wildlife Institute of India



Part - II - Self - Appraisal

1. Brief description of duties
2. Brief résumé of the work done by you during the year/period from _____ to _____ bringing out any special achievements during the year period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to signed)

Dealt with matters selected with the various court cases of the Institute, other legal assignments as instructed with Admin officer and other misc. work directed by the Admin officer and other authorities of the Institute from time to time

mm
(m) D (uptk)
Asst CD II
08/04/13

Part III - Assessment by the Reporting officer

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

1. Does the Reporting Officer agree with the statement made in Part II ; if not, the extent of disagreement and reasons therefore
2. State of health
3. General intelligence and Keeness
4. Proficiency in typing (In both speed and accuracy)
5. Proficiency in his work, viz, maintenance of prescribed registers and charts, etc
6. Intelligence, Keeness and industry
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts
8. Amenability to discipline

Yes

Very Good

Very Good

Good

Good

Very Good

No

Disciplined

ATTESTED

CPIO, Wildlife Institute of India

[Signature]

- 9. punctuality in attendance : Punctual
 - 10. Relations with fellow employees/ Public Relations (wherever applicable) : Good
 - 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so please give brief particulars : NO
 - 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them : NO
 - 13. Integrity (please see note below instructions) : Beyond Doubt
 - 14. Grading (outstanding/very Good/ Good/Average/ Below Average) : Good
- (An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)
- 15. Effectiveness in the development and protection of Scheduled castes and or/ Scheduled Tribes : Good
 - (a) Attitude towards SCs and or STs : Positive
 - (b) Sensitivity to social justice : Good
 - (c) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and / or STs : Good
 - (d) Effectiveness in brining about the development of SCs and / or STs : Good

[Handwritten mark]

Place: Dehra Dun

Date: 15/5/13

[Signature]
 Signature of Reporting Officer
 P.K. AGRAWAL
 Name in Block Letters A.O

ATTESTED

Part IV - Remarks by Reviewing officer

1. Length of service under Reviewing Officer : June 2012 to 31.03-2013
2. Is the Reviewing Officer Satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material ? : I am inclined to upgrade attributes of Proficiency as Very Good and for punctuality he needs to improve upon it.
3. Do you agree with the assessment of the officer given by the Reporting officer? (In case of disagreement, please specify the reasons)? : In view of the proficiency attributes, I grade the officer as 'very Good'.
- Is there anything you wish to modify or add? :
4. If the officer reported upon is a member of Scheduled Caste / Scheduled Tribe. Please indicate specifically whether the attitude of the Reporting Officer is assessing the performance of the SC/ST officer has been fair and just : NA.
5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading : I generally agree with the reporting with observations as given above.
6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out - of -turn promotion? : Fit for promotion on his turn.

ATTESTED

CPIO, Wildlife Institute of India

Place: Dehradun

Date: 23-05-2013

Signature of Reviewing Officer:

SURESH DAVAL

Name in Block letter:

Registrar

Designation during the period of report:

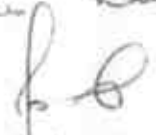
PART - V

REMARKS BY ACCEPTING OFFICER

I donot agree to the comments of reporting officer with regard to Part III para 9. The reporting officer should check records and report on this aspect as truthfully as the officine has not been attending office on time. A report on this aspect should be attached with the A.R. dossier and follow up as per rule may be done by the officer.

Place: Dehradun

Date: 3/6/13



SIGNATURE OF ACCEPTING OFFICER

Director
 भारतीय वन्य जीव संस्थान देहरादून
 Wildlife Institute of India, Dehradun.



ATTESTED



CPD, Wildlife Institute of India

Annexure - II

Form of Confidential Report of Assistant Grade I & II
Ministry / Department/ Office - Wildlife Institute of India

Report for the year ending - 01.04.2013 to 31.03.2014

Part - I - Personal Data

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

- 1 Name of Official : Sh. Mata Deen Gupta
- 2 Designation / Post Held : Assistant Grade -II
- 3 Date of Birth : 02.04.1959
- 4 Whether Official belongs to Scheduled caste/ Scheduled Tribe : NA
- 5 Date of continuous appointment to the present grade, viz : 25.01.2009
- 6 Whether permanent, temporary or officiating : Permanent
- 7 Section (S) in which served during the year / period under report and period of service in each : Section Period

Administration Section

- 8 Period of absence from duty (on leave, training, etc), during the year/period : 01-05.April.2013, 27-31st May2013, 12-14th Aug2013, 11-15th Nov.2013, 28-29th Nov.2013, 18-20th Dec2013, 26- 27th Dec2013,



ATTESTED

CPIO, Wildlife Institute of India

Part - II - Self - Appraisal

1. Brief description of duties
2. Brief résumé of the work done by you during the year/period from 01-04-13 to 31-3-14 bringing out any special achievements during the year period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to signed)

Dealt with matters related with the various court cases of the Institute, other legal assignments as instructed by the Admin officer and other misc. works as directed by the Admin. officer and other authorities of the Institute from time to time.

M. D. Gupta
(M.D. Gupta)
Asst. G.D. II
08/04/2014

Part III - Assessment by the Reporting officer

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

1. Does the Reporting Officer agree with the statement made in Part II ; if not, the extent of disagreement and reasons therefore
2. State of health
3. General intelligence and Keeness
4. Proficiency in typing (In both speed and accuracy)
5. Proficiency in his work, viz, maintenance of prescribed registers and charts, etc
6. Intelligence, Keeness and industry
7. Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself and clarity and comprehension, in his notes and drafts
8. Amenability to discipline

Yes

Very Good

Very Good

Very Good

Very Good

NO

Disciplined

ATTESTED



2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100



- 9. Functionally in attendance
- 10. Relations with fellow employees/ Public relations (wherever applicable)
- 11. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so please give brief particulars
- 12. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them
- 13. Integrity (please see note below instructions)
- 14. Grading (outstanding/very Good/ Good/Average/ Below Average) (An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed: grounds for giving such a grading should be clearly brought out)
- 15. Effectiveness in the development and protection of Scheduled castes and or/ Scheduled Tribes
 - (i) Attitude towards SCs and or STs
 - (j) Sensitivity to social justice
 - (k) Ability to take quick and effective action to prevent the quell atrocities and ensure justice to SCs and / or STs
 - (l) Effectiveness in brining about the development of SCs and / or STs

Punctual

Very good

No

No

Beyond doubt

Very good

Good

Positive
Very good

Very good

Very good

[Handwritten mark]

Place: Delhivasthu

Date: 10/5/2015

ATTESTED

CPIO, Wildlife Institute of India

Signature of Reporting Officer

Name in Block Letters

[Handwritten Signature]

P.K. AGGARWAL
ADMIN. OFFICER

Part IV – Remarks by Reviewing officer

1. Length of service under Reviewing Officer : One year
2. Is the Reviewing Officer Satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material ? : Yes
3. Do you agree with the ^{assessment} assessment of the officer given by the Reporting officer? (In case of disagreement, please specify the reasons)? : Yes
- Is there anything you wish to modify or add? : NO
4. If the officer reported upon is a member of Scheduled Caste Tribe. Please indicate specifically whether the attitude of the Reporting Officer is assessing the performance of the SC/ST officer has been fair and just : NA
5. General remarks with specific comments about the general remarks about the meritorious work of the officer including the grading : I agree with the reporting
6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out – of – turn promotion? : Suitable on his own turn.

ATTESTED

PRO, [unclear] Institute

[Signature]

[Signature]

Place: Dehradun

Signature of Reviewing Officer:

Date: 11/05/15

Name in Block letter: SURGESH DABAL

Designation during the period of report: REGISTRAR

PART - V

REMARKS BY ACCEPTING OFFICER

I accept the remarks of
the ~~Receiver~~ ^{Receiver} ~~Mr~~ ^{Mr}

Place: Dehradun

Date: 11/17/2015



SIGNATURE OF ACCEPTING OFFICER

Apud

ATTESTED


G.P.O. High Institute of Law