

विषय: सूचना अधिकार अधिनियम-2005 के अन्तर्गत सूचना प्रदान करने के सम्बन्ध में।

उपरोक्त सन्दर्भ में श्री बलबीर सिंह चौहान, देहरादून द्वारा मागी गयी सूचना निम्न प्रकार है।

क्रम सं0	श्री बलबीर सिंह चौहान द्वारा पूछे गये प्रश्न	भारतीय वन्यजीव संस्थान, देहरादून द्वारा दिये गये उत्तर
1	यह कि आपके सन्दर्भित पत्रांक 19.5.2014 के द्वारा आवेदनकर्ता को यह अवगत कराया है कि प्रार्थी के प्रोन्नत का विषय भविष्य की होने वाली आडिट पार्टी के समक्ष प्रस्तुत किया जायेगा, यह स्पष्टकर्ता है कि महोदय द्वारा आवेदन कर्ता की सर्विस बुक में आडिट पार्टी के नोट दिनांक 26.9.2013 को यह स्पष्ट टिप्पणी अंकित कर दी गई है कि प्रार्थी को वेतनमान रु. 4500-7000 का दिनांक 27.11.2002 से दिया जाना न्यायहीन में है के सम्बन्ध में आवेदनकर्ता को यह सूचना उपलब्ध करवाने की महति कृपा करें कि आवेदनकर्ता को उक्त वेतनमान को स्वीकृत करने पर क्या कार्यवाही की गई है एवं कार्यालय के सम्बन्धित पत्रावली पर प्रार्थी के उक्त वेतनमान देने के सम्बन्ध में की गई टीका टिप्पणी की आडिट प्रार्थी के नोट को जो आवेदन कर्ता के सर्विस बुक में अंकित की गई है को भी प्रमाणित प्रतिलिपि उपलब्ध कराने की कृपा करें।	उपरोक्त मामले की जुलाई 2014 में आडिट पार्टी के साथ चर्चा की गयी थी। आडिट पार्टी की राय के अनुसार संस्थान द्वारा लिया गया निर्णय उचित है व आपका दावा उपरोक्त संदर्भ में अमान्य है।  प्रमाणित प्रतिलिपि संलग्न है।
2	यह कि आवेदन कर्ता तकनीकी कर्मचारी है तथा कर्मचारियों की नियुक्ति व पदोन्नति निर्धारण नियम के सम्बन्ध में नियमावली के नियम व अधिनियम भारत सरकार के लागू होते हैं उसकी भी प्रमाणित प्रतिलिपि उपलब्ध करवाने की महति कृपा करें और संस्थान में तकनीकी कर्मचारियों के लिये कौन से नियम लागू किये जा रहे। इसकी भी प्रमाणित प्रतिलिपि उपलब्ध करवाने की महति कृपा करें।	कर्मचारियों की नियुक्ति व पदोन्नति निर्धारण नियम के सम्बन्ध में नियमावली संलग्न है।
3	यह कि 5वें वेतन आयोग ने तकनीकी कर्मचारियों के वेतनमान रु0 1320-2040 को रु. 4500-7000 के वेतनमान में केवल तकनीकी कर्मचारियों के अगले वेतनमान रु. 4500-7000 में विलय या मर्ज किया गया है और संस्थान ने रु. 1320-2040 के वेतनमान को किस वेतनमान में मर्ज व विलय किया गया है, यह भी प्रमाणित प्रतिलिपि उपलब्ध करवाने की महति कृपा करें।	उपरोक्त सूचना आपके दिनांक 13.07.2015 के प्रत्यावेदन के उत्तर में इस कार्यालय के दिनांक 25.03.2009 के पत्र सं0 A/2-31/2002-WII के अंतर्गत आपको पूर्व में प्रेषित की जा चुकी है, जिसकी प्रति संलग्न है।
4	यह कि भारत सरकार के शासनादेश पत्रांक सं0 7/14/2010-EIII(A) Government of India Ministry of Finance Department of Expenditure, New Delhi, 5 <sup>th</sup> July 2010 के आधार पर आवेदन कर्ता के वेतनमान फिक्स फिटमेंट टेबल के आधार पर अनुपालन करना अनिवार्य है के सम्बन्ध में यह सूचना देने की महति कृपा करें कि आवेदनकर्ता के हक में दिनांक 1.1.2006 से किये गये आवेदन पर की गई कार्यवाही की प्रमाणित प्रतिलिपि उपलब्ध करवाने की महति कृपा करें।	आपका कथन गलत है कि आप द्वारा 1.1.2006 को कोई आवेदन किया है, आपका आवेदन दिनांक 2.1.2015 को दिया गया है जिसकी प्रति संलग्न है, यदि आपको सन्दर्भित OM के दायरे कोई लाभ चाहिये था, कि स्थिति में आपको दिनांक 31.12.2010 तक विकल्प प्रस्तुत करना था, जो आपके द्वारा नहीं किया गया, इस कारण आपके आवेदन पत्र पर विचार किया जाना नहीं बनता है। इस सम्बन्ध में आपको इस कार्यालय के पत्र द्वारा यह भी सूचित किया गया है कि आपका वेतन निर्धारण दिनांक 1.4.2006 से 4500-125-7000 (संशोधित PB-1 ग्रेड पे 2800) स्केल में केवल इसलिये हुआ था, क्योंकि आपके मूल वेतनमान 4000-100-6000 को इस संस्थान के संशोधित नियमों के अनुसार विलुप्त कर दिया गया था। यह लाभ आपको पदोन्नति या वेतनमान उच्चीकरण के कारण नहीं दिया गया था।
5	यह कि प्रार्थी के पत्र 2.1.2015 पर सन्दर्भकर्ता शासन आदेश के अनुरूप फिटमेंट टेबल पर गत 26 माह की अवधि में की गई कार्यवाही में अंकित की गयी टीका टिप्पणी की प्रमाणित प्रतिलिपि उपलब्ध करवाने की महति कृपा करें। जबकि प्रार्थी ने इस सम्बन्ध में दिनांक 2.1.2015 को लिखित रूप से कार्यालय को अवगत करवाया है।	आप द्वारा रविवर लिखा गया है कि आपका आवेदन दिनांक 2.1.2015 को दिया गया है अतः दिनांक 2.1.2015 से आज तक 8 माह हुये हैं और आप अपने आवेदन पर 26 माह की टीका टिप्पणी का अभिलेख मांग रह हैं, जब आपका आवेदन ही दिनांक 2.1.2015 से है फिर इससे पूर्व टीका टिप्पणी हो ही नहीं सकती, आपके आवेदन की तिथि से आज तक 8 माह की टीका टिप्पण संलग्न है।



6	यह कि आवेदन कर्ता उत्तराखण्ड की चकरात विधान सभा क्षेत्र की अनुसूचित जनजाति जौनसारी तहसील ल्यूनी जिला देहरादून से सम्बन्धित है के सम्बन्ध में यह सूचना देने की महति कृपा करे कि इसके आधार पर आवेदन कर्ता को पदोन्नति में छूट प्राप्त होती है को ध्यान में रखते हुये प्रार्थी को कौन से विशेष सुविधा प्रदान की गयी है यह भी प्रमाणित प्रतिलिपि उपलब्ध करवाने की महति कृपा करे।	उपरोक्त सन्दर्भ में तकनीकी व सपोर्ट स्टाफ भर्ती एवं पदोन्नति नियमावली 2006 के नियम सं. 2.4 का उवलोकन करे।
7	यह कि प्रार्थी की कार्यलय द्वारा 5 बार पे फिक्स की गई है की भी प्रमाणित प्रतिलिपि उपलब्ध करवाने की महति कृपा करे।	5 बार पे फिक्स आदेश संलग्न है।

~~कुल सचिव~~

~~Amr~~  
04/09/15

~~CP10~~

please put up.

~~★~~  
7.9.15

~~प्रशासनिक अधिकारी~~  
(पी०के० अग्रवाल)  
प्रशासनिक अधिकारी

~~राजीव~~  
3.9.15

The case has been re-examined in the light of remarks made by Registrar at Page No.18-19/N. The following are submitted:

1. The Recruitment Rules of Technical Services were approved by the Governing Body of Institute during 1986. The following are the details under which Technical Group II staff governed and the replacement pay scales as amended by the Pay Commissions from time to time. An extract copy of Recruitment Rules approved during 1986 is placed vide 343/C.

Technical Group II	Pay scale as per RRs	Replacement Pay scale as per 4 CPC	Replacement Pay scale as per 5 CPC	Replacement Pay scale as per 6 CPC
Grade (1) i.e. Entry Grade	260-350	950-1400	3050-4590	PB-1(5200-20200) Grade Pay 1900
Grade (2) i.e. 1 <sup>st</sup> Assessment	380-560	1320-2040	4000-6000	PB-1(5200-20200) Grade Pay 2400
Grade (3) i.e. 2 <sup>nd</sup> Assessment	380-640	1350-2200	4500-7000	PB-1(5200-20200) Grade Pay 2800
Grade (4) i.e. 3 <sup>rd</sup> Assessment	425-700	1400-2300	4500-7000	PB-1(5200-20200) Grade Pay 2800

2. Shri Balbeer Singh Chauhan appointed as Tradesman A (Library) in the Entry Grade of Group II in the Pay scale of Rs. 950-1400 w.e.f. 15.11.1995. He got 1<sup>st</sup> Assessment Promotion w.e.f. 27.11.2002 in the pay scale of Rs. 4000-6000 corresponding to the pre-revised scale of Rs. 380-560 and 1320-2040 in accordance with the Recruitment Rules of Technical Services.

3. The Recruitment and Assessment Promotion Rules for Technical and Support Staff -2006 were adopted by the Institute w.e.f. 01.04.2006. These rules were based on CSIR. It was intimated to all staff of Technical services that they SAPC II will deal with all anomalies relating to past recruitment and assessment Promotion. The following are the recruitment and assessment details of Group II staff *after adoption of new rules w.e.f. 1.4.2006:*

Technical Group II	Pay scale as per RRs	Replacement Pay scale as per 6 CPC
Grade (1) i.e. Entry Grade	3050-4590	PB-1 (5200-20200) Grade Pay 1900
Grade (2) i.e. 1 <sup>st</sup> Assessment	4500-7000	PB-1 (5200-20200) Grade Pay 2800
Grade (3) i.e. 2 <sup>nd</sup> Assessment	5500-9000	PB-1 (5200-20200) Grade Pay 4200
Grade (4) i.e. 3 <sup>rd</sup> Assessment	6500-10500	PB-1 (5200-20200) Grade Pay 4600

*AD*  
*AD*  
AD  
AD

Contd. from P. 20/N

The SAPC-II met on 03.07.2007 and 13.12.2007 and suggests suitable conversion formulae for Technical Group II staff for placement from the Pay scales of pre-revised RRs to the Pay Scales of revised RRs w.e.f. 01.04.2006. An extract copy of SAPC-II recommendations is placed vide 344-345/C. Accordingly, he was placed in the pay scale of Rs. 4500-7000 w.e.f. 01.04.2006.

3. Based on above facts the demand of Shri B.S. Chauhan to allow him the replacement pay scale of Rs. 4500-7000 w.e.f. 27.11.2002 is not justified as the merger of pay scales Rs. 1350-2200 and 1400-2300 to the pay scale of Rs. 4500-7000 was done by the 4<sup>th</sup> Central Pay Commission. Whereas the official was promoted in the pay scale of Rs. 1320-2040 and the replacement scale of this scale is Rs. 4000-6000.

In view of position explained above a decision may be taken.

*Rajiv*  
17.12.13

(Rajiv Mehta)  
Assistant

A.O.

*Please discuss.*

*Agreed*  
AD

*MM*

*Discussed.*

Dated: 9<sup>th</sup> May, 2014

Noting of Registrar at **page 18-19/N** and Shri Rajeev Mehta may please be seen at **page 20-21/N**. The case has been examined vide page 18 to 21/n and it is submitted that –

- (i) The Recruitment Rules for Technical and Support Staff were adopted on the lines of CSIR w.e.f. 01.04.2006 and implemented accordingly.
- (ii) Shri B.S. Chauhan was appointed in the pay scale of Rs.950-1400 (pre-revised) and Rs.3050-4590 (Revised as per 5<sup>th</sup> CPC) w.e.f. 15.11.1995. On completion of minimum required residency of 7 years, he was given assessment promotion in the pre-revised pay scale of Rs.1320-2040 and Rs.4000-6000 (revised) w.e.f. 27.11.2002.

PTC ... 22.

- (iii) After approval and implementation of revised rules on lines of CSIR w.e.f. 1.4.2006, Shri Chauhan who was given 1<sup>st</sup> assessment promotion w.e.f. 27.11.2002 in the pay scale of Rs.1320-2040 (pre-revised) and Rs.4000-6000 (revised) was stepped up in the pay scale of Rs.4500-7000 w.e.f. 1.4.2006 as the next available scale as per Revised RRs is in the pay scale of Rs.4500-7000 i.e. from the date w.e.f. revised rules were adopted in the Institute.
- (iv) Shri B.S. Chauhan contention that the pre revised pay scales of Rs.1350-2200 and pay scale of Rs.1400-2300 has been merged in the pay scale of Rs.4500-7000 w.e.f. 1.1.1996. It is stated that Shri Chauhan was working in the pre-revised pay scale of Rs.1320-2040 and not 1350-2200, hence, the benefit of merger the pay scale of Rs.1350-2200/1400-2300 with 4500-7000 cannot be extended to Shri Chauhan. Shri Chauhan who was working in the pay scale of Rs.4000-6000 has already been stepped up w.e.f. 1.4.2006 in the pay scale of Rs.4500-7000 as the next available pay scale in the Technical Group II Services of the Institute after adoption of new rules was 4500-7000.

For consideration please. If approved, a suitable reply may be given to Shri Chauhan.

*[Signature]*  
AO

Registrar

Following issues are emerging -

- i) Audit has observed in favour of the employees contention and
- ii) Our office has a contrary view.

The case does not involve any policy clarification because of which it will be unnecessary to seek any clarification from higher quarters.

Also, in my view, as the case is quite old and complicated, all facts of circumstances might not have been placed before the audit as are now available on file. Therefore, in my opinion, we may consider placing the

*certified copy*

*[Signature]*

REGISTRAR  
ADDITIONAL REGISTRAR  
SECRETARY TO GOVT. OF INDIA  
MINISTRY OF DEFENSE

Facts and circumstances of this case for second opinion of the audit as and when the team visits the Institute next and thereafter, appropriate decision may be taken as per the advice of audit. The employee can be informed accordingly.

dup  
15/05/14

DWII / Mehra  
15/5

~~Refrain~~

i) Inform the employee that his matters will be again placed before audit for advice as and when the next audit of Institute happens.

ii) Also place this matter in to do list for next audit.

dup  
15/05/14

~~AO~~

Please put up draft reply.

~~Copyed copy~~

~~copy~~

dup  
15/5/14

Su. Rajeev Mehra

DWII OFFICE
DIARY NO.: 403
DATE: 15/05

365  
15/5/14

Draft reply placed for approval H.

Eqn  
19.5.14

~~AO~~

Draft reply may kindly be seen and approved.

Eqn  
19/5/14  
AO

Registrar / Registrar

Page No. 420

Date 19/5/14

~~Reg.~~

As corrected.

Eqn  
19/05/14

~~AO~~

Eqn  
20/5/14

Certified copy  
~~Robert Mehta~~

Eqn  
AO

NOTICE  
I hereby certify that the above is a true and correct copy of the original document.

Please refer to note at 20-23/N,  
regarding representation of Shri B.S. Chauhan,  
Tech. II (3), the matter in question was  
discussed with the audit party of came to lol!  
during July 2014 along with A.O. After gone  
through the case the audit party was in  
the opinion that the action taken by  
the Institute in the case is in order.  
His claim is not tenable based on the  
facts shown to audit party

In view of the <sup>above</sup> official way  
be given suitable reply.  
for orders pl.

Sign  
19.8.14

A.O.

Please put up draft

reply.

Sign  
25/8/14

Draft reply placed for  
approval pl.

Sign  
26.8.14

pl. discuss.

Sign  
27/8/14

RM

Sign  
Rajeev Mehta  
A.O.





भारतीय वन्यजीव संस्थान  
Wildlife Institute of India



**Merit and Normal  
Assessment Promotion  
for  
Technical and Support Staff, 2006**

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A handwritten signature or mark, possibly a stylized 'M' or a similar character, located at the bottom right of the page.

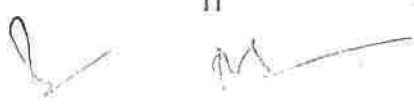
**Merit & Normal Assessment Promotion Rules**

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0. GENERAL INSTRUCTIONS

- 0.1 The Merit and Normal Assessment Scheme (MANAS) will come into operation from the date as notified by the Institute. All pending cases of assessment falling due prior to the date of commencement of these rules, shall be decided according to the old recruitment and assessment promotion rules
- 0.2 The employees of Wildlife Institute of India governed by erstwhile Recruitment and Assessment Promotions Rules of the Institute shall be given an option to switch over to the MANAS from the date of its coming into effect. The option shall be exercised within the period prescribed by the Institute.
- 0.3 Assessment to a higher grade does not necessarily imply higher perks, such as office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.
- 0.4 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.
- 0.5 Services rendered in the following situations, if any, will be computed for determining the eligibility for Normal Assessment:-
  - 0.5.1 Service rendered in a Sponsored Project/Scheme.
  - 0.5.2 Periods of leave including Extraordinary Leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/Foreign Service.
  - 0.5.3 EOL granted for a full-time assignment within or outside the country.
  - 0.5.4 Ad-hoc/Supernumerary service provided under rules followed by regular appointment without break.
  - 0.5.5 For foreign assignment/deputation, study leave, EOL which has not resulted in break of service where no ACRs/APARs are available. average of percentage of marks as



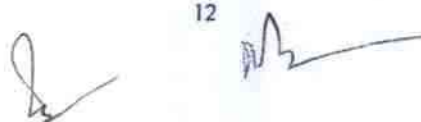
obtained for interview (including Trade Test) for all group will be counted for Normal Assessment only. If the ACRs/APARs for the said period are available, then the rating given by the outside organization will be converted into 7-Point Scale, For this purpose, at least three ACRs/APARs written in WII are required.

- 0.5.6 Period spent on prestigious fellowships will be considered for Merit Assessment provided ACRs/APARs for at least two years written in the WII are available.

The period spent on official deputation for which full salary has been paid and treated as duty will also be considered for Merit Assessment.

The Merit Assessment will come into effect from the date notified by the Institute.

- 0.5.7 Period spent on Sabbatical Leave will count for Normal Assessment only.
- 0.6 Employee who take voluntary retirement or superannuates or dies in service will be considered for assessment from due dates of his/her eligibility if it falls on an earlier date. For deceased employees, marks will be awarded *pro-rata* on the basis of the marks awarded for ACRs/APARs plus Peer Review, as the case may be.
- 0.7 It shall primarily be the responsibility of the Director/Head of Office/Administrative Officer to ensure that the guidelines of the scheme are correctly followed.
- 0.8 No advance increments will be admissible either on normal or merit assessment. Pay will be fixed as per normal rules notified by the Government of India from time to time.



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## 1.0 Groups with Qualifications for Assessment

1.1 **Groups:** The entire Technical and Support Staff (including Engineering and Architectural staff) are divided in four Groups, namely Groups I & II (Support Staff), Group III (Engineering/ Architectural) and Group IV (Technical) Staff. Each Group has a number of grades. The Groups are described in Roman numerals and the Grades within the Groups are described in Arabic numerals. For example, I (2) refers to the second grade in Group I and IV (5) refers to fifth grade in Group- IV. The assessments under MANAS are based on the Grade held in a particular Group and do not depend on seniority and designation.

### 1.2 Induction

1.2.1 A Non-Technical departmental staff member acquiring skills and found fit, through a suitable trade test for entry into Group I may be considered for induction provided vacancy exists at the lowest grade. The Trade Test shall be conducted by a Committee constituted by Director, WII, comprising the following:

- a) A member from outside the WII system;
- b) A member from a sister organization under MoEF covering relevant area;
- c) A member from within the WII

One of the members of the above Committee shall be nominated as Chairman by Director, WII. This emphasizes the need for imparting in-house training to staff members. If found fit, they shall be placed in that particular grade in Group I which is closest to their present salary grades. Such induction should be justified and approved by the Director of the Institute. In such cases the entire service rendered by the staff members in the Non-Technical category will be taken into consideration for computing the period of service towards eligibility for assessment to the next higher grade. However, the effective date of assessment of such staff will be from the date of induction.



1.2.2 A Non-Technical departmental employee can be considered for induction in Group II subject to the following conditions:

- a) Induction may be done before the employee attains the age of 50 years;
- b) Induction should be made against an available vacancy in Group II by the Committee as constituted under para 1.2.1 above.
- c) Induction in all the grades in Group II should be need-based and in the discipline in which the vacancy is required to be filled. Employees with technical qualifications which are laid down for direct recruitment in Group II will be given preference.
- d) The employee should have undergone atleast six months structured in-house training or training imparted by an outside professional agency approved by State/Central Government and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;
- e) The period of service for assessment to a higher grade will count from the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Group II;
- f) Inductees will be placed in the equivalent/segmented grade and if grade does not exist, then in the nearest higher grade.

**Explanation:** If a Non-Technical employee in the grade of Rs.1200-2040 is inducted in the Technical cadre, then his pay will be fixed in the grade of Rs.1350-2200, there being no equivalent grade in Gr.II. Likewise, if a Non-Technical employee in the grade of Rs. 1400-2600 is inducted into technical cadre, then his pay will be fixed in the grade of Rs.1640-2900, there being no equivalent grade in Group II.

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g) The pay will be fixed as per rules, i.e. at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation as per relevant GOI rules in this regard.

h) In the case of Drivers the residency period for their assessment will count from the date of their induction in technical stream. Guidelines for induction of the drivers are given at Annexure-I.

Induction under above categories will come into effect from the date as notified by the Institute.

1.3 For assessment promotion within the same group, the restriction of minimum qualifications and experience will not apply for the existing employees.

#### 1.4 Equivalence of Qualifications

1.4.1 New cases of equivalent of qualifications, if required, will be decided by the Chairman, Governing Body.

1.4.2 While deciding the equivalence of qualifications, it is to be ensured that only those degrees/diplomas/certificates which are relevant to the areas of work to be performed and are recognized by appropriate government agencies or have been obtained from Govt. recognized educational Institutes are taken into consideration. The qualifications which have been recognized at the national level by the competent relevant bodies of the Govt. of India, i.e. UGC and AICTE and are relevant to technical activities being carried out by the WII only should be recognized for recruitment and assessment purposes in WII. The equivalence of qualification available/decided from time to time will be up-dated periodically.

1.4.3 A list of qualifications treated equivalent to those required for induction/fresh recruitment in various Groups is annexed as Annexure II to these Rules.

## 2.0 Merit and Normal Assessment

- 2.1 The Assessment Scheme envisages Normal and/or Merit promotion on the basis of prescribed thresholds. Merit Assessment shall be restricted to really outstanding Technical Staff without dilution of quality; and the criterion of "Training, and Research" work will be the guiding factor. Eligibility criteria should ensure that only the very meritorious Technical and Support staff qualify for Merit promotion.
- 2.1.1. The MANAS supersedes the existing WII Assessment Scheme for Technical and Support Staff.
- 2.1.2 The Merit Assessment Scheme is applicable to Group-IV(3) upto IV(6), provided the incumbents possess entry level qualifications of Scientist-B (8000-13500) and are engaged in Training and Research activities. However, the condition of 1st Class will not apply.
- 2.1.3 Only those Technical staff in the aforementioned Groups, who in their ACRs/APARs secure at least 225 marks in preceding three years and 300 marks in preceding four years, as the case may be, will be eligible for consideration under the scheme. For assessment under the aforementioned merit scheme, thresholds will be as prescribed in paras 2.2.3 and 2.2.4.
- 2.1.4 The provisions of merit assessment will be applicable w.e.f the date as and when notified by the Institute.
- 2.2 **Eligibility and Thresholds:** The eligibility and thresholds for Normal Assessment shall be as follows:



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2.2.1 Group-I

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks	
			Normal assessment	Merit assessment
I(1)	Rs.2,550-3,200	7, 8, 9, 11 and after remaining for one year at the maximum of the grade.	60	NA
I(2)	Rs.2,650-4,000	-do-	60	NA
I(3)	Rs.3,050-4,590	-do-	70	NA
I(4)	Rs.4,500-7,000			NA

2.2.2 Group -II

II(1)	Rs.3050-4,590	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
II(2)	Rs.4500-7,000	-do-	70	NA
II(3)	Rs.5500-9,000	-do-	75	NA
II(4)	Rs.6500-10500			NA

\*The pre-revised scales of Gr.II(2) (Rs.1350-2200)/II(3) (Rs.1400-2300) have been merged to the revised scale of Rs.4500-7000 w.e.f. 1.1.96 and such cases are to be regulated as per CSIR letter No. 17/66/94-PPS dated 2.8.2000.

2.2.3 Group-III

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks
			Normal Assessment
			5 yrs.
III (1)	Rs.4500-7000	5,6,7,9 and after remaining for one year at the maximum of the grade	60
III (2)	Rs.5500-9000	-do-	60
III (3)	Rs.6500-10500	-do-	70
III (4)	Rs.8000-13500	-do-	75
III (5)	Rs. 10000-15200		

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2.2.4 Group-IV

Group & Grades	Scale of pay	Eligibility for Assessment (yrs.)	Threshold i.e. Minimum Marks		
			Normal Assessment	Merit Assessment	
		(No. of years required to be completed in the existing Grade)	5 yrs.	4 yrs.	3 yrs.
IV (1)	Rs.4500-7000	5, 6, 7, 9 and after remaining for one year at the maximum of the grade	60	NA	NA
IV(2)	Rs.5500-9000	-do-	60	NA	NA
IV(3)	Rs.6500-10500	-do-	70	80	90
IV(4)	Rs.8000-13500	-do-	75	85	90
IV(5)	Rs.10000-15200	-do-	75	85	90
IV (6)	Rs.12000-16500	5, 6, 8 and at the maximum of the grade	75	85	90
IV(7)	Rs.14300-18300				

\*Consequent upon implementation of the recommendations of Fifth Central Pay Commission (V CPC), the concept of "after remaining for one year at the maximum of the grade" in the pre-revised scale shall be determined and admissible only to those employees who have availed all the other chances of assessment admissible under the MANAS before 1.1.96 except the last chance on reaching the maximum of the grade, which becomes due after 1.1.1996. In all other cases eligibility for last chance will be determined with reference to revised pay scales only.

2.2.4.1 Staff in Group IV (6), who possess the entry level qualification of Scientist-B, will only be eligible for assessment to Group IV (7). The condition of first class will, however, not be insisted upon in these cases.

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2.2.4.2 Staff in Group III (5) possessing qualifications of B.E./B.E. (Arch.) or equivalent will be eligible for consideration for assessment promotion to the revised grade of Rs. 12000-16500 on remaining for one year at the maximum of the grade Group-III (5) as a one time event. Such positions on vacation, will revert to the lowest grade in Group III.

2.2.5 A non-functional selection grade in the revised scale of Rs.14300-18300 will be applicable for giving encouragement to the specially meritorious persons in the scale of Rs.12000-16500 provided they have spent at least one year at the maximum of the scale of Rs.12000-16500. When promoted, they shall carry the post with them. The post will revert to the grade of Rs. 12000-16500 on vacation.

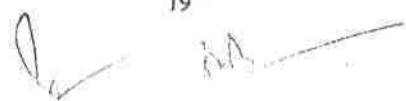
### 2.3 Special Provision

2.3.1 For second and subsequent chances of Normal assessment, up to 5 (five) marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the APAR for that year is 'Satisfactory'. Marks will be given on this account only for a maximum period of 3 (three) year.

2.3.2 Those employees who have acquired entry level qualifications of the next Group may be assessed to the next higher Grade in the same Group, two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. If an assessee is not recommended for promotion during first time, this will be treated as the first chance due on completion of five years and he/she will get his/her chance(s) as in subsequent years as per table for Group IV. This benefit will be allowed only under Normal Assessment and not under merit assessment.

Such benefit is admissible only to those employees who acquire entry level qualification of next higher Group by undergoing the full process of acquiring the relevant higher qualification after joining WII service, i.e. taking admission in the course of study after joining with due permission of the competent authority.

This chance is admissible once in the same group and will not be adjusted against the chances available for normal assessment under MANAS.



- 2.3.5 Employees who subsequently acquired the entry level qualifications of the next higher Group to the one in which they were placed could be considered alongwith others who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required over and above the number of outside candidates selected against the posts advertised. Wherever posts are not advertised in a particular year or, if advertised, do not cover the specialization of particular Technologists of the above category, special interviews may be arranged for them as a one-time measure. Their selection will be on acquiring a comparable level qualifications expected in open recruitment to such positions.
- 2.4 **Relaxation in thresholds for SC/ST category:** Relaxation of 10% marks in prescribed thresholds will apply only for Normal Assessments of SC/ST category.
  - 2.4.1 Wherever relaxation is provided it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.
- 2.5 **Re-Classification of Posts:** The re-classification of posts, on the recommendations of the Director, WII will require prior approval of the Chairman, WII Governing Body.
- 2.6 **Time Schedule for Assessment:** The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31st March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.

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### 3.0 PANELS OF EXPERTS

#### 3.0 Panels of Experts

3.1.1 The Director, WII and/or Chairman, Governing Body will lay down and decide the areas for preparing Panels of Experts for constitution of Selection and Assessment Promotion Committees as under: -

- a) Director, WII - SAPC II below the payscale of Rs.8,000-13,500
- b) Chairman, Governing Body - SAPC I for WII Technical Staff in the pay scale of Rs.8000-13500 and above

3.1.2 Area-wise Panels of Experts will be prepared separately for each Group with the approval of the Director/Chairman, Governing Body. For this purpose suggestions will be obtained from the Technical staff working in the area and Members of the Faculty. The Panels should be sufficiently large and will comprise both internal (WII) and external experts including scientists and technologists.

3.1.3 An Expert should have at least 7 years of supervisory /leadership experience.

3.1.4 The Panels of Experts will be valid for a period of three years after which they will be reconstituted. Additional names can be added to the Panels with the approval of the Director/Chairman, Governing Body during this period.

4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

4.0 The Assessment Committees will be constituted area wise from the approved Panels of Experts.

4.1 The Assessment Committees will be constituted by the Director in respect of posts below the pay scale of Rs.8000-13500 as under:-

Chairman	From a sister Organization under MoEF	Common to all Committees
Member (one)	Dean, WII or equivalent	
Member Secretary	Head of Office, WII	
Member (Two)	Two Supervisory level experts, one of whom will be from outside the WII system.	

**Quorum:** Chairman, Dean, WII or equivalent and at least one Expert in the concerned discipline.

4.3 In respect of the post in the pay scale of Rs.8000-13500 and above, the Assessment Committee will be constituted by Chairman, Governing Body as under:

Chairman	A scientist/forester/ administrator at the level of Additional Secretary to GOI with adequate experience of field conservation	Common to all Committees.
Member Secretary	Director, WII	
Members (Four)	Dean, two faculty members from WII and one member from sister institutions in Dehradun.	

**Quorum:** Chairman, Director, WII, Dean and at least one Expert in the concerned discipline.

In addition to the above, two subject matter specialists should be co-opted in each of the committees from the Panel of Experts as per the requirement of each fresh assessment promotion.

4.4 The Assessment Committees which are considering the assesseees of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved area wise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and

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above the normal constitution of the Assessment Committee.

4.5 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.

4.6 The Accepting Authority for the recommendations by the SAPC-I would be Chairman, Governing Body, WII being the Appointing Authority. The Accepting Authority for the recommendations by SAPC-II would be the Director, WII, being the Appointing Authority in their cases.

#### 5.0 SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT

5.0 The 'Work Report' (WR), "Self-Assessment Report" (SAR), "Annual Performance Appraisal Report (APAR)" in the scheme, will be defined as under:-

5.1.1 Work Report (WR): Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment. This will be applicable only for groups III & IV.

5.1.2 Self-Assessment Report (SAR): An assessee's statement of work done during a year as contained in Part-1 of APAR.

5.1.3 Annual Performance Appraisal Report (APAR): Report of Appraisal of annual performance.

5.2 Annual Performance Appraisal Report (APAR) is applicable to employees of all Groups; proforma of which are annexed as Annexure-III.

5.2.1 APAR proforma comprises two parts:

Part-I: Self-assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will not be confidential and will carry 75% weightage and will be communicated to the employee.

Part-II: Assessment/Appraisal of behavioural aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

5.2.2 The total APAR marks in a year will be 100.

5.2.3 APAR marks will be awarded according to rating of the assessee on a seven-point scale, as under;-

Outstanding	100 marks
Excellent	90 marks
Very Good	75 marks
Good	60 marks
Satisfactory	50 marks
Fair	35 marks
Poor	20 marks

5.2.4 The Institute will notify the Reporting and Reviewing Officers. The Reporting Officers shall normally be at least one rank higher than that of the assessee. The Reviewing Officers should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

5.2.5 New Proformae for APAR will come into force w.e.f 2006-07 onwards.

5.2.6 For all assessments falling due on or before 1.4.2006, the available CR gradings will be converted into 7-point scale in MANAS as per CSIR circular No.17 (65) p-42/90-PPS (Pt.II) dated 21.12.1990.



## 6.0 PROCEDURE FOR ASSESSMENT

6.0 For assessments, marks will be apportioned as follows in respect of Group I, II, III & IV:

- i) APAR : 50% marks (weightage)
- ii) Interview (Performance : 50% -do-  
including Trade Test in  
Gr. I, II, III & IV

6.2 Lists of those being considered for Merit and Normal Assessment have to be prepared and placed before the Assessment Committee in an alphabetical order by the Director, WII.

6.2.1 The self-assessment reports and work reports of the assessee without the remarks of the Reporting/Reviewing Officer(s) will also be placed before the Committee. Non-submission of work report by the assessee will be treated as willful disinterest and the assessee will be considered as having forfeited that chance of assessment and no experience marks as per para 6.4 below will be admissible in subsequent chance.

6.3 Marks will be awarded by the Committee for each assessee after the interview. The APARs will then be seen and their marks added by the Assessment Committee

6.4 The marks for experience wherever applicable, will be added thereafter.

6.5 The Assessment Committee will prepare separate lists (proceedings) for Merit and Normal Assessment promotion in alphabetical order.

6.6 Lists (proceedings) as above will be placed before the competent authority for approval. The competent authority will also be informed about the assessee whose results are yet to be finalized for whatever reason.

6.7 The assessee, whether promoted or not, should be informed of the result of the assessment.

6.8 Assessment of Technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, i.e. from the date when he had become due for assessment on completion of the prescribed residency period.

6.9. The procedure for assessing of Technical and Support Staff who are under suspension/ against whom disciplinary proceedings are pending, shall be as under:

6.9.1 If on the date of meeting of the Assessment Committee, an employee is; (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extent thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.

6.9.2 In case the disciplinary proceedings result in imposition of penalty of "censure" or "recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders" to the Institute the case would be placed before the same Assessment Committee(s) for the relevant year(s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.

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- 6.9.3 The same procedure as in para 3 above shall be followed in the case of penalty of "reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the Officer after expiry of the penalty.
- 6.9.4 In case the penalty of "withholding of promotion" is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date. The monetary benefit will accrue only w.e.f. the date following the date of issue of such orders i.e., the orders for imposing penalty, if the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.
- 6.9.5 In the event of penalty of "withholding increments of pay", is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee then his case for the next chance will be processed as per provisions of the assessment scheme(s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and thereupon give its recommendation. In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.
- 6.9.6 In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of the penalty.
- 6.9.7 However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.

- 6.9.8 The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as erstwhile recruitment rules of the Institute.
- 6.9.9 "In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in Rules 11(v) of CCS(CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty.
- 6.10 **Methodology for clearing backlog:** Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:
  - a) have separate Assessment Committees for each of the years;
  - b) get separate Work Reports;
  - c) do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

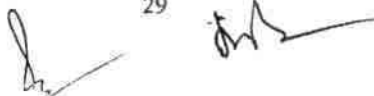
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## 7.0 FASTER TRACK PROMOTION

7.1 An employee, on promotion under this scheme, shall move from one Grade to another within the same Group. Movement from one Group to another on assessment is not permissible except under faster track assessment in the following cases:

- (a) The staff in position as on 20.03.1986 who had acquired the qualifications prescribed for entry level for the next higher Group of grades upto 31.12.1986;
- (b) The staff appointed to various scientific/technical posts possessing entry level qualifications prescribed for the next higher Group of grades upto 31.12.1986; and
- (c) The staff who had been selected by the Selection Committee upto 31.12.1986 but could not join their posts by the above stipulated date for want of completion of essential formalities of verification of character and antecedents and medical examination by the competent medical authority and possessing entry level qualification prescribed for the next higher Group of grades at the time of their appointment.

(Procedure for Faster Track Promotion is given at Annexure-IV).

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**Annexure-I**

**GUIDELINES FOR INDUCTION OF DRIVERS INTO TECHNICAL STREAM**

The post of Driver belongs to Administrative (Non-Technical) Cadre. As such the recruitment for the post of Driver should be made in i.e. non-technical cadre only. However, they could be inducted into the technical cadre provided they have received demonstrable maintenance training on the engines and have acquired technical skill and experience in repair and maintenance of vehicles and are willing to work on the maintenance side when they do not have driving duty.

Those, who have not so far acquired such training/skill, may be given the required practical training for a period of not less than three months in any Institute/Government/Non-Government Organization where such facilities exist.

After satisfactory training and on their being found fit for induction on the basis of a suitable trade test, by an appropriate Committee (comprising three experts - one each from outside the WII system, sister Organization under MoEF and from within the Institute, they may be inducted into technical cadre. The drivers thus inducted into technical cadre will become entitled to the benefit of:

- (i) retirement at the age of 60 years and;
- (ii) assessment scheme applicable to Group-II Technical employees of WII.

The period of service for their assessment to the next higher grade will count from the date of their induction into technical stream.

On vacation of the post by the individual concerned due to resignation, retirement, death etc. the vacancy will occur and be filled up in non-technical cadre only.

*[Handwritten signatures]*

LIST OF RECOGNISED EQUIVALENT QUALIFICATIONS

Sl.No	Qualifications	Equivalent to
1.	MVS Course from BITS, Pilani - De-recognised w.e.f. 14-12-2001 vide CSIR Lt.No.17/66/EQV/94 dated 14.12.2001	M.Sc. degree
2.	Diploma in Process Instrumentation from the Institute of Paper Technology, University of Roorkee (After B.Sc. degree)	M.Sc. degree
3.	Ph.D. degree obtained after B.Sc. or M.Sc.	Ph.D. degree
4.	Diploma in Photography awarded by the Indian Air Force - De-recognised w.e.f. 14-12-2001	3-Years Diploma in Photography Entry level qualification for Gr.IV
5.	M.A. or Ph.D. in technical translation (other than Indian Language) provided these qualifications have been obtained after B.Sc. in any branch of science and the person concerned is engaged in scientific or technical translation from English into any other foreign language or from any other foreign language into English. - De-recognised w.e.f. 14-12-2001	Entry level qualification for Scientist B
6.	M.Sc. awarded on the basis of dissertation	M.Sc. degree in 1st Class being entry level qualification for Scientist B
7.	B.V.Sc	M.Sc. degree
8.	Two years Diploma in Draftsmanship in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001	Entry level qualification for Gr. IV
9.	National Trade Certificate/Diploma after one and half years academic study followed by six months in-plant training in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001	Entry level qualification for Gr. IV

10.	Associateship Diploma of the Institution of Chemists (India) obtained by examination - De-recognised w.e.f. 14-12-2001	M.Sc. degree
11.	Associate Membership Examination of the Indian Institute of Chemical Engineers	Degree in Chemical Engg.
12.	M.Com.	M.Sc. for recruitment to Gr.IV in P.M.E. Cell (Not applicable to WII)
13.	PG Degree in Statistics/ Mathematics/ Computer Sciences	M.Sc. for recruitment to Gr. IV in respective areas
14.	PG Degree in Economics/Geography	M.Sc. for recruitment to Gr.IV depending upon the relevance of the area of work decided by RC of the Lab./Instt.
15.	Two years Certificate course in Sr. Surveyor's Examination awarded by the West Bengal-Survey Institute prior to 1987-88 - De-recognised w.e.f. 14-12-2001	Three Years Diploma in the technical subject prescribed as the entry level qualification for Gr.IV
16.	Certificate in General Nursing & Midwifery of 3-1/2 years duration awarded by the Rajasthan Nursing Council - De-recognised w.e.f. 14-12-2001	-do-
17.	Two years course of Diploma in Business Management with one year course of Master of Management Science - De-recognized w.e.f. 14-12-2001	M.Sc.
18.	Master's degree in Library & Information Science has been treated as equivalent to entry level qualification of Scientist B vide CSIR letter No. 17/66/94-PPS dated 21.1.2004.	
19.	Intermediate plus training as Forest Ranger/Deputy Ranger and Certificate in Wildlife Management from Wildlife Institute of India, Dehradun	Entry level qualification for Field Technical Officer Gr.IV(2) of WII Technical Service
20.	M.A. English with Hindi as optional subject at Graduation and with Diploma in Journalism	Entry level qualification for Editorial post in Group IV of WII Technical Service



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**LIST OF RECOGNIZED QUALIFICATIONS AND EFFECTIVE DATES COMMUNICATED AFTER NOTIFICATION OF MANAS**

1.	Two year Diploma in Engg. awarded by Ad hoc Boards of Technical Education prior to 1959 -w.e.f. 14-6-1995 - De-recognised w.e.f. 14-12-2001	3-Year Diploma in Engg./Tech Entry level qualification for Gr.IV
2.	Post-Graduate Diploma in Pulp & Paper from Indian Institute of Paper Technoiogy, Saharanpur- w.e.f. 14-6-1995	M.Sc.
3.	5-Year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the Examination in the prescribed subjects (w.e.f. 24-7-1996) - De-recognised w.e.f. 14-12-2001	B.Arch. degree
4.	M.Sc. degree in Life Sciences of 3-year duration obtained after B.Sc. from BITS, Pilani -w.e.f. 14-10-1999 - De-recognised w.e.f. 14-12-2001	M.Sc.
5.	Master degree in Mathematics M.A. (Math.) obtained after B.Sc. - w.e.f. 8-10-1999	M.Sc.
6.	B.Sc. degree in Engg. Technology obtained after 3-year Diploma in Civil Engg. from BITS, Pilani- 14-10-1999	B.Tech/B.E.
7.	Pass in Section "A" & "B" Examination of Institution of Engineers (I), Kolkata	B.Tech./B.E.
8.	Associate Membership Examination of Indian Institute of Metals, Calcutta obtained after B.Sc. - w.e.f.14-10-1999	BE.
9.	Associate Membership Examination of Indian Institute of Ceramics, Kolkata obtained after Diploma in Ceramics Engg. of 3-year duration -w.e.f. 25-10-1999	B.Tech./B.E.
10.	1st Class 3-Year Diploma Licentiate Examination in Printing & Graphic Arts obtained from State Council of Engg. & Technical Education -w.e.f. 25-10-1999	3-Year Diploma in Engg./ Tech. (Entry level qualification for Gr.IV)
11.	MBA degree obtained from IGNOU after B.Sc. with not less than 65% marks w.e.f.31.8.01	M.Sc. for Recruitment and Assessment for Business Development and/or Resource Planning Monitoring and Evaluation Divisions(Not applicable to WII)
12.	MS Degree from Anna University/IIT w.e.f.31.8.2001	M. Tech.

- NB:
1. These qualifications could be considered equivalent if the same have been obtained with the Division/percentage of marks as prescribed in the WII Service Rules, for Recruitment of Technical and Supporting Staff.
  2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the Institute.

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**APAR PROFORMAE FOR GROUPS-II, III, AND IV**

The existing proformae will continue till such time as revised proformae for these groups are prepared and notified.

However, the existing Note 1 in the proformae which relates to communication of grading to the employee may be replaced with the following:-

"Critical appraisal of the Reviewing Officer/Normalization Committee and grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary the employee may seek an-interview with the competent authority."

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OPERATIVE SCALES (OLD AND REVISED)

OLD SCALES	REVISED SCALES
Rs.750-12-870-14-940*	Rs.2550-55-2660-60-3200
Rs.800-15-1010-20-1150*	Rs.2650-65-3300-70-4000
Rs.950-20-1150-EB-25-1400	Rs.3050-70-4590
Rs. 1200-30-1560-EB-40-2040	Rs.4000-100-6000
Rs. 1350-30-1440-40-1800-EB- 50-2200	Rs.4500-125-7000
Rs. 1400-40-1800-EB-50-2300	
Rs. 1640-60-2600-EB-75-2900	Rs.5500-175-9000
Rs.2000-60-2300-EB-75-3200-100-3500	Rs.6500-200-10,500
Rs.2200-75-2800-EB-100-4000	Rs.8000-275-13,500
Rs.3000-100-3500- 325-4500	Rs. 10,000-325-15,200
Rs.3700-125-4700-150-5000	Rs.12,000-375-16,500
Rs.4500-150-5700	Rs. 14,300-400-18,300
Rs.5100-150-5700-200-6300	Rs. 16,400-450-20,000
Rs.5900-200-6700	Rs. 18,400-500-22,400
Rs.5900-200-7300	

\*EB is not applicable w.e.f. 1.1.1993

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**WILDLIFE INSTITUTE OF INDIA**  
**ANNUAL PERFORMANCE APPRAISAL REPORT FOR GROUP -I & II**

From ..... to.....

**PART - I**  
**PARTICULARS OF THE EMPLOYEE**  
(To be furnished by the Administration)

1. Name (In Block Letters):
2. Date of Birth:
3. Date of Joining in WII:
4. Department
5. Present Post:
  - a) Designation:
  - b) Group & Grade:
  - c) Date of appointment to the present post:
  - d) Date of Joining the Department
6. Reporting Officer:
7. Reviewing Officer:
8. Qualifications (Academic/Scientific/Technical)
- 9.

Degree/Diploma/Certificate	Year	Subject & Specialization



10. Leave Record.(Other than casual leave)

Verified by:

Signature of COA/AO with Date

Signature of the Employee  
with Date

**PART II**  
**PERFORMANCE APPRAISAL**

**Part II (A)**  
**SELF-ASSESSMENT BY THE EMPLOYEE**

Period (From ..... to .....)

- 1. Programmes/Activity(ies)/Project(s):  
(Give titles)
- 2. Status in the Programme(s) Activity(ies)/ Project(s)  
Please tick the relevant Box

Team Member(s)

Technical Support

General Assistance

- 3. Tasks assigned during the period:  
(Please give information in the format enclosed)
- 4. Tasks completed during the period:  
  
(Please give information in the format enclosed)
- 5. Any specialized work done or distinguished service rendered:
- 6. Please state whether the annual return on immovable property (if applicable) for the proceeding calendar year filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given.

Signature of the Employee  
with Date

**II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS**

Reporting Officer:

- a) Name (In block Letters):
- b) Designation:

Critical Appraisal by the Reporting Officer:

Grade awarded by the Reporting Officer:

(Seven-point scales to be inserted).

Signature of the Reporting Officer  
with Date

Appraisal by the Reviewing Officer:

a) I accept the self-assessment report of the employee except for the following:

b) Grade awarded by the Reviewing Officer:

Signature of the Reviewing Officer  
with Date

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Note:

- i. Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. The reply of the employee is to be placed on record whenever necessary. The employee may seek an interview with the Head of the Institution/Designated Authority.
  
- ii. If the assessee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given using xeroxed copies of this page only.

**Part II (C) \*DECISION OF THE ACCEPTING OFFICER**

Remarks by the Accepting Officer:

Final Grade Awarded:

Signature of the Accepting Officer with Date

\* The part is to be filled only in case of Difference in opinion.



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WILDLIFE INSTITUTE OF INDIA  
ANNUAL PERFORMANCE APPRAISAL REPORT

PART III: BEHAVIOURAL ASPECTS

Period: From ..... to.....

(Completed form is to be returned to the Administration for record and necessary action)

1. Name of the Employee :

(In Block Letters)

2. Designation:

3. Department:

4. Employee's profile:

(Please ✓ mark the relevant box)

Attributes	Outstanding (5)	Very Good (4)	Good (3)	Satis- factory (2)	Poor (1)
a) Intelligence & Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Creativity & Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Sense of responsibility/discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Punctuality and Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Integrity : (As per guidelines issued by Govt. of India)

6. Final Marks:

Signature of the Reporting Officer  
with Date

Signature of the Reviewing Officer  
with Date

- I Please read carefully the attached guidelines before filling up this column.
- II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.
- III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category "Poor" as well as adverse remarks on "Integrity" shall be communicated.

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PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from: .....to.....

1. Name of the Employee:  
(In block letters)
2. Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer  
with Date



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**GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL,  
REGARDING "INTEGRITY" VIDE O.M. NO. 51/5/71-ESTT. "A" DATED  
20<sup>TH</sup> MAY, 1972.**

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:-

- a) Supervisory Officer should maintain a confidential diary in which instances which creates 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. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following subparagraphs.
- b) The column pertaining to integrity 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/her integrity should be certified and an entry made in the Character Roll.
- e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. 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 Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.
- g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. 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 Govt. servant in a remote station and the Reporting Officer has not the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on 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 Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it

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is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two parts:

**Part I:** Self Assessment Report by the assessee and its Appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will be open and non-confidential and will carry 75% weightage and will be communicated to the employee.

**Part II:** Assessment/Appraisal of behavioral aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks (**Part I**) will be awarded according to assessee's rating on a seven-point scale, as under:-

Outstanding	-	100 marks.
Excellent	-	90 marks.
Very good	-	75 marks.
Good	-	60 marks.
Satisfactory	-	50 marks.
Fair	-	35 marks.
Poor	-	20 marks.

.....

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**TASK ASSIGNED DURING THE PERIOD COVERED BY THE REPORT**

(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:  
(In Block Letters)

Reporting Period

From..... to.....

1. General Tasks:

2. Special Tasks:

Signature of the Employee  
with Date

Signature of the Reporting Officer  
with Date

*[Handwritten signature]* *[Handwritten signature]*



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**TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT**

(To be filled at the end of the Reporting Period)

Name of the Employee:

(In Block Letters)

Reporting Period

From..... to.....

1. General Tasks Completed: (Give details)

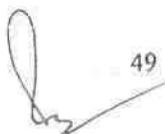
2. Special Tasks:

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date

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**WILDLIFE INSTITUTE OF INDIA**

**THE ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)  
FOR GROUP III & IV**

Reporting Period: From..... to.....

**PART - I  
PARTICULARS OF THE EMPLOYEE**

(To be furnished by the Administration)

- 1. Name (in Block Letters) :
- 2. Date of Birth :
- 3. Date of Joining WII :
- 4. a) Department :
- b) Programme(s)/activity(ies) :
- 5. Present Post:
  - a) Designation:
  - b) Group & Grade:
  - c) Date of appointment to the present post :
  - d) Date of joining the Division/Area/Section:
- 6. \*Reporting Officer:
- 7. \*Reviewing Officer
- 8. Qualifications (Academic/Scientific/Technical) in reverse chronological order.

Degree/Diploma/Certificate	Year	Subject	Specialization

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9. Membership of Professional Societies

Name of the Society	Class of Membership

11. \*Leave Record (other than Casual Leave):

Varified by:

Signature of HOO/AO  
With Date

Signature of Employee  
with Date

NOTE: \* These columns will be filled by the Administration



PART II  
II (A) SELF ASSESSMENT BY THE EMPLOYEE

(From ..... To .....)

1. Programme(s)/Activity(ies)/Project(s) (give details) (Please tick the relevant boxes)

Coordinator      Leader      Member of Team      Tech. Support

i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Type of work engaged in & time devoted

Months

a)	Research & Development	<input type="checkbox"/>
b)	Design & Development	<input type="checkbox"/>
c)	Testing, Evaluation, Calibration & Maintenance/Management Of facilities	<input type="checkbox"/>
d)	Documentation, Publication, Library & Translation	<input type="checkbox"/>
e)	Technical service	<input type="checkbox"/>
f)	Engineering Services	<input type="checkbox"/>
g)	Information, Liaison, HRD	<input type="checkbox"/>
h)	Teaching/ Training	<input type="checkbox"/>
i)	Field Work	<input type="checkbox"/>
j)	Editorial Services	<input type="checkbox"/>
k)	Any other (Please specify)	<input type="checkbox"/>

*[Handwritten signatures]*

4. Tasks assigned during the period covered by the Report  
[Give information in the format enclosed]
5. Work done during the period covered by the Report  
[Give information in the format enclosed]
6. Technical output
- 6.1 Technical know-how, Expertise & Technical Service Contributed.
  - a) Software/Programmes/New Data Base/ Alogrith Developed/Applied
  - b) Technical Manuals, Test Reports/ Analytical/ Reports prepared (Give full particulars including fee realized)
  - c) Design & Drawing/ Flow Charts Developed
  - d) Consultancy assignments undertaken (if any)
  - e) Training offered/organized
  - f) Repair & Maintenance (Job work) undertaken

- g) Technical Assistance rendered (give details)
- h) Membership of Technical Committees (give full particulars)
- i) Any other (give details)

6.2 Research publications, Technical Reports, Conference Papers and Invited Lectures etc.

- a) Paper published or accepted for publication in Scientific/Technical Journals (give full particulars)
- b) Paper presented in organized Conferences/Symposia/Seminars etc. (give full particulars)
- c) Books, Monographs, Chapters in Books, Reviews & Bibliographies published in the open literature etc. (give details)
- d) Internally published Scientific/Technical Reports
- e) Invited lectures delivered
- f) Any other (give details)



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6.3 Output relating to Technical Support Services

a) Workshop and other Technical Support Services (give details)

b) Operation & Maintenance of Sophisticated Equipment/Facilities

c) Other Technical Support Services (give details)

6.4 Output relating to other Technical Services

a) Organizing of Meetings/Perspective Analysis and other services (give details)

b) Information/Publication/Documentation/Library/Translation services provided  
(Give details)

c) Manpower and Human Resource Development (give details)

d) Any other (give details)



6.5 Inputs in imparting Training/ Teaching/ field exercise(s)/filed Surveys

- a) Training/Teaching inputs
- b) Inputs as resource person
- c) Contribution towards undertaking field exercise/visit to field areas on tour or research work(s)/workshop(s)
- d) Field Area(s) visited during the period

7. Honours/Awards/Distinctions/Citations received during the period (give details)

8. Additional Qualifications obtained/Training received (give details)

Please state whether the Annual Return on Immovable Property for the preceding calendar year was filled within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Signature of the Employee with Date





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## II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS

1. Reporting Officer:
  - a) Name (In block Letters):
  - b) Designation:
2. Critical Appraisal of the performance of the employee during the period (give (a) Highlight the significant achievements of the Employee (b) shortfalls relevant to the assigned tasks)

3. Grade awarded by the Reporting Officer (Seven-point scales to be used)

Signature of the Reporting Officer  
with Date

4. Appraisal by the Reviewing Officer
  - a) I accept the self-assessment report of the employee except for the following:

- b) Grade awarded by the Reviewing Officer (Seven point scale to be used)

Signature of the Reviewing Officer  
with Date

5. Appraisal by the Accepting Officer
  - a) I accept the self-assessment report of the employee except for the following:

- b) Grade awarded by the Accepting Officer (Seven point scale to be used)

Signature of the Accepting Officer  
with Date



Note:

- i) Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. The reply of the employee is to be placed on record whenever necessary. The employee may seek an interview with the Head of the Institute/Designated Authority.
- ii) If the Assessee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given using Xeroxed copies of this page only.

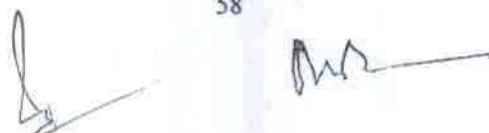
**II (C) DECISION OF THE DIRECTOR OF THE INSTITUTE  
OR DESIGNATED AUTHORITY\***

1. Remarks by the Director of the Institution or Designated Authority

2. Final Grade Awarded:

Signature of the Director of the Institute  
Or Designated Authority with Date

\* The part is to be filled only in case of difference in opinion.



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WILDLIFE INSTITUTE OF INDIA  
ANNUAL PERFORMANCE APPRAISAL REPORT

PART III BEHAVIOURAL ASPECTS

Period: From ..... to.....

(This completed form is to be returned to the Administration for record  
and necessary action)

1. Name of the Employee (In Block Letters):
2. Designation:
3. Division/Area/Section :
4. Employee's profile:  
(Please ✓ mark the relevant box)

Attributes/Aspects	Outstanding (5)	Very Good (4)	Good (3)	Satis- factory (2)	Poor (1)
i) Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Creativity & Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Sense of Respon- sibility/Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1. INTEGRITY: (As per guidelines issued by Govt. of India)

2. Final Marks in the Behavioural Aspects:

Date:

Signature of the Reporting Officer

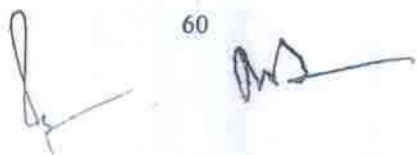
Date:

Signature of the Reviewing Officer

Date:

Signature of the Accepting Officer

- I Please read carefully the attached guidelines before filling up this column.
- II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.
- III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category "Poor" as well as adverse remarks on Integrity shall be communicated.



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WILDLIFE INSTITUTE OF INDIA

PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from: ..... to.....

1. Name of the Employee:  
(In block letters)
  
2. Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer or  
Designated Authority with Date

I agree with the assessment of the Reviewing Officer.

Signature of Accepting Officer  
with Date



**GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL, REGARDING "INTEGRITY" VIDE O.M. NO. 51/5/71-ESTT. "A" DATED 20<sup>TH</sup> MAY, 1972.**

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:-

- a) Supervisory Officer should maintain a confidential diary in which instances which creates 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. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity 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/her integrity should be certified and an entry made in the Character Roll.
- e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. 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 Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.
- g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certified integrity or make an adverse entry or

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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 Govt. servant in a remote station and the Reporting Officer has not be the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on 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 Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. 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 judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two parts:



**Part I:** Self Assessment Report by the assessee and its Appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will be open and non-confidential and will carry 75% weightage and will be communicated to the employee.

**Part II:** Assessment/Appraisal of behavioral aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks (Part I) will be awarded according to assessee's rating on a seven-point scale, as under:-

Outstanding	-	100 marks.
Excellent	-	90 marks.
Very good	-	75 marks.
Good	-	60 marks.
Satisfactory	-	50 marks.
Fair	-	35 marks.
Poor	-	20 marks.

.....  
 

**TASKS ASSIGNED DURING THE PERIOD COVERED BY THE REPORT**

(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:

(In Block Letters)

Reporting Period

From \_\_\_\_\_ to \_\_\_\_\_

1. General Technical Tasks:

2. Special Tasks:



3. Other than Technical Tasks

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date

64  
 





### PROCEDURE FOR FASTER TRACK PROMOTION

1. There may be staff members in Group-I possessing qualifications prescribed for entry level to the next higher group of trades. Such persons shall be assessed for consideration for promotion to the next higher grade in the same group of grades. If they do ' not get promoted the first time, they will be eligible for assessment next year. In all they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grades, they shall be deemed to have crossed over to the next higher Group of grades. If their pay, on such promotion, is less than the entry level pay of the next higher group of grades, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of the next higher Group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to crossover to the next higher Group of grades if their pay reaches the entry level pay of the next higher Group. Up to 100% of the eligible persons may be promoted each time.

For example, if there are persons occupying positions in Group-I(2), i.e. in the scale of Rs.210-290 (pre-revised) or close to it with qualification of Matriculation/SSLC plus 2 years experience or ITI certificate which are entry level qualifications for Group-II, such persons may be assessed and if found fit be placed in Grade-I(3), i.e. Rs.225-308 (pre-revised). When they spend 7 years in the grade of Rs.225-308 (pre-revised) or reach the basic pay of Rs.260/- whichever is earlier, they may be assessed and if found fit be brought on to Grade-I(4) i.e. Rs.260-350 (pre-revised), thus bringing them to the entry level grade of Group-II.

2. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-IV shall be assessed for consideration for promotion to the next higher grade in the same Group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all, they shall have four assessment



2

chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the pay of the entry level grade of next higher Group, they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group-IV(I), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Groups IV or the minimum stipulated period in newly promoted grade of assessment to next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades i.e. Group-IV, if their pay reaches the entry level pay for this Group. Upto 100% of the eligible persons may be promoted each time.

- 2.1 For example, if there are persons occupying positions in the grade of Rs.260-350 (pre-revised) or close to it with qualifications of a Bachelors Degree in Science or Library Science etc. or a Diploma in Engg. of 3 years duration, which are entry level qualifications for Group-IV grades, such persons may be assessed; and if found fit, may be placed in the grade of Rs.330-560 (pre-revised). When they spend 7 years in the grade of Rs.330-560 (pre-revised) or reach the basic pay of Rs.380/-whichever is earlier, they may be assessed and if found fit be brought on to the grade of Rs.380-640 (pre-revised) and when they reach the basic pay of Rs.425/- in the grade of Rs.380-640 or have spent 7 years in the grade, whichever earlier, they may be assessed and if found fit be placed in the grade of Rs.425-700 (pre-revised) thus bringing them to Group-IV, grade-1 i.e. Grade-IV(I).
  
- 3 The staff members in Group-IV of grades who have qualifications prescribed for entry level to the next higher i.e. Scientist-B grades shall be assessed for consideration for promotion to the next higher grade in the same Group of grades i.e. Group-IV. If they do not get promoted the first time they will be eligible for assessment next year. In all, they shall be given three assessment chances, if on such internal assessment promotion, their pay when fixed is equal to or higher than they entry level pay of level of Scientist-B, they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Scientist-B, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Scientist-B or the minimum stipulated period in the newly promoted grade for assessment to the next



(1)

higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and permitted to crossover to the lowest grade of Group-A Scientific Posts, if their pay reaches the entry level pay of Group-A Scientific Posts.

- 4 The assessment committee for assessment under the faster track scheme may be constituted in accordance with the provision of chapter - 4 of the revised MANAS.
- 5 The Assessment Committee shall assess the merit of the employee on the basis of his qualifications, achievements, record of work, ACRs for the period. If, however, an employee reaches the maximum of the next higher grade during the same period for which he has already been assessed and promoted, then his ACRs for that period will not be taken into consideration again. In such cases, the Committee may judge the overall suitability of the assessee to hold the next higher grade on the basis of record and quality of his work and performance during interview.
- 6 The threshold as prescribed in the MANAS will not apply in these cases.

WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN

No.A/2-31/2002-WII

Dated 25 March 2009

**MEMORANDUM**

With reference to his representation dated 28.02.2007 and 18.06.2008 regarding implementation of pay scale of Rs.4500-125-7000 (pre-revised) to Group-II Grade II (2) in the light of Vth Pay Commission recommendation w.e.f. 01.01.1996, Shri B.S. Chauhan is hereby informed that the decision for point No.64.10 of Gazette Notification No.50(1)/KA/97 dated 30.09.1997 of Ministry of Finance is specifically meant for the posts of Junior Scientific Assistants of Botanical Survey of India where promotional avenues are on vacancy based and not on Flexible Complementing Scheme (FCS) and the necessary qualification of the post is B.Sc. (Botany).

Further, in the case of the post of Laboratory Technician, the minimum qualification before the implementation of 5<sup>th</sup> Pay Commission was 10+2 with Science in the pay scale of Rs.1320-2040 (pre-revised). Subsequent to the implementation of 5<sup>th</sup> Pay Commission the pay scale of such staff was upgraded to Rs.1400-2300 (pre-revised) w.e.f. 1.1.1996 and the minimum qualifications of such staff was also raised to B.Sc. with Diploma/Certificate. Moreover, the decision of Government of India on point No.55.149 of above notification is for the posts of Laboratory Staff where promotional avenues are on vacancy based and not on Flexible Complementing Scheme (FCS).

It is clear that the promotion avenues for the Technical Staff in Wildlife Institute of India are on FCS. The FCS scheme for the technical staff has been implemented on the pattern of CSIR and since the pay scale of Rs.1320-2040 (Rs.4000-100-6000) was omitted under CSIR and accordingly in WII's Recruitment and Assessment Promotion Rules for Technical and Support Staff 2006, the pay scale of Rs.4000-100-6000 was replaced by Rs.4500-125-7000 w.e.f. 1.4.2006 and implemented in WII.

In view of above, your request for grant of pay scale of Rs.4500-7000 as per Vth Pay Commission Report is not tenable. The above representation is hereby disposed off.

Shri B.S. Chauhan,  
Technical Group II (2), Library

(A. Udhayan)  
Registrar

*Handwritten initials*

*certified copy*

*Handwritten signature*

Administrative Officer

WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN

*Handwritten signature*  
25/3/09  
*el copy*

Pl. examine and put up in file. 384  
Date 05/11/15

दिनांक : 02-01-2015

सेवामें,

कुल सचिव  
भारतीय वन्यजीव संस्थान  
देहरादून

Smt. Bajjeet

Pl. examine.

सन्दर्भ : पत्रांक संख्या-ए/3-7/95-WII, dated 11 September, 2014 के संबंध में।

विषय: Fitment Table के संबंध में प्रार्थना-पत्र।

महोदय जी,

निवेदन इस प्रकार से है कि प्रार्थी दिनांक 01-01-2006 से पूर्व रू04000-6000 के वेतनमान में Technical-II (2) Library Assistant के पद पर, संस्थान के पुस्तकालय में कार्यरत है दिनांक 01-04-2006 से संस्थान ने तकनीकी सेवाओं के भर्ती नियमों को संशोधित करने के पश्चात् लागू किए हैं। चूंकि 01-04-2006 से "भर्ती नियमों" के अनुसार रू04500-7000 का वेतनमान लागू किया गया है। अतः SAPC-II के रूपान्तरण नियम के आधार पर प्रार्थी को दिनांक 01-04-2006 से रू04000-6000 के वेतनमान को रू04500-7000 के वेतनमान में नियुक्त कर दिया गया है।

2. महोदय जी, प्रार्थी आपका ध्यान "भारत सरकार के वित्त मन्त्रालय" के दिनांक 05-07-2010 के कार्यालय ज्ञापन पत्र पर आकर्षित करना चाहता है, जिसके अन्तर्गत उन कर्मचारियों को जिनका प्रमोशन दिनांक 01-01-2006 के पश्चात् हुआ है। उन्हें अपना पूर्व का विकल्पानुसार बदलने के लिए एक मौका दिया गया है। या तो वह संशोधित वेतनमान दिनांक 01-01-2006 से अथवा पदोन्नति की तिथि से संशोधित वेतनमान opct कर सकते हैं। (रू04500-7000 के पर)। कापी संलग्न है।

3. चूंकि प्रार्थी का दिनांक 01-04-2006 से रू04000-6000 के वेतनमान को संशोधित कर रू04500-7000 के वेतनमान में कर दिया गया है। अतः आपसे प्रार्थना है कि प्रार्थी को उक्त विकल्प बदलने की स्वीकृति प्रदान करने की कृपा करें। जिससे प्रार्थी का वेतन निर्धारण रू0 4500-7000 की उचित तालिका (Fitment table) के आधार पर हो सकेगा। जोकि प्रार्थी को लाभकारी है प्रार्थी सदा आपका आभारी रहेगा।

4. अतः महोदय जी से निवेदन है कि उक्त आदेश के अंतर्गत वेतन निर्धारण के विकल्प व विसंगति को दूर करते हुए फिटमेंट तालिका को दिनांक 01-01-2006 से संशोधन किया जाय। इसलिए फिटमेंट तालिका जो वेतनमान दिनांक 01-04-2006 से वह संशोधित वेतनमान पर, रू0 4500-7000 में (Fitment table) फिटमेंट तालिका दिनांक 05-07-2010 भारत सरकार के वित्त मन्त्रालय के अनुसार लगवाने की कृपा करें। जिससे प्रार्थी को आर्थिक लाभ मिले।

अतः नियमों में ढील प्रदान करते हुए उक्त विकल्प को स्वीकृति प्रदान करवाने की कृपा की जाय।

धन्यवाद

certified copy

प्रार्थी  
बलबीरसिंह  
(बलबीरसिंह चौहान)

पुस्तकालय सहायक ग्रुप-II (3)

कुलसचिव / Registrar  
प्रेषण सं. Dispatch No 2066  
दिनांक Date 6/1/15

प्रशासनिक अधिकारी  
Administrative Officer  
भारतीय वन्यजीव संस्थान, देहरादून  
Wildlife Institute of India

The PUC at 384/C is a representation of Shri Balbeer Singh Chauhan, Technical Group II dated 02.01.2015 wherein he is requesting to fix his pay w.e.f. 01.01.2006 in accordance with Government of India, Ministry of finance OM F.No.7/14/2010-E.III(A) dated 05.07.2010.

2. On examination of the representation and rules of pay fixation it is made out as under-

(i) Consequent to implementation of 6<sup>th</sup> pay commission report his pay was fixed in pay band-1 with grade pay of Rs. 2400 w.e.f. 01-01-2006 which was commensurate with his earlier pay scale of Rs. 4000-100-6000.

(ii) Subsequently, in year 2009, the scales of technical services were revised in the Institute w.e.f. 01-04-2006 and the pay of all technical service employees was to placed in the replacement scales. In the Recruitment and Assessment Rules of Technical and Support Staff implemented w.e.f. 01.04.2006, there was no replacement grade for the erstwhile scale of Rs. 4000-100-6000 and therefore, his pay was placed at the next stage in pay band-1 with grade pay of Rs. 2800. The grade pay of 2800 was the parallel for the erstwhile pay scale of Rs. 4500-125-7000 whereas his scale was of Rs. 4000-100-6000.

(iii) The OM of Govt. of India referred by him is for those employees who got promotion or upgradation at a later date after 01.01.2006. In fact, neither Shri B.S. Chauhan have got promotion nor upgradation as on 01.04.2006. Actually, the stepping up of his pay was for reason of non availability of matching stage in scale of Rs. 4000-100-6000 in the revised scales of technical services. It was not a case of promotion. The promotion increment is awarded only in the event of promotion.

(iv) Therefore, his representation has no force and is based on incorrect presumption.

(v) If agreed suitable reply may be issued on above lines.

172  
15/02

*Rajiv*  
5/2/15  
(Rajiv Mehta)  
Assistant

~~AO~~ For consideration & approval  
please.

*Amul*  
5/2/15  
AO

*Deep*  
18/02/15

*Deep*

*DWII*

*AK*  
9/2/15

*Rajiv*

*Deep*  
19/02/15

*Deep*  
19/2/15

for mbr.  
*Balbeer*

*Deep*  
कुलसचिव / Registrar  
प्रेषण सं. / Dispatch No 234/  
दिनांक / Date 19/2/15

कुलसचिव / Registrar  
प्रेषण सं. / Dispatch No 232/  
दिनांक / Date 18/2/15

WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN

No.A/2-3/2007-WII

Dated 27 March 2012

**Office Order**

In continuation of Office Order No. No.A/2-8/2010-WII dated 24.02.2012 and the option exercised by him, the pay of Shri Balbeer Singh Chauhan, Technical Group II (3) is hereby fixed in the Pay Band 2 (9300-34800) Grade Pay 4200 as under:

Sl. No.	Period		Pay	Grade Pay
	From	To		
1.	27.11.2010	30.06.2011	10500	4200
2.	01.07.2011	30.06.2012	10940	4200

His date of next increment will be 01.07.2012.

This issues with the approval of the Competent Authority.

  
(P.K. Aggarwal)

Administrative Officer

Shri Balbeer Singh Chauhan,  
Technical Group II (Grade 3)

Distribution :

1. Finance Officer
2. Personal File/Service Book
3. Guard File

*certified copy*

*Aggarwal*  
AO

Administrative Officer  
Wildlife Institute of India  
Chandrabani, Dehradun



Statement of fixation of pay under Central Civil Service (Revised Pay) Rules 2008

1	Name of the Government Servant	:	<b>Shri Balbir Singh Chauhan</b>	
2	Designation of the post in which pay is to be fixed as on January 1, 2006	:	Technical Group-II (Grade-II)	
3	Status (substantive/officiating)	:	Substantive	
4	Pre-revised scale(s) of pay applicable for the post [In case more than one scale of pay is applicable for the post and these have been merged in pursuance of the recommendation of the Sixth CPC in a single revised scale, the scale of pay in which the employee was actually drawing his pay should be specified]	:	4000-100-6000	
5	Existing emoluments as on January 1, 2006	:		
	(a) Basic pay (including Stagnation Increments, if any)	:		4300.00 ✓
	(b) Dearness Pay	:		2150.00
	(c) Dearness Allowance applicable at AICPI average 536 (1982=100)	:		1548.00
	(d) Total existing emoluments [(a) to (c)]	:		7998.00
6	Revised pay band and grade pay corresponding to the pre-revised scale shown at Sl. No. 4 above. (In the case of HAG + and above the appropriate scale may be mentioned)	:	Pay Band	5200-27200
			Grade Pay	2400.00
7	Pay in the revised pay band/scale in which pay is to be fixed as per the fitment table.	:		8000.00 ✓
8	Grade pay to be applied in terms of Rule 4 of CCS(RP) Rules, 2008	:		2400.00 ✓
9	Stepped up pay with reference to the revised pay of Junior, if applicable [Notes 7 and 10 below Rule 7 (1) of CCS (RP) Rules, 2008]. Name and pay of the junior also to be indicated distinctly.	:		
10	Revised pay with reference to the Substantive Pay in cases where the pay fixed in the officiating post is lower than the pay fixed in the substantive post if applicable [Sub Rule (2) of Rule 7].	:		10400.00 ✓
11	Personal Pay, if any [Notes 6 and 8 below Rule 7(1)]	:		
12	Revised emoluments after fixation	:		
	(a) Pay in the Revised Pay Band/Pay Scale	:		8000.00
	(b) Grade Pay	:		2400.00
	(c) Special Pay, if admissible (Sub Rule 1(C) of Rule 7)	:		
	(d) Personal Pay, if admissible	:		
	(e) Non-Practising Allowance, if admissible [Sub Rule 1(D) of Rule 7]	:		
13	Date of next increment (Rules 9 and 10) and pay after grant of increment	:		
	Date of Increment		Pay in the pay Band/Scale	Grade Pay (wherever applicable)
	01.04.2006 (Promoted to 4500-7000)		8000.00	2800.00 ✓
	01.07.2006 (Notional)		8320.00 ✓	2800.00 ✓
	01.07.2006 (Effective)		8650.00 ✓	2800.00 ✓
	01.07.2007		9000.00 ✓	2800.00 ✓
	01.07.2008		9360.00 ✓	2800.00 ✓
14	Any other relevant information	:		

Date:

*Certified copy*

*guy*

*[Signature]* 31/1/08

Signature & Designation of Head of Office

*[Signature]*

REGISTRAR (SR & ED)  
STATE OF JHARKHAND  
RAJSHAHI

*[Signature]*

REGISTRAR (SR & ED)  
STATE OF JHARKHAND  
RAJSHAHI

INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN

No.A/2-3/2007-WII

Dated 26<sup>th</sup> February 2008

Office Order

On the recommendations of Selection and Assessment Promotion Committee - II and with the approval of Competent Authority regarding adoption of conversion formulae for Technical Group-II staff for placement from Technical Group II (Grade 2) from the Pay Scales of pre-revised Recruitment Rules to the pay scales of revised Recruitment Rules w.e.f. 01.04.2006, Shri Balbir Singh Chauhan, Tradesman (Library) is hereby placed in the pay scale of Rs.4500-125-7000 w.e.f. 1.4.2006. After placement he will draw the following pay:

S. No.	Duration		Pay in the pay scale of Rs.4500-125-7000
	From	To	
1.	01.04.2006	31.03.2007	4500.00
2.	01.04.2007	31.03.2008	4625.00

His date of next increment will be 01.04.2008.

This issues with the approval of Competent Authority.

  
(P.K. Aggarwal)  
Administrative Officer

Distribution:

1. Shri Balbir Singh Chauhan, Technical Group-II (Grade 2) (Library)
2. Finance Officer
3. Librarian
4. Service Book/Personal File  
Guard File

*certified copy -*

*Aggarwal*

*AD*

सं० ए/२-३/२००७-भा०व०सं०

दिनांक: २१ सितम्बर, २००७

### कार्यालय आदेश

संस्थान के सम संख्यक दिनांक २६.०३.२००७ के कार्यालय आदेश के क्रम में निर्धारण प्रोन्नति के परिणामस्वरूप श्री बलबीर सिंह चौहान, ट्रेड्समैन (पुस्तकालय) का वेतन, प्रोन्नत वेतनमान (४०००-१००-६०००) में निम्नानुसार निर्धारित किया जाता है।

क्र.सं.	अवधि		वेतन (रुपये में)
	से	तक	
१	२७.११.२००२	३१.१०.२००३	४०००.००
२	०१.११.२००३	३१.१०.२००४	४१००.००
३	०१.११.२००४	३१.१०.२००५	४२००.००
४	०१.११.२००५	३१.१०.२००६	४३००.०० ✓
५	०१.११.२००६	३१.१०.२००७	४४००.००

उनकी अगली वेतन वृद्धि की तिथि ०१.११.२००७ होगी।


यह आदेश सक्षम अधिकारी की स्वीकृति से जारी किये जाते हैं।

श्री बलबीर सिंह चौहान  
ट्रेड्समैन (पुस्तकालय)

  
(पी०के० अग्रवाल)  
प्रशासनिक अधिकारी  
राजीव

प्रतिलिपि :

१. सम्बन्धित अधिकारी / कर्मचारी
२. वित्त अधिकारी
३. सेवा पंजिका / व्यक्तिगत मिसिल
४. गार्ड फाईल

  
certified copy

  
P. O. Agrawal  
Administrative Officer  
Rajiv

1.	Name & Disignation of Officer :	<u>Sa. Babbar S. Chakran</u>
2.	Existing Scale of Pay :	<u>Rs. 950-201150 EB-25-1400</u>
3.	Existing Pay as on 1.1.96 :	<u>Rs. 950/25 ✓</u>
4.	D.A. as on 1.1.96 :	<u>1406.50 ✓</u>
5.	1st instalment of I.R. :	<u>100.50 ✓</u>
6.	2nd instalment of I.R. @ 10% of basic pay subject to minimum of Rs.100.00 :	<u>100.50 ✓</u>
7.	Existing emoluments on 1.1.96 :	<u>2556.00 ✓</u>
8.	Add 40% of basic pay :	<u>380.50 ✓</u>
	Total :	<u>2936.50 ✓</u>
9.	Proposed Scale of Pay :	<u>Rs. 3050-75-3950-80 4590</u>
10.	Stage next above in the proposed scale including benefit of bunching, if admissible.	<u>Rs. 3050.00 ✓</u>
11.	If one increment is ensured in the proposed scale for every three increments in the existing scale, the stage of pay in the proposed scale.	<u>- ✓</u>
12.	Pay fixed in the proposed scale on 1.1.96	<u>Rs. 3050.00 ✓</u>
13.	Next increments admissible w.e.f. :	<u>1-11-96 ✓</u>

1.1.96 — 3050 ✓  
 1.11.96 — 3125 ✓  
 1.11.97 — 3200 ✓

Countersigned

(S.P. Singh)  
 Registrar

*Certified copy*

*Agreed*

*AP*  
 Registrar  
 District Court  
 District of ...