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

Dated 3rd July 2015

To,

Dr. Praveen
Scientist-D
Forest Research Institute
P.O. New Forest,
Dehradun

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

Ref.: Your RTI Application dated 15.05.2015 and subsequent e-mail dated 23 June 2015.

Sir,

This is with reference to your RTI application cited above regarding the information asked by you under RTI Act, 2005 and in continuation to our letter of even number dated 9.6.2015 and your e-mail cited above. In this connection, the required information of your above RTI application is being resent herewith as per details attached.

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

SP
Hewd
3/7/15

Encl.: As above (1+27 pages)

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WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRADUN

No. A/2-2/2009-WII

Dated 01 July, 2015

Sub.: CPIO Note dated 24th June, 2015 – regarding RTI Application of Dr Praveen , FRI, Dehradun dated 23.06.2015 .

Sl. No.	Question raised by Dr Praveen, FRI, Dehradun	Replies by the Wildlife Institute of India, Dehradun
1.	Kindly furnished certified copies of complete annual assessment proforma/ACR/AWR Proformas, whatever applicable to the Scientist (B to E) of WII considered under FCS for the FY 2014-15.	10 Pages of the APAR proforma is enclosed duly certified (Annexure-1).
2.	Kindly furnished certified copies of the complete annual assessment proforma/ACR/AWR proformas, whatever applicable to the Scientists/officers of WII who are on tenure for the FY 2014-15.	<p>A copy of the two separate ACR proformas applicable to the Scientists/Officers of WII, who are on tenure for the FY 2014-15 is are given below:</p> <p>(1) 10 pages of ACR form duly certified which is applicable for tenure officers under clause (i) and (ii) of Sub-Rule –II of Rule 6 of the IFS cadre rules, 1966 (Annexure-2).</p> <p>2. 07 pages of ACR form duly certified which is applicable for tenure officers under form –II (See rule 4) of PAR for tenure Scientist/Officers of WII (Annexure-3).</p>

P-106114

P-115-127

⑤
1.7.15

[Signature]
 प्रशासनिक अधिकारी
 Administrative Officer
 भारतीय वन्यजीव संस्थान
 Wildlife Institute of India
 देहरादून / Dehradun

ATTESTED
[Signature]
 CPIO, Wildlife Institute of India
 2.7.15

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Form II
(See rule 4)

PERFORMANCE APPRAISAL REPORT

FOR

INDIAN FOREST SERVICE OFFICERS

(Applicable for All IFS Officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests)

Name of the Officer:

Performance Appraisal Report for the period from

FORM II

(See rule 4)

THE ALL INDIA SERVICES (PERFORMANCE APPRAISAL REPORT) RULES, 2007

[Applicable for Indian Forest Service Officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests]

Performance Appraisal Report for the period from:

Section I – Basic Information

(To be filled in by the Administration Division/ Environment and Forest Department)

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

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)			
Others (Specify)			

11. Training Programs attended

Date from	Date to	Institute	Subject

12. Awards / Honours

[Empty box for Awards / Honours]

13. Details of PARs of officers not written by the officer-as reporting/reviewing authority for the previous year

[Empty box for Details of PARs]

14. Date of filing the property return for the year ending December

[Empty box for Date of filing property return]

15. Date of last prescribed medical examination:
(Mandatory for all Indian Forest Service Officers)
Attach summary of the medical report.

[Empty box for Date of last prescribed medical examination]

Signature on behalf of

Date: March 29, 2012

Admn. /Environment & Forest Department

Section II

1. Declaration

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?		
Have you prepared the work plan for yourself?		
Have you enclosed a note on important achievements during the period?		

Date:

Signature of Officer reported upon

Section III – Appraisal

1. *Assessment of 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).

	Reporting Officer	Reviewing Officer	Initial of Reviewing Officer
(i) Attitude to work			
(ii) Decision making ability			
(iii) Initiative			
(iv) Ability to inspire and motivate			
(v) Strategic Planning ability / innovativeness			
Overall grading on attributes			

2. *Assessment of work output* - (This assessment should rate the officer vis-a-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).

	Reporting officer	Reviewing Officer	Initial of Reviewing Officer
(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'			

3. *Integrity* - Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

4. *Pen Picture by the 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 weaker sections.

5. *Recommendation relating to domain assignment* (Please tick marks 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 related crimes	Research and Development
	Natural Resource Management (i) General forestry (ii) Minor Forest Produce	Bio-technology
	Environmental issues including climate change	Forest Personnel Administration
	Forest conservation and development	Others

6. Overall Grade on a scale 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 the various attributes in Section III? Do you agree with the assessment of the reporting officer in respect of extra ordinary achievements and/or significant failures of the moS/officer reported upon?

(In case you do not agree with the any of the numerical assessment of attributes please record your assessment in the column provided for you 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.

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Recommendations relating to domain assessment *(Please tick marks 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 related crimes	Research and Development
	Natural Resource Management (i) General forestry (ii) Minor Forest Produce	Bio-technology
	Environmental issues including climate	Forest Personnel Administration
	Forest conservation and development	Others

5. Overall Grade on a scale of 1-10

Date:

Signature of Reviewing Authority

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

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(Applicable for 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 01 April 2014 to 31 March 2015

Section I – Basic Information

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

1. Name of the officer report upon :

2. Service

IFS

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

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	Period	Type	Remarks
On Leave (specify type)	22.08 to 26.12.08	Earned leave	
Other (Specify)			

11. Training Programs attended

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Date from	Date to	Institute	Subject

12. Awards/Honours

--

13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year.

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
Admn./Environment & Forest Department

Date :

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 to perform, in about 100 words)

2. Annual work plan and achievement (s):

Sl. NO.	Tasks to be performed	Deliverables ⁹⁽¹⁾		Actual Achievements ^{10 (2)}
		Initial ¹¹⁽³⁾	Mid year ¹²⁽⁴⁾	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

Section III Appraisal

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1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details.

2. Please comments on the claim (if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with significant failures in respect of his work? If yes, please furnish factual details.

4. Do you agree with the skill up-gradation needs as identified by the officer?

5. 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 10 to the best grade. Weightage to this Section will be 40%)

	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'			

6. Assessment of Personal Attributes (on a scale of 1-10. Weightage to this Section will be 30%).

	Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i. Attitude of 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			

7. Assessment of Functional Competency (on a scale of 1-10, Weightage of this Section will be 30%).

		Reporting Authority	Reviewing Authority	Initials of Reviewing Authority
i.	Knowledge of forest and related laws/ rules/ procedures/ knowledge of area and terrain/ awareness of local norms (culture, customs, language etc.) in the relevant area and IT skills.			
ii.	Strategic planning ability			
iii.	Decision making ability			
iv.	Initiative			
v.	Interest in welfare of forest officials and appraising ability			
vi.	Ability to motivate and develop subordinates/ work in a team			
	Overall Grading on 'Functional			

8. Integrity

Please comments on the integrity of the officer:

9. Pen picture by Reporting Officer. Please comments (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10. 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 related crimes	Research and Development
Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	Bio-technology
Environmental issues including climate change	Forest Personnel Administration
Forest conservation and development	Others

11. Overall grade on a score of

Signature of Reporting Authority _____

Date:

Section IV Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in section III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and/ or significant failures of the moS/ officer reported upon?

(In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you 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.

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Recommendation relating to domain assignment (Please tick mark any four)

<input type="checkbox"/>	Afforestation/ agro-forestry and tribal/ hill areas development	<input type="checkbox"/>	Bio-diversity and wildlife management
<input type="checkbox"/>	Social Welfare of Dwellers in forest and tribal areas	<input type="checkbox"/>	Training
<input type="checkbox"/>	Forest and wildlife related crimes	<input type="checkbox"/>	Research and Development
<input type="checkbox"/>	Natural Resource Management (i) General Forestry (ii) Minor Forest Produce	<input type="checkbox"/>	Bio-technology
<input type="checkbox"/>	Environmental issues including climate change	<input type="checkbox"/>	Forest Personnel Administration
<input type="checkbox"/>	Forest conservation and development	<input type="checkbox"/>	Others

5. Overall grade (on a scale of 1-10)

Signature of Reviewing Authority _____

Date:

4. What are the factors that hindered your performance?

[Empty rectangular box for response]

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

For the current assignment:

For your future career:

Please Note: You should send an updated CV, including additional qualification acquired/ training programs attended publications/ special assignments undertaken, in a prescribed proforma, to the cadre controlling authority, once in 5 years, so that the records available with the cadre controlling authority remain updated.

6. Declaration

Have you filed your immovable return, as due? If yes, please mention date.		Date
Have you undergone the prescribed medical check up?		
Have you set the annual work plan for all officers for the current year, in respect of whom you are the reporting authority?		

Signature of officer reported upon _____

Date: _____

¹⁶¹¹ Deliverable refer to quantitative or financial targets or verbal description of expected outputs.

¹⁶¹² Actual achievement refers to achievement against the specified deliverables in respect of each task (as updated at mid-year). No explanations for divergences are to be given in this table.

¹⁶¹³ Initial listing of deliverables are to be finalized within 1 month of the start of the period under report.

¹⁶¹⁴ Mid year listing of deliverables are to be finalized within 6 months of the start of the period under report.

Section V
Acceptance

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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.

3. Overall grade on a score of 1-10

Signature of Accepting Authority _____

Date:

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Part 1: Basic Information

1. Identification Information (please write clearly)	
Name of the Scientist	
Date of Birth	
Department/ Cell/ Thematic Area	

2. About the evaluation period (and other obligatory information)	
Is it a part year evaluation or full year evaluation?	
Reporting period start date	
Reporting Officer	
Reviewing Officer	

3. Categories Information (for the period under evaluation)	
Group and Grade	
Date of appointment to current grade	

4. Education	
Highest educational qualification	
State work experience gained outside WII, if any	
State awards and special achievements, if any.	

5. Leave record	
Please list leave record for the year being evaluated (Include all leave other than casual leave)	

Verified by the Head of Office	
Date	

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PROFESSIONAL INDEX

Part 2A: Research Component

Table 1: Overall Weightage for Research Component: (a) 50% for Scientist B, C, D.
(b) 40% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		No. of Outputs
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above	
		a	b ₁	b ₂	c ₁ = (a*b ₁) *100	c ₂ = (a*b ₂) *100	d
1.	Publication in High Impact Factor Journal	1.00	0.50	0.40	50	40	
2.	Peer reviewed paper (International)	0.80	0.50	0.40	40	32	
3.	Peer reviewed report (International)	0.40	0.50	0.40	20	16	
4.	Peer reviewed paper (National)	0.60	0.50	0.40	30	24	
5.	Peer reviewed report (National)	0.30	0.50	0.40	15	12	
6.	Research Report	0.30	0.50	0.40	15	12	
7.	Technical Manual	0.30	0.50	0.40	15	12	
8.	Status Survey Report	0.30	0.50	0.40	15	12	
9.	Monographs	0.75	0.50	0.40	37	30	
10.	Book	0.75	0.50	0.40	37	30	
11.	Book Chapter	0.60	0.50	0.40	30	24	
12.	Ph.D. Thesis	0.50	0.50	0.40	25	20	
13.	M.Sc. Dissertation	0.30	0.50	0.40	15	12	
14.	Dissertation (Others)	0.20	0.50	0.40	10	08	
15.	International Seminar/ Workshop Presentation	0.20	0.50	0.40	10	08	
16.	National Seminar/ Workshop Presentation	0.10	0.50	0.40	05	04	

N.B.: Please provide details regarding 'Number of Outputs (d)'. A separate sheet (Appendix-I) may be used.

Part 2B: Teaching and Training Component

Table 2: Overall Weightage for Teaching & Training Component: (a)40% for Scientist B, C, D.
(b)30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		Feedback Rating	No. of Outputs
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above		
		a	b ₁	b ₂	c ₁ = (a*b ₁) *100	c ₂ = (a*b ₂) *100	d	e
1.	Teaching Inputs (as reflected in feedback form) ¹	0.50	0.40	0.30	20	15		
2.	Field Tours Inputs (as reflected in feedback form) ¹	0.40	0.40	0.30	16	12		
3.	Development of training material ²	0.40	0.40	0.30	16	12		
4.	Evaluation and Assessment	0.30	0.40	0.30	12	09		
5.	Inputs in other Institutions/ States/ PAs	0.20	0.40	0.30	08	06		

N.B.: Please provide details regarding 'Feedback Rating (d)' and 'Number of Outputs (e)'. A separate sheet (Appendix-II) may be used.

Part 2C: Advisory and Institutional Component

Table 3: Overall weightage for Advisory & Institutional Component: (a) 10% for Scientist B, C & D; (b) 30% for Scientist E & above

S. No.	Category of Output	Relative Weightage a	Absolute Weightage		Derived Weightage (c ₁ /c ₂)	
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above
			b ₁	b ₂	c ₁ = (a*b ₁) *100	c ₂ = (a*b ₂) *100
1.	Technical and Advisory Services to MoEF/ State Forest Department	0.60	0.10	0.30	6	18
2.	Technical and Advisory Services to Other Agencies including International	0.40	0.10	0.30	4	12
3.	Planning & Implementation of Institutional Activities	0.70	0.10	0.30	7	21
4.	Wildlife Extension & Outreach Activities	0.60	0.10	0.30	6	18

N.B.: Please provide details of outputs (Serial No. 1, 2, 3 & 4) in a separate Appendix-III.

Signature of the Scientist
Date

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Part 3: Evaluation by Reporting Officer

Part 3a: Research Component

Table 1: Overall Weightage for Research Component:

(a) 50% for Scientist B, C, D.
(b) 40% for Scientist E & above.

S. No	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (C ₁ /C ₂)		No. of Outputs	Marks Obtained	
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above		Scientist B, C, D (Max.: 50)	Scientist E & above (Max.: 40)
		a	b ₁	b ₂	C ₁ = (a*b ₁)*100	C ₂ = (a*b ₂)*100	d	C ₁ x d	C ₂ x d
1.	Publication in High Impact Factor Journal	1.00	0.50	0.40	50	40			
2.	Peer reviewed paper (International)	0.80	0.50	0.40	40	32			
3.	Peer reviewed report (International)	0.40	0.50	0.40	20	16			
4.	Peer reviewed paper (National)	0.60	0.50	0.40	30	24			
5.	Peer reviewed report (National)	0.30	0.50	0.40	15	12			
6.	Research Report	0.30	0.50	0.40	15	12			
7.	Technical Manual	0.30	0.50	0.40	15	12			
8.	Status Survey Report	0.30	0.50	0.40	15	12			
9.	Monographs	0.75	0.50	0.40	37	30			
0.	Book	0.75	0.50	0.40	37	30			
1.	Book Chapter	0.60	0.50	0.40	30	24			
2.	Ph.D. Thesis	0.50	0.50	0.40	25	20			
3.	M.Sc. Dissertation	0.30	0.50	0.40	15	12			
4.	Dissertation (Others)	0.20	0.50	0.40	10	08			
5.	International Seminar/ Workshop Presentation	0.20	0.50	0.40	10	08			
6.	National Seminar/ Workshop Presentation	0.10	0.50	0.40	05	04			

Part 3b: Teaching and Training Component

Table 2: Overall Weightage for Teaching & Training Component:

(a) 40% for Scientist B, C, D.
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (C ₁ /C ₂)		Feedback Rating	No. of Outputs	Marks Obtained
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above			
		a	b ₁	b ₂	C ₁ = (a*b ₁)*100	C ₂ = (a*b ₂)*100	d	e	(C ₁ *d) or (C ₂ *e) or (C ₁ *e) or (C ₂ *d)
1.	Teaching Inputs (as reflected in feedback form) ¹	0.50	0.40	0.30	20	15			
2.	Field Tours Inputs (as reflected in feedback form) ¹	0.40	0.40	0.30	16	12			
3.	Development of training material ²	0.40	0.40	0.30	16	12			
4.	Evaluation and Assessment	0.30	0.40	0.30	12	09			
5.	Inputs in other Institutions/ States/ PAs	0.20	0.40	0.30	08	06			

Part 3c: Advisory and Institutional Component
Table 3: Overall weightage for Advisory & Institutional Component: (a) 10% for Scientist B, C & D; (b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c ₁ /c ₂)		Marks Obtained
		a	Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above	
			b ₁	b ₂	c ₁ = (a*b ₁) *100	c ₂ = (a*b ₂) *100	
1.	Technical and Advisory Services to MoEF/ State Forest Department	0.60	0.10	0.30	6	18	
2.	Technical and Advisory Services to Other Agencies including International	0.40	0.10	0.30	4	12	
3.	Planning & Implementation of Institutional Activities	0.70	0.10	0.30	7	21	
4.	Wildlife Extension & Outreach Activities	0.60	0.10	0.30	6	18	

Table 4: Overall score of Professional Index

S.No.	Component	Marks Obtained out of 100
1.	Research	
2.	Teaching and Training	
3.	Advisory and Institutional	
Total		

Signature of the Reporting Officer

Date

Part 4: Integrity and Ethics

Please read the following guidelines before evaluating the scientist for integrity and ethics.

Guidelines issued by the Government of India, Department of Personnel, regarding, Integrity, vide O.N. No. 51/S/72-ESTT A dated 20 May 1972.

- In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to make his remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the manner of making entries in the column relating to integrity:
- a) Supervisory Officer should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report this diary should be consulted and the material in it utilized for filling, in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraphs,
 - b) The column pertaining to integrity in the character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
 - c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.
 - d) If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll.
 - e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned.
 - f) There may be cases in which after a secret report/ note has been recorded expressing suspicion about a Government servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to 'confirm' it. In such a case the Government servant's conduct should be watched for a further period, and in the meantime, he/she should as far as possible be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (p) and (e) above.
 - g) There are occasions 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. Such instances can occur 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 a long leave etc. In all such cases, 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 a 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.

Please comment on the scientist's integrity and standards of ethics:

Signature of the Reporting Officer

Date

Part 5a: Decision of the Reviewing Officer

1. Remarks of the Reviewing Officer: I agree/I do not agree with the assessment of the Reporting Officer

2. Comments of the Reviewing Officer (*In case of disagreement only*)

3. Signature of the Reviewing Officer with designation

4. Place and Date

Part 5b: Decision of the Accepting Officer

1. Remarks of the Accepting Officer: I agree/I do not agree with the assessment of the Reviewing Officer

2. Comments of the Accepting Officer (*In case of disagreement only*)

3. Signature of the Accepting Officer with designation

4. Place and Date

Part 6. Scientist's Targets for Coming Year and Continual Growth Plan

Scientists should be clear of the expectations against which they will be evaluated. This form provides the scientist and reporting officers to set "stretch" goals (ambitious but not impossible goals) for achievements for the coming year given the enabling mechanisms and availability of facilities/resources (available and accessible both within or outside the Institute. The completion of this form is in the best interest of the scientist, reporting, reviewing and accepting officers and objectivity of the evaluation exercise. This form would be updated at mid-year, to take into account of changed circumstances, if any.

(Please note: While Part 1-5 of the form are to be submitted by January 31st of the year, Part 6 can be completed by February 28th. The scientist can retain the original while the reporting officer can retain a photocopy for future reference.)

S. No.	Professional Index	No. of Outputs/ Activities Planned*
I. Research		
1.	Publication in High Impact Factor Journal	
2.	Peer reviewed paper (International)	
3.	Peer reviewed report (International)	
4.	Peer reviewed paper (National)	
5.	Peer reviewed report (National)	
6.	Research Report	
7.	Technical Manual	
8.	Status Survey Report	
9.	Monographs	
10.	Book	
11.	Book Chapter	
12.	Ph.D. Thesis	
13.	M.Sc. Dissertation	
14.	Dissertation (Others)	
15.	International Seminar/ Workshop Presentation	
16.	National Seminar/ Workshop Presentation	
II. Teaching and Training		
1.	Teaching Inputs	
2.	Field Inputs	
3.	Development of training material	
4.	Evaluation and Assessment	
5.	Inputs in other Institutions/ States/ PAs	
III. Advisory and Institutional		
1.	Technical and Advisory Services to MoEF/ State Forest Department	
2.	Technical and Advisory Services to Other Agencies including International	
3.	Planning & Implementation of Institutional Activities	
4.	Wildlife Extension & Outreach Activities	

N.B.: Please provide details of outputs/ activities (Serial No. 1, 2, 3 & 4) in a separate Appendix-IV.

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2. Please state any other planned activities and proposed achievements that will help you build on capabilities and demonstrate your commitment to values considered important by the Institute.

3. In view of your self-assessment, please state your plan for personal growth in knowledge, skills, capabilities and experiences.

Time period (start -end date)	Additional qualifications/ training, gathering of experience, attendance of conferences and field visits etc planned.

Signature of the Reporting Officer	Signature of the Scientist
Date	Date