

ANNEXURE - I

**ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR ICFRE GROUP 'A' SCIENTISTS
(FINANCIAL YEAR APRIL TO MARCH)
Part 1: Basic Information**

1. Identification Information (Please Write clearly)				
Name of the Scientist				
Date of Birth				
Institute/ICFRE Hqrs.				
Division/discipline in which working and since when				
2. Evaluation period and Authorities				
Is it a part year evaluation or full year evaluation?				
Reporting period start date				
Reporting Officer				
Reviewing Officer				
Option for being assessed under the category (CRP/IRM)				
Distribution of Marks for the Categories				
Category	Research Component	Education and Extension Component	Institutional Research Management Component	Total (out of 100)
CRP	60	30	10	100
IRM	20	30	50	100
3. Grade (for the period under evaluation)				
Designation and Grade				
Date of appointment to current grade				
4. Education				
Highest educational qualification				
Work experience (period) outside ICFRE, if any				
5. Leave record				
Please list leave record for the year being evaluated (include all leave other than casual leave)				

Date :

Verified by the Head of Office

PROFESSIONAL INDEX**Self Assessment****Part 2A: Research Component****Table – 1**

- (a) Number of maximum score for a Scientist being assessed for core research Programme (CRP) will be limited to 60 under this Component
- (a) Number of maximum score for a Scientist being assessed for Institutional Research Management (IRM) will be limited to 20 under this Component

SI NO.	Category	Point Allotted for each activity	Maximum number of output considered for scoring	Maximum score permissible	Number of output
		a	b	c=axb	d
1	Patent of the research/technology	30	No limit		
2	Technology developed duly recognized by the ICFRE	25	No limit		
3	Technology upgradation duly recognized by the ICFRE	20	No limit		
4	Book/Monograph ICFRE Publication	15	No limit		
5	Book/Monograph other than ICFRE Publication	10	02	20	
6	Book contribution (chapter)	03	03	09	
7	Peer reviewed paper (International)	15	02	30	
8	Peer reviewed Report (International)	10	2	20	
9	Peer reviewed paper (National)	05	04	20	
10	Peer reviewed Report (National)	03	04	12	
11	Research report/Technical Manual/Final Technical Report/Technical Proceedings of the Seminar/workshop (Editing of technical Paper / presentation)	07	04	28	
12	Participation in International Seminar as key presenter/key-note speaker	07	No limit		
13	International Seminar/Workshop Presentation	06	03	18	

14	International Seminar/Workshop Poster Presentation	04	04	16	
15	Participation in National Seminar as key presenter/ keynote Speaker	05	No limit		
16	National Seminar/Workshop Presentation	04	04	16	
17	National Seminar/Workshop Poster Presentation	03	04	12	
18	Ph.D. thesis awarded to student (supervisor/co-supervisor)	10	No limit		
19	PG Dissertation Supervisor	04	03	12	
20	Other Dissertation Supervisor	03	05	15	
21	International funded project formulation including its approval	15	No limit		
22	National funded project (other than ICFRE) formulation and its approval by funding agency Each project will score only once during its tenure	07	No limit		
23	ICFRE funded project formulation and its approval by the Council	05	No limit		
24	Peer recognized International and National awards/Fellowships	05	No limit		
25	Research related activity as certified by Reporting Officer	05	02	10	

Note:

- (i) Please provide details regarding 'Number of Output (d). A separate sheet (Appendix-I) may be used.
- (ii) Activity at S.No. 25 is admissible only in case of scientist being assessed under IRM category.

Part 2 B- Extension and Education Component

Table – 2

Number of maximum score for a Scientist being assessed for Core Research Programme (CRP) and Institutional Research Management (IRM) will be limited to 30 each under this component.

SI NO.	Category	Point Allotted for each activity	Maximum number of output considered for scoring	Maximum score permissible	Number of output
		a	b	c=axb	d
1	Organizing training for the users/stakeholders as course director and developing training material	15	No limit		
2	Developing training material for various courses	10	02	20	
3	Assisting in organizing training for users/ stakeholders	05	No limit		
4	Conducting diploma/PG courses of the FRI University as course Coordinator (as reflected in feedback assessment)	10	02	20	
5	Organizing international Workshop/Seminar for Institution/Council as convener/Organising Secretary	12	02	24	
6	Organizing National/international Workshop/Seminar for Institution/Council as Committee member (for 2 Workshop=1 out put)	04	04	16	
7	Technical input in FRI University (as reflected in feedback assessment) (15 lectures=01 output)	08	03	24	
8	Acted as Resource person/guest faculty for ICFRE and other organizations. (2-5 lectures=01 output, 6-10=02 output)	08	02	16	
9	Field tour input (as reflected in feedback assessment) 3 days field tour =1 output	07	04	28	

10	Technical services for identification/ testing of various kind of samples/species (10-25 samples=01 output	07	No limit		
11	On site demonstration of technology of the users/ Establishment of Demonstration plots/ field Trial	10	04	40	
12	Dissemination of forestry extension services through Workshop/Seminar/Conference/ state level meetings	09	05	45	
13	Preparation and printing of extension material (pamphlets/brochures, booklet etc.) 2 brochures= 1 pamphlet	10	02	20	
14	Completion/evaluation and monitoring projects assigned by various funding agencies	10	No limit		

Note:

- (i) Please provide details regarding 'Number of output (d). A separate sheet (Appendix-11) may be used.
- (ii) Marks of the teaching assessment should be based on the feedback received from students/participants.

Part 2 C: Institutional Research Management Component

Table – 3

Number of maximum score for a Scientist being assessed for Core Research Programme (CRP) will be limited to 10 and for Scientists Working in Institutional Research management (IRM) will be limited to 50 each under this component

Sl No.	Category	Point Allotted for each activity	Maximum number of output considered for scoring	Maximum score permissible	Number of output
		a	B	c=axb	d
1	Planning and Implementation of Institutional Infrastructure projects and Research Support System (equipment/information system / Infrastructure/ Civil Works etc.)	10	No limit		
2	Organizing technical meetings related to the research management	08	05	40	
3	Bringing out proceedings of meetings related to the research Management (2 meetings=1 output)	05	02	10	
4	Development & implementation Research information Management through E-governance	10	04	40	
5	Preparation and submission of consultancy projects and receipt of award of consultancy project	12	No limit		
6	Execution/completion of consultancy project	15	No limit		
7	Technical and advisory services to MoEF/state Forest Department/ other stakeholders	03	No limit		
8	Technical and Advisory Services to other agencies including International	08	05	40	

Note:

- (i) Please provide details regarding 'Number of output (d). A separate sheet (Appendix-111) may be used.

Signature of Scientist

Date

Evaluation by Reporting Officer

Part 3 A: Research component

Table -1

- (i) Number of maximum score for a Scientist being assessed for Core Research Programme (CRP) will be limited to 60 under this Component
- (ii) Number of maximum score for a Scientist being assessed for Institutional Research Management (IRM) will be limited to 20 under this Component

SI NO.	Category	Point Allotted for each activity	Maximum number of output considered for scoring	Maximum score permissible	Number of output	Marks obtained
		a	b	c=axb	d	e= axd Subject to maximum score permissible (c)
1	Patent of the research/ technology	30	No limit			
2	Technology Developed duly recognized by the ICFRE	25	No limit			
3	Technology upgradation duly recognized by the ICFRE	20	No limit			
4	Book/monograph of ICFRE Publication	15	No limit			
5	Book/monograph other than ICFRE Publication	10	02	20		
6	Book contribution (chapter)	03	03	09		
7	Peer reviewed paper (International)	15	02	30		
8	Peer reviewed Report (International)	10	02	20		
9	Peer reviewed paper (National)	05	04	20		
10	Peer reviewed Report (National)	03	04	12		
11	Research Report/Technical Manual/ Final Technical Report/ Technical Proceeding of the Seminar/Workshop(Editing of technical papers/ presentation)	07	04	28		
12	Participation in International Seminar as Key presenter/ key note speaker	07	No limit			
13	International Seminar/ Workshop Presentation	06	03	18		

14	International Seminar/ Workshop poster Presentation	04	04	16		
15	Participation in National Seminar as Key presenter/ key note speaker	05	No limit			
16	National Seminar/ Workshop Presentation	04	04	16		
17	National Seminar/ Workshop poster Presentation	03	04	12		
18	Ph.D. thesis awarded to student (Supervisor/ co- supervisor)	10	No limit			
19	PG Dissertation Supervision	04	03	12		
20	Other Dissertation Supervision	03	05	15		
21	International funded project formulation including its approval	15	No limit			
22	Nation funded project (other than ICFRE) formulation including its approval by funding agency. Each Project will be will score only once during its tenure	07	No limit			
23	ICFRE funded project formulation and its approval by the Council	05	No limit			
24	Peer recognized International and National awards/ Fellowships	05	No limit			
25	Research related activity as certified by Reporting Officer	05	02	10		

Part 3 B- Extension and Education

Table –2

Number of maximum score for a Scientist being assessed for Core Research Programme (CRP) and Institutional Research Management (IRM) will be limited to 30 each under this component.

SI NO.	Category	Point Allotted for each activity	Maximum number of output considered for scoring	Maximum score permissible	Number of output	Marks obtained
		a	b	c=axb	d	e= axd Subject to maximum score permissible (c)
1	Organizing training for the users/stakeholders as course director and developing training material	15	No limit			
2	Developing training material for various courses	10	02	20		
3	Assisting in organizing training for users/ stakeholders	05	No limit			
4	Conducting diploma/PG courses of the FRI University as course Coordinator (as reflected in feedback assessment)	10	02	20		
5	Organizing international Workshop/Seminar for Institute/Council as convener/Organizing Secretary	12	02	24		
6	Organizing National/international Workshop/Seminar for Institutional/Council as Committee member (for 2 Workshop=1 out put)	04	04	16		
7	Technical input in FRI University (as reflected in feedback assessment) (15 lectures=01 output)	08	03	24		
8	Acted as Resource person/guest faculty for ICFRE and other organizations. (2-5 lectures=01 output, 6-101=02 output)	08	02	16		
9	Field tour input (as reflected in feedback assessment) 3 days field tour =1 output	07	04	28		

10	Technical services for identification/ testing of various kind of samples/species (10-25 sample =01 output)	07	No limit			
11	On site demonstration of technology of the users/ Establishment of Demonstration plots/ field Trial	10	04	40		
12	Dissemination of forestry extension services through Workshop/Seminar/Conference/ state level meetings	09	05	45		
13	Preparation and printing of extension material (pamphlets/brochures, booklet etc.) 2 brochures= 1 pamphlet	10	02	20		
14	Completion/evaluation and monitoring projects assigned by various funding agencies	10	No limit			

Part 3 C: Institutional Research Management Component

Table – 3

Number of maximum score for a Scientist being assessed for Core Research Programme (CRP) will be limited to 10 and for Scientists Working in Institutional Research management (IRM) will be limited to 50 each under this component

SI NO.	Category	Point Allotted for each activity	Maximum number of output considered for scoring	Maximum score permissible	Number of output	Marks obtained
		a	b	c=axb	d	e= axd Subject to maximum score permissible(c)
1	Planning and Implementation of Institutional Infrastructure projects and Research Support System (equipment/information system / infrastructure/ Civil Works etc.)	10	No limit			
2	Organizing technical meetings related to the research management	08	05	40		
3	Bringing out proceedings of meetings related to the research Management (2 output)	05	02	10		
4	Development & implementation Research information Management through E-governance	10	04	40		
5	Preparation and submission of consultancy projects and receipt of award of consultancy project	12	No limit			
6	Execution/completion of consultancy project	15	No Limit			
7	Technical and advisory services to MoEF/state Forest Department/ other stakeholders	03	No limit			
8	Technical and Advisory Services to other agencies including International	08	05	40		

Table – 4**Overall score of professional index****Detailed guidelines for distribution of marks for a category of scientist (CRP and IRM) in different components**

Category of Scientist	Research component		Education and Extension		Institutional Research Management Component		Total (out of 100)
	a		b		c		
	Max	Score	Max	Score	Max	Score	
Core Research Programme (CRP)	60		30		10		
Institutional Research Management (IRM)	20		30		50		

Note:

- (i) CRP refer to those scientist who are working in different Institutes of ICFRE and have been primarily engaged in core-research work, while IRM refers to those category of scientist who are working in ICFRE Hqrs., and different Institutes of ICFRE and are primarily engaged in Institutional Research Management and extension work.
- (ii) Each Scientist will specify in consultation with his controlling officer for particular Assessment Year about his choice for Assessment in Core Research Programme (CRP) or Institutional Research Management (IRM) depending upon his nature of duties assigned to him by competent authority.
- (iii) The Total Maximum allowed points for 2A, 2B and 2C will be 100.

Table –5

Evaluation by Reporting Officer on the Personal Attributes of the Scientist

Sl No	Attribute	Marks awarded out of 25 in the scale of 0-5 (5 being highest in each category)
1	Interpersonal relationship and team sprit	
2	Deployment and use of Managerial and administrative skills, and problem solving ability	
3	Initiative and willingness to shoulder additional responsibility, energy and enthusiasm	
4	Punctuality, discipline, general conduct	
5	Attitude towards Scheduled caste, and Scheduled tribes	
	Total	

Signature of the Reporting Officer

Date

Recommendation of reviewing Officer:

Note: The evaluation on the personal attributes would be considered only as a qualifying step (pass/fail). Each scientist shall have to obtain a minimum qualifying mark of 15 out of a total 25 marks. The assessment on the personal attributes shall be subject to the review by higher authority.

Part 4: Integrity and Ethics

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

Guidelines issued by the Government of India, Department of Personnel, regarding, Integrity", vide O.M. No. S1/S/72-ESTT 'A' dated 20May 1972.

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

- a) Supervisory Officer should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report this diary should be consulted and the material in it utilized for filling, in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraphs,
- b) The column pertaining to integrity in the character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government servants integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll,
- e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned,
- f) There may be cases in which after a secret report/ note has been recorded expressing suspicion about a Government servant's integrity; the inquiries that follow do not disclose sufficient material to remove the suspicion or to 'confirm' it. In such a case the Government servant's conduct should be watched for a further period, and in the meantime, he/she should as far as possible be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (b) and (e) above,
- g) There are occasions when a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on a long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

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

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Signature of Reporting officer
Date:

Part 5. Decision of the Reviewing Officer and Accepting Authority

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

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

3. Signature of the Reviewing Officer with designation

4. Place and Date

5. **Remarks of the Accepting Authority:** I agree/I do not agree with the assessment of the Reviewing Officer

6. Comments of the Accepting Authority (In case of disagreement)

7. Signature of the Accepting Authority with designation

8. Place and Date

Part – 6: Scientist’s targets for coming year and continual growth plan

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

(Please note: The scientist can retain the original while the reporting officer can retain a photocopy for future reference.)

Sl. No.	Professional Index	
I	Research component	
1	Patent of the research/technology	
2	Technology developed duly recognized by the ICFRE	
3	Technology upgradation duly recognized by the ICFRE	
4	Book/Monograph ICFRE Publication	
5	Book/Monograph other than ICFRE Publication	
6	Book contribution (chapter)	
7	Peer reviewed paper (International)	
8	Peer reviewed Report (International)	
9	Peer reviewed paper (National)	
10	Peer reviewed Report (National)	
11	Research report/Technical Manual/Final Technical Report/Technical Proceedings of the Seminar/workshop (Editing of technical Paper / presentation)	
12	Participation in International Seminar as key presenter/key-note speaker	
13	International Seminar/Workshop Presentation	
14	International Seminar/Workshop Poster Presentation	
15	Participation in National Seminar as key presenter/ keynote Speaker	
16	National Seminar/Workshop Presentation	
17	National Seminar/Workshop Poster Presentation	
18	Ph.D. thesis awarded to student (supervisor/co-supervisor)	
19	PG Dissertation Supervisor	
20	Other Dissertation Supervisor	
21	International funded project formulation including its approval	
22	National funded project (other than ICFRE) formulation and its approval by funding agency Each project will score only once during its tenure	
23	ICFRE funded project formulation and its approval by the Council	
24	Peer recognized International and National awards/Fellowships	
II	Extension and Education	
1	Organizing training for the users/stakeholders as course director and developing training material	
2	Developing training material for various courses	
3	Assisting in organizing training for users/ stakeholders	
4	Conducting diploma/PG courses of the FRI University as course Coordinator (as reflected in feedback assessment)	

5	Organizing international Workshop/Seminar for Institute/Council as convener/Organising Secretary	
6	Organizing National/international Workshop/Seminar for Institutional/Council as Committee member (for 2 Workshop=1 out put)	
7	Technical input in FRI University (as reflected in feedback assessment) (15 lectures=01 output)	
8	Acted as Resource person/guest faculty for ICFRE and other organizations. (2-5 lectures=01 output, 6-101=02 output)	
9	Field tour input (as reflected in feedback assessment) 3 days field tour =1 output	
10	Technical services for identification/ testing of various kind of samples/species (10-25 sample =01 output)	
11	On site demonstration of technology of the users/ Establishment of Demonstration plots/ field Trial	
12	Dissemination of forestry extension services through Workshop/Seminar/Conference/ state level meetings	
13	Preparation and printing of extension material (pamphlets/brochures, booklet etc.) 2 brochures= 1 pamphlet	
14	Completion/evaluation and monitoring projects assigned by various funding agencies	
II	Institutional Research Management Component	
1	Planning and Implementation of Institutional Infrastructure projects and Research Support System (equipment/information system / infrastructure/ Civil Works etc.)	
2	Organizing technical meetings related to the research management	
3	Bringing out proceedings of meetings related to the research Management (2 output)	
4	Development & implementation Research information Management through E-governance	
5	Preparation and submission of consultancy projects and receipt of award of consultancy project	
6	Execution/completion of consultancy project	
7	Technical and advisory services to MoEF/state Forest Department/ other stakeholders	
8	Technical and Advisory Services to other agencies including International	

N.B. 1. Please provide details of outputs/ activities in a separate Appendix IV.

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

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

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

Signature of the Reporting Officer	Signature of the Scientist
Date	Date

GENERAL GUIDELINES FOR FILLING UP THE APAR FORM

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for further development of a scientist. The scientist reported upon, the Reporting Officer, Reviewing Officer and the Accepting Authority should, therefore, undertake the duty of filling up the form with due sense of responsibility.
2. Annual Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Officer should realize that the objective is to develop the scientist so that he/she realizes his/her true potential. The Reporting Officer, the Reviewing Officer and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the scientist reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time.
4. Although the actual documentation of annual performance appraisal is a year-end exercise and, therefore, the Reporting Officer and the scientist reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
5. Reporting and reviewing officers should ensure that all scientists be given appropriate opportunities to work in various activities (research, extension, management) during the year for the sake of objective evaluation/assessment of the performance of the concerned scientist.
6. Director/Group Coordinator Research should assign the responsibility of organizing workshop/ conference/seminar and other events to the concerned division or scientists so that the activity gets reflected in the APAR of respective scientists(s).
7. All scientists are required to develop a work plan based on the activities to be conducted with expected quantifiable outputs in the format given in APAR for the year and agree upon the same with the reporting officer. This exercise is to be carried out at the beginning of the financial year and finalized by 30th April.
8. The work plan duly signed by the scientist reported upon and the Reporting Officer is to be submitted to the Reviewing Officer for his/her perusal and custody. The annual performance appraisal form provides for an assessment of the accomplishments *vis-à-vis* the work plan agreed at the commencement of the year and reviewed at mid-year. The scientist reported upon is required to fill up the table provided for the purpose.
9. The scientist reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programmes. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area in Part 6 of APAR.
10. There is an increased emphasis on competency building in performance appraisal and career progression system. There would be a premium on competency and skill up-gradation. Hence, all scientists are advised, to inform the Competent Authority for subject specific educational and training programmes to be attended.
11. Part 3 of APAR requires the Reporting Officer to quantitatively and objectively estimate the performance of the scientist reported upon in the prescribed manner as given in APAR Part 2A. Numerical grade is to be given in respect of the work output of the scientist reported upon both in respect of the pre-planned targets as well as the higher achievements and additional tasks accomplished. If any of the targets could not be achieved, the scientist will not get the marks for that particular unachieved

activity. Similarly, if he/she has achieved higher targets, marks will be awarded to him for all the activities accomplished during the year (subject to maximum permissible output limit, if any), even if those were not listed in the work plan.

12. Part 3 also requires the Reporting Officer to comment on Part 2 as filled out by the Scientist reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement, the Reporting Officer should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.
13. Marks for the joint publications will be equally shared only among scientists under APAR system.
14. The Reporting Officer is also required to evaluate the Personal Attributes of the scientist for a maximum of 25 marks on a scale of 0-5 (5 being highest marks in each of the five categories). The evaluation on the personal attributes would be considered only as a qualifying step (pass/fail). Each scientist shall have to obtain minimum qualifying marks of 15 out of total 25 marks.
15. In case the Reporting Officer disqualifies any scientist on personal attributes, he has to record his observations in writing. This needs to be informed to the scientist reported upon in writing about his observations made in APAR form. The scientist may appeal against the observations made by the Reporting Officer to the Reviewing Officer and Accepting Authority. The assessment on the personal attributes shall be subject to the review by higher authority.
16. The Reviewing Officer is required to indicate if he/she agrees with the assessments made by the Reporting Officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. If he/she disagrees with the comments of Reporting Officer, it should be communicated to the scientist concerned.
17. The Accepting Authority is required to indicate if he/she agrees with the assessments made by the Reporting officer/Reviewing officer. In case of difference of opinion, he/she is required to give reasons for the same in the column specifically provided for the purpose in the APAR form. Part I, Part 2 (Self Assessment by Scientist) and Part 6 of the form should be completed by officer reported upon (Scientist) and submitted to the Reporting Officer by 15 April of every year. Reporting Officer should complete his portion of APAR by 30 April every year and submit to the Reviewing Officer. Reviewing Officer should complete the form and submit it to the Accepting Authority by 15 May and the Accepting Authority should complete the same by 30 June every year.
19. All Scientists are to be screened in by the Screening Committee for consideration of their promotion under FCS scheme as detailed vide notification No. 31-25/99-ICFRE dated July 27, 2001 as per following Table,

Scientific Grade	Number of Years in the Grade					
	3	4	5	6	7	8
	Minimum percentage for eligibility					
Scientist 'B' to Scientist 'C'	85%	80%	70%	65%	60%	-
Scientist 'C' to Scientist 'D'		85%	80%	75%	70%	60%
Scientist 'D' to Scientist 'E'		85%	80%	75%	70%	60%
Scientist 'E' to Scientist 'F'			85%	80%	75%	70%
Scientist 'F' to Scientist 'G'			85%	80%	75%	70%

Provided that exceptionally meritorious candidates with all outstanding gradings may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such relaxation will be limited to a maximum of two

occasions in the entire career of a scientist. The ICFRE will ensure that 'screened scientist' Scientists are informed of the personal interview by the DRC well in advance.

20. Scientists working in northeastern region would be given due weightage in APAR in accordance with the norms to be adopted in the ICFRE.

**Component-wise guidelines
(Part 2A: Research Component)**

S. No.	Category	Guidelines
1.	Patent of the research / technology	Patent of a process or product on filing and release of variety or clone or provenance, etc. Weightage for patent only once in each case.
2.	Technology developed duly recognized by the ICFRE	Technology developed duly recognized by the ICFRE; taxonomic identification (keys) at genus / species level; Allotment of accession number (by repository, bank, herbarium, museum, etc.); protocol establishment for process and product; development of primer, etc. Guidelines to be developed by DDG (Extension).
3.	Technology upgradation duly recognized by the ICFRE	The upgradation of a technology; revision of the taxonomic (keys)/protocol for process and presents; primer, etc.
4.	Book / monograph ICFRE Publication	No elaboration.
5.	Book / Monograph other than ICFRE Publication	No elaboration.
6.	Book contribution (chapter)	Chapters / articles published in edited books, monographs, proceedings, etc.
7.	Peer reviewed paper (International)	No elaboration.
8.	Peer reviewed Report (International)	Peer reviewed Report / Consultancy Report, etc. (International)
9.	Peer reviewed paper (National)	No elaboration.
10.	Peer reviewed Report (National)	Peer reviewed report / consultancy report (National)
11.	Research Report / Technical Manual / Final Technical Report/ Technical proceedings of the seminar / workshop (Editing of technical papers / presentation)	Annual Research Report / Technical Manual / Final Technical Report/ Proceedings of the seminar / workshop and editing of scientific / technical papers of research journals, seminars, workshops, books /chapters, etc.
12.	Participation in International Seminar, as key presenter / key-note speaker	Participation in International Seminar, workshop, symposium, conference as key presenter / key-note speaker.
13.	International seminar / workshop presentation	Presentation / publication of abstracts in International seminar / workshop / symposium/congress/conference, etc.
14.	International Seminar/Workshop Poster Presentation	Presentation as poster in International seminar / workshop / symposium / congress / conference.
15.	Participation in National Seminar as key presenter / keynote Speaker	Participation in national seminar, workshop, symposium, congress, conference as key presenter / key-note speaker, etc.
16.	National Seminar / Workshop Presentation	Presentation / publication of abstracts in national seminar / workshop / symposium / congress / conference, etc.
17.	National Seminar/Workshop Poster Presentation	Presentation as poster in national seminar / workshop / symposium / congress / conference.
18.	Ph.D. Thesis awarded to student	Successful guiding of Ph.D. / M. Phil /D.Sc.

	(supervisor or co-supervisor)	student as supervisor or co-supervisor.
19.	PG Dissertation Supervision	PG Dissertation and evaluation of project proposals by Supervisor/Co-Supervisor.
20.	Other Dissertation Supervision	Supervision for term papers and other dissertation assignments.
21.	International funded project formulation including its approval. Each project will score once during its tenure	No elaboration
22.	National funded project (other than ICFRE) formulation and its approval by funding agency. Each project will score once during its tenure	No elaboration.
23.	ICFRE funded project formulation and its approval by the Council	No elaboration.
24.	Peer recognized International and National awards / Fellowships	No elaboration.
25.	Research related activity as certified by Reporting Officer	Scientific / technical services and other such research activities not covered in items 1-25. Max. Marks : 10.

Note:

- (i) Please provide details regarding 'Number of Output (d). A separate sheet (Appendix-I) may be used.
- (ii) Activity at Sl. No. 25 is admissible only in case of scientists being assessed under IRM category.

(Part 2 B: Extension and Education Component)

S. No.	Category	Guidelines
1.	Organizing training for the users/stakeholders as course director and developing training material	Organizing trainings of International and National level for the users/stakeholders as course director and developing training material.
2.	Developing training material for various courses	No elaboration
3.	Assisting in organizing training for users/ stakeholders	No elaboration
4.	Conducting diploma / PG courses of the FRI University as Course Coordinator	No elaboration
5.	Organizing international Workshop / Seminar for Institution / Council as Convener / Organizing Secretary	Organizing as Convener and Organizing Secretary of international and national workshop, seminar, symposium, congress, conference, etc.
6.	Organizing National /international Workshop /Seminar for Institution/ Council as Committee member <i>[for 2 Workshop=1 out put]</i>	Assisting and functioning as committee member in international/ national workshop, seminar, symposium, congress, conference, etc.
7.	Technical input in FRI University (as reflected in feedback assessment) <i>[15 lectures=01 output]</i>	Lecture / practical in FRI University. Proportional output if less than 15.
8.	Acted as Resource person/guest faculty for ICFRE and other organizations. <i>[2-5 lectures=01 output, 6-10=02 output]</i>	No elaboration
9.	Field tour input <i>[as reflected in feedback assessment) 3 days field tour =1 output]</i>	Field tour input [3 days field tour =1 output] with students/trainees.
10.	Technical services for identification/ testing of various kind of samples/species <i>[10-25 samples=01 output]</i>	No elaboration
11.	On site demonstration of technology of the users/ Establishment of Demonstration plots/ field Trial	No elaboration
12.	Dissemination of forestry extension services through Workshop/Seminar/Conference/ state level meetings	No elaboration
13.	Preparation and printing of extension material	No elaboration
14.	Completion/evaluation and monitoring projects assigned by various funding agencies	No elaboration

(Part 2 C: Institutional Research Management Component)

S. No.	Category	Guidelines
1.	Planning and implementation of Institutional Infrastructure projects and Research Support System (equipment / information system / Infrastructure / Civil Works etc.)	Planning and implementation of institutional infrastructure projects, research support system like procurements/ management of equipment, stores, infrastructure, developing information systems, security systems, warden /watch and ward/ estate management / civil works, scientific management of repositories and conservatories, museums etc.
2.	Organizing technical meetings related to the research management	No elaboration
3.	Bringing out proceedings of meetings related to the research Management (2 meetings=1 output)	No elaboration
4.	Development & implementation Research information Management through E-governance	No elaboration
5.	Preparation and submission of consultancy projects and receipt of award of consultancy project	No elaboration
6.	Execution/completion of consultancy project	No elaboration
7.	Technical and advisory services to MoEF/state Forest Department/ other stakeholders	No elaboration
8.	Technical and Advisory Services to other agencies including International	No elaboration