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	

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)	

Verified by the Head of Office	
Date	

PROFESSIONAL INDEX

Self Assessment

Part 2A: 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

Sl. No.	Category	Points Allotted for each activity	Maximum number of output considered for scoring	Maximum score permissible	Number of outputs
		a	b	c = a x b	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 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	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 papers / presentation)	07	04	28	
12	Participation in International Seminar as key presenter/key-note speaker	07	No limit		
13	International Seminar/ Workshop	06	03	18	

	Presentation				
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 Supervision	04	03	12	
20	Other Dissertation Supervision	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 recognised International and National awards / Fellowships	05	No limit		

Note:

(i)   Please provide details regarding 'Number of Outputs (d). A separate sheet (Appendix –I) may be used.

(ii)   Marks of the joint activities will be shared proportionately as per the contribution of Scientists to be decided by the team, and as approved by the Controlling Officer.

Part 2 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.

Sl. No.	Category	Points Allotted for each activity	Maximum number of out-puts to be considered for scoring	Maximum score permissible	Number of outputs
		a	b	c = a x b	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 organising 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 workshops=1 out put)	04	04	16	
7	Teaching 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 organisations. (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 to 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= 1pamphlet	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 Outputs (d). A separate sheet (Appendix –II) may be used.

(ii)   Marks of the joint activities will be shared proportionately as per the contribution of Scientists to be decided by the team, and as approved by the Controlling Officer.

(iii)   Marks of the teaching assessment should be based on the feedback received from students/participants.

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	Points Allotted for each activity	Maximum number of outputs considered for scoring	Maximum score permissible	Number of outputs
		a	b	c = a x b	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 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 projects	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 Outputs (d). A separate sheet (Appendix-III) may be used.

(ii) Marks of the joint activities will be shared proportionately as per the contribution of Scientists to be decided by the team, and as approved by the Controlling Officer.

Signature of Scientist
Date

Part 3A: 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 will be limited to 20 under this Component

Sl. No	Category	Points Allotted for each activity	Maximum number of outputs considered for scoring	Maximum score permissible	Number of outputs	Marks obtained
		a	b	c = a x b	d	e= a x d subject to maximu m 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	07	04	28		

	Report/ Technical Proceedings of the Seminar/Workshop (Editing of technical papers / presentation)					
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	National funded project (other than ICFRE) formulation and 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 recognised International and National awards / Fellowships	05	No limit			

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.

Sl. No.	Category	Points Allotted for each activity	Maximum number of outputs to be considered for scoring	Maximum score permissible	Number of outputs	Marks obtained
		a	b	c = a x b	d	e= a x d 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 organising 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 workshops=1 output)	04	04	16		
7	Teaching 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 organisations. (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 points	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 to 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= 1pamphlet | 10 | 02 | 20 | | |
| 14. | Completion/ evaluation and monitoring projects assigned by various funding agencies | 10 | No limit | | | |

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	Points Allotted for each activity	Maximum number of outputs considered for scoring	Maximum score permissible	Number of outputs	Marks obtained
		a	b	c = a x b	d	e= a x d 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 research Management (2 outputs)	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 projects	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

Sl. No.	Component	Marks Obtained out of 100
	Research	
	Education and Extension	
	Research Management	
	Total	

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 component		Institutional Research Management component		Total (out of 100)
	a		b		c		d
	Max	Score	Max	Score	Max	Score	
Core Research Programme (CRP)	60		30		10		
Institutional Research Management (IRM)	20		30		50		

Note :
(i) CRP refers to those scientists who are working in different Institutes of ICFRE and have been primarily engaged in core-research work, while IRM refers to those category of scientists 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 spirit	
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 marks of 15 out of a total 25 marks. The assessment on the personal attributes shall be subject to the review by higher authority.

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 20th May 1972.

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

a) Supervisory Officer should maintain a confidential diary in which instances, which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report this diary should be consulted and the material in it utilized for filling, in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraphs,

b) The column pertaining to integrity in the character Roll should be left blank an a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.

c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow up action is taken expeditiously.

d) If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Character Roll,

e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned,

f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Government servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to 'confirm' it. In such a case the Government servant's conduct should be watched for a further period, and in the meantime, he/she should as far as possible be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (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 judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

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

Signature of the Reporting Officer
Date

Part 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

Scientists 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: While Part 1-5 of the form are to be submitted by April 30th of the year, Part 6 can be completed by May 15th. 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 of 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 papers / presentation)	
	12	Participation in International Seminar as key presenter/ keynote 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 Supervision	
	20	Other Dissertation Supervision	
	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 be will score only once during its tenure	
	23	ICFRE funded project formulation and its approval by the Council	
	24	Peer recognised 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 organising 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 Institution/Council as convener/ Organising Secretary	
	6	Organizing National/ International Workshop Seminar for Institution/Council as committee member (for 2 workshops=1 output)	
	7	Teaching input in FRI University (as reflected in feedback assessment) (15 lectures= 01 output)	
	8	Acted as Resource person /guest faculty for ICFRE and other organisations. (2-5 lectures = 01 output, 6-10= 02 out put)	
	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 samples = 01 output)	
	11	On site demonstration of technology to 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= 1pamphlet	
	14.	Completion/ evaluation and monitoring projects assigned by various funding agencies	
III.	**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 research Management (2 meetings = 1 output)	
	4	Development & implementation Research Information	

		Management through E-governance	
	5.	Preparation and submission of consultancy projects and receipt of award of consultancy projects	
	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.:   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.

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