**vuqcU/k& V**

**Annexure - V**

**Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky;**

**Ministry of Environment, Forest and Climate Change**

**Hkkjrh; okfudh vuqla/kku ,oa f’k{kk ifj"kn~**

**Indian Council of Forestry Research and Education**

**dsUnzh; lfpoky; vuqHkkx vf/kdkjh@MsLd vf/kdkjh@voj lfpo@ fu;a=d@LFkkiuk ,oa ys[kk vf/kdkjh@lgk0 iz'kklfud vf/kdkjh dh xksiuh; fuiksVZ dk izi=**

**Form of Confidential Report for Officer of the Central Secretariat Section Officer/Desk Officer Under Secretary/Controller/Establishment and Accounts Officer/Assistant Administrative Officer**

**--------------------------------------------------------------------- dks lekIr gksus okys o"kZ@vof/k dh fjiksVZ**

**Report for the year/period ending ………………………………………………………**

**Hkkx&1 O;fDr dk fooj.k**

Part I—Personal Data

**¼bls ea=ky;@foHkkx@dk;kZy; ds lacaf/kr iz’kklfud vuqHkkx Hkjsa½**

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

|  |  |  |
| --- | --- | --- |
| 1- | vf/kdkjh dk uke |  |
| Name of Officer |
| 2- | tUe frfFk |  |
| Date of Birth |
| 3- | orZeku inØe ¼uke fy[ksa½ ij yxkrkj fdl rkjh[k ls gSa] |  |
| Date of continuous appointment to the present grade. |

|  |  |  |
| --- | --- | --- |
| 4- | orZeku inØe vkSj mlesa fu;qfDr dh rkjh[k |  |
| Present post and date of appointment there to |
| 5- | NqVVh] izf'k{k.k vkkfn ds dkj.k o"kZ es M~;wVh ls vuqifLFkfr dh vof/kA |  |
| Period of absence from duty on leave, training etc. during the period. |
| 6- | D;k vf/kdkjh vuqlwfpr tkfr ;k vuqlwfpr tutkfr ds gS\ |  |
| Whether the officer belongs to Scheduled Caste or Schedule Tribe? |

**Hkkx&2 vkRe ewY;kadu**

Part 2—Self Appraisal.

**¼bls fjiksVkZ/khu vf/kdkjh Hkjsa½**

(To be filled by the Officer reported upon)

|  |  |  |
| --- | --- | --- |
| 1- | dk;Z dk laf{kIr fooj.kA |  |
| Brief description of duties. |
| 2- ¼d½ | —i;k mu dk;ksZa ds y{;ksa@mn~ns';ksa@?;s;ksa ¼ek=kRed vFkok n wljs 'kCnksa esa½ dk C;ksjk nsa] ftUgsa vkius Lo;a ds fy, fu/kkZfjr fd;s vFkok tks vkids fy, fu/kkZfjr fd, x,] izkFkfedrk ds Øe esa dk;Z dh vkB ls nl ensa vkSj izR;sd y{; ds foijhr miyfC/k;ka crk,a ¼mnkgj.kkFkZ% vkids izHkkx ds fy, lkykuk dk;Z ;kstuk½ y{;@mn~ns';@/;s; --------- --------- ----------- | miyfC/k;ka Achievements |
| a. | Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievements against each target (Example: Annual Action Plan for your Division) Targets/Objectives/ Goals …. … …. |

|  |  |  |
| --- | --- | --- |
| ¼[k½ | —i;k Qkbyksa ds vfHkys[ku] lwphdj.k vkSj NaVuh djus] xkMZ Qkbyksa] vuqHkkxh; uksV cqd rFkk vU; jftLVjksa ds j[kj[kko] vks vkSj ,e rFkk vU; foojf.k;ksa vkfn ds izLrqfrdj.k ds laca/k esa fu/kkZfjr y{; vkSj fd, x, dk;Z dh ek=k dk la{ksi esa C;ksjk nsaA |  |
| b. | Please state, briefly, the target set and the quantum of work done in regard to recording, indexing and weeding out of files, maintenance of Guard Files, Sectional Note Book and other registers, furnishing of O and M and other returns, etc. |
| 3- ¼d½ | —i;k en 2 esa mfYyf[kr y{;ksa@mn~ns';ksa@?;s;ksa ds lUnHkZ esa dfe;ksa dk laf{kIr C;ksjk nsa@ y{;ksa dks gkfly djus esa :dkoVksa] ;fn dksbZ gks a] dk C;ksjk nsaA |  |
| b. | Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets. |
| ¼[k½ | —i;k mu enksa dks Hkh n'kkZ;sa ftuesa mYys[kuh; :Ik ls mPp miyfC/k;ka gqbZ gSa vkSj muesa vkidk lg;ksxA |  |
| b. | Please also indicate items in which there have been significantly higher achievements and your contribution thereto. |

**Hkkx&3 fjiksVZdrkZ vf/kdkjh }kjk ewY;kaduA**

Part 3—Assessment by the Reporting Officer.

¼d`i;k izfof"V djus ls iwoZ izi= ds vUr esa fn, x, funsZ'kksa dks /;kuiwoZd i<+ ysa½

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

|  |  |  |
| --- | --- | --- |
| ¼d½  1  A  1 | **dk;Z dh iz—fr ,oa xq.koÙkk**  —i;k vf/kdkjh }kjk Hkkx&2 esa Hkjs x;s dFkuks a ij viuh fVIi.kh djsa vkSj fo'ks"k :i ls crk, a fd D;k vki y{;ksa vkSj mn~n';ksa] miyfC/k;ksa ,o a dfe;ksa ls lacaf/kr mÙkjksa ls lger gSaA lkFk gh mn~ns';ksa dks gkfly djus esa gqbZ :dkoVksa] ;fn dksbZ gksa] dks Hkh crk,a A |  |
| **Nature and quality of work**  Please comment on Part II as filled in by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives. |
| 2 | **izkfIr dh xq.koÙkk**  —i;k dk;Z vkSj dk;ZØe mn~ns';ksa ds ekud ds laca/k esa vf/kdkjh ds izn'kZu dh xq.koÙkk vkSj :dkoVsa] ;fn dksbZ gksa] ij fVIi.kh djsaA |  |
| **Quality of output**  Please comment on the officer's quality of performance having regard to standard of work and programme objectives and constraints, if any |
| 3 | **dk;Z {ks= dh tkudkjh**  —i;k fuEu esa ls izR;sd ij fo'ks"k :i ls fVIi.kh djsa( dk;ksZa dh tkudkjh dk Lrj] fu;e vkSj fofu;e] lEcfU/kr funsZ'k vkSj muds mi;ksxA |  |
| **Knowledge of sphere of work**  Please comment specifically on each of these; level of knowledge of functions, rules and regulations, related instructions and their applications |

|  |  |  |
| --- | --- | --- |
| ¼[k½  B | **xq.k** | |
| Attribute | |
| 1 | **fo'ys"k.kh; ;ksX;rk**  —i;k i{k vkSj foi{k ds fo'ys"k.k( fodYiksa ds O;oLFkkiu ,oa leL;kvks a ds lek/kku ds fy, buds ewY;kadu( fu.kZ; {ks= n'kkZus dh ;ksX;rk ds laca/k esa vf/kdkjh dh ;ksX;rk ij fVIi.kh djsaA |  |
| **Analytical Ability**  Please comments on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas. |
| 2 | **lapkj.k n{krk**  laf{kIrrk] Li"Vrk vkSj lR;rk ds lkFk lwfpr djus esa vf/kdkjh dh ;ksX;rk( lalnh; ekeyks ds fy, fVIif.k;ka] dSfcusV fVIif.k;ka] fooj.k vkfn rS;kj djus dh ;ksX;rk ij fVIi.kh djsaA |  |
| **Communication Skill**  Please comment on the officer's ability to communicate with brevity, clarity and accuracy, both orally and in writing, ability to draft notes, Cabinet Notes, brief for Parliamentary matters, etc. |
| 3 | **igy 'kfDr**  lkekU; lkFk gh lkFk vuisf{kr ifjfLFkfr;ksa dks lEHkkyus esa vf/kdkjh dh {kerk ,oa ;qfDriw.kZrk( vfrfjDr mRrjnkf;Roksa vkSj dk;Z ds u, {ks= ysus dh rRijrk ij fVIi.kh djsaA |  |
| **Initiative**  Please comment on the capacity and resource fullness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new area of work |

|  |  |  |
| --- | --- | --- |
| 4 | **dk;Z ds izfr n`f"Vdks.k**  —i;k fVIi.kh djsa fd vf/kdkjh ij fdruk fo'okl fd;k tk ldrk g S( mÙkjnkf;Ro dk cks/k( fdl lhek rd og lefiZr vkSj vfHkizsfjr gS] vius dk;Z dks lh[kus vkSj O;ofLFkr djus ds izfr mldh rRijrkA |  |
| **Attitude to work**  Please comment how far the officer can be relied upon; his sense of responsibility; the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematise his/her work |
| 5 | **izksRlkfgr ,oa izsfjr djus dh ;ksX;rk**  —i;k izsfjr djus] Lo;a ds vkpj.k }kjk LoSfPNd lgk;rk izkIr djus vkSj vkRefo'okl izksRlkfgr djus esa vf/kdkjh dh {kerk ij fVIi.kh djsaA |  |
| **Ability to inspire and motivate**  Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence. |
| 6 | **i;Zos{k.k & fo"k;d ;ksX;rk**  —i;k fuEu ls lEcfU/kr vf/kdkjh dh ;ksX;rk ij fVIi.kh djsa%& |  |
| **Supervisory Ability**  Please comment on the officer's ability relating to |
| (i) | y{;ksa ds fu"iknu esa ekxZn'kZu |  |
| Guidance in the performance of tasks…. |
| (ii) | fu"iknu dk iqujh{k.k ¼foÙk] Loh—fr;ksa vkfn lfgr eq[; {ks=ksa dk ekuhVju½ |  |
| Review of performance (monitoring of key areas including finance, etc., sanctions)…… |
| (iii) | vf/k—r {ks=ksa esa ekeyksa ij vius Lrj ij fu.kZ; ysus dh {kerkA |  |
| Capacity to take decision at his/her level on matters within delegated areas …… |
| (iv) | vuq'kklu cukukA |  |
| Maintaining discipline …… …… |

|  |  |  |
| --- | --- | --- |
| 7 | **vUr% O;fDrxr laca/k vkSj lewg dk;Z**  —i;k ofj"B vf/kdkfj;ksa] lgdfeZ;ksa vkSj v/khuLFk deZpkfj;ksa ds lkFk laca/kksa dh xq.koÙkk ij vkSj vU; yksxksa ds n`f"Vdks.k dh iz'kalk djus ,o a mfpr Hkkouk ls lykg ysus dh {kerk ij fVIi.kh djsaA —i;k Vhe ds ,d lnL; ds :i esa dk;Z djus rFkk Vhe Hkkouk izksRlkfgr vkSj Vhe ds dk;Z mRiknu dks loksZÙke cukus esa mudh {kerk ij Hkh fVIi.kh djsaA |  |
| **Iner-personal relations and team work**  Please comment on the quality of relationship with superiors, colleagues and subordinates and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team. |
| 8 | **turk ls laca/k ¼tgk¡ Hkh ykxw gks½**  —i;k turk esa vf/kdkjh dh lqyHkrk vkSj mudh vko';drkvksa ds izfr lac)rk ij fVIi.kh djsaA |  |
| **Relations with the public (wherever applicable)**  Please comment on officer's accessibility to the public and respectiveness to their needs. |
| 9 | vuqlwfpr tkfr;ksa@vuqlwfpr tutkfr;ksa@ lekt ds detksj oxksZa ds izfr O;ogkj ¼;g ,sls ekeyksa es a ykxw gSa tgk¡ vf/kdkjh vuqlwfpr tkfr;ksa@vuql wfpr tutkfr;ksa vkSj lekt ds detksj oxksZa ds fodkl ,oa lqj{kk ds ekeys ns[k jgs gSaA½ —i;k vuqlwfpr tkfr;ksa@vuqlwfpr tutkfr;ksa@detksj oxksZa dh leL;kvksa dh mudh le> vkSj mudk lek/kku djus dh rRijrk ij fVIi.kh djsaA |  |
| Attitude towards Scheduled Castes/ Scheduled Tribes/Weaker Sections of Society (applicable in case of officers dealing with the development and protection of S.Cs. and/or S.Ts. and Weaker Sections of Society) Please comment on his/her understanding of the problems of S.Cs/S.Ts./Weaker Sections and willingness to deal with them. |

|  |  |  |
| --- | --- | --- |
| 10 | **:>ku vkSj vUr%'kfDr**  —i;k vf/kdkjh dh o`f) vkSj fodkl dh laHko fn'kkvksa dks lwfpr djsa |  |
| **Aptitude and potential**  Please indicate possible lines of growth and development of the officer ….. ….. |
| 11 | **izf'k{k.k**  —i;k vf/kdkjh dh izHkko'kkfyrk vkSj {kerkvksa esa vf/kd lq/kkj djus ds n`f"Vdks.k ls izf'k{k.k ds fy, viuh laLrqfr;ka nsaA |  |
| **Training**  Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer …. …. |

**Hkkx&4 fjiksVZdrkZ lkekU;A**

Part 4—General

|  |  |  |
| --- | --- | --- |
| 1 | LokLF; n'kk |  |
| State of health … |  |
| 2 | ,dfu"Bk ¼d`i;k vkxs fn;s x;s funsZ'kksa dks ns[ksa½ | |
| Integrity (Please see instructions) |  |
| 3 | **lkekU; ewY;kadu**  —i;k vf/kdkjh dh lkeF;Z vkSj dfe;ksa dk lexz ewY;k adu izLrqr djsa vkSj lkFk gh mudh mu fo'ks"krkvksa] ;fn dksbZ gksa] dks Hkh crk,a] tks mi;qZDr izfof"V;ksa esa ugha vkbZa gSaA |  |
| **General assessment**  Please give an overall assessment of the officer with reference to his/her strengths and shortcomings & also by drawing attention to the qualities, if any, not covered by the entries above. |  |

|  |  |  |
| --- | --- | --- |
| 4 | Js.khdj.k ¼vlk/kkj.k@cgqr vPNk@vPNk@ vkSlr@vkSlr ls de½  ¼,sls fdlh Hkh deZpkjh dks rc rd vlk/kkj.k dh Js.kh es Js.khd`r ugha fd;k tkuk pkfg, tc rd fd mlesa vlk/kkj.k xq.k vkSj fu"iknu us ns[ks x, gksa bl izdkj ds Js.khdj.k ds fy, Li"V vk/kkj fn;k tkuk pkfg,½ |  |
| Grading (Outstanding/Very Good/ Good/Average/Below Average)  (An office should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out) |

fjiksVZdrkZ vf/kdkjh ds gLrk{kj

Signature of the Reporting Officer

Ukke ¼lkQ v{kjksa esa½ %

Name in Block Letters:………………………………

Iknuke ¼fjiksVZ vof/k ds nkSjku½

Designation:…………………………………………..

LFkku%

Place..............................................................................

fnuk¡d%

Date..............................................................................

**Hkkx&5 iqujh{k.k vf/kdkjh dh fVIi.kh**

Part 5—Remarks by Reviewing Officer.

|  |  |  |
| --- | --- | --- |
| 1 | iqujh{k.k vf/kdkjh ds v/khu lsok dh vof/kA |  |
| Length of service under Reviewing Officer. |
| 2 | D;k iqujh{k.k vf/kdkjh bl ckr ls lUrq"V gS fd fjiksVZdÙkkZ vf/kdkjh us lko/kkuh ds lkFk rFkk lHkh lEcfU/kr ckrksa dks /;ku esa j[kdj viuh fjiksVZ nh gSA |  |
| Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material? |
| 3 | D;k vki fjiksVZdÙkkZ vf/kdkjh ds ewY;kadu ls lger gS\ ¼;fn vlger gS rks d`i;k dkj.k ckrk,a½ D;kk vki blesa dqN la'kks/ku djuk vFkok tksM+uk pkgrs gS\ |  |
| Do you agree with assessment of the Officer given by the Reporting Officer? (In case of disagreement, please specify the reason) Is there anything you wish to modify or add? |
| 5 | fjiksVZdÙkkZ vf/kdkjh }kjk dh xbZ lkekU; fVIif.k;ksa ds ckjs esa fo”ks"k fVIif.k;ksa ds lkFk lkekU; fVIi.kh vkSj Js.khdj.k lfgr vf/kdkjh ds iz'kaluh; dk;Z ds ckjs esa fVIif.k;k¡A |  |
| General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading. |

|  |  |  |
| --- | --- | --- |
| 6 | D;k bl vf/kdkjh esa dksbZ fo”ks"k y{k.k@;k dksbZ ,slh ;ksX;rk gS ftlds dkj.k mldk fo'ks"k dk;Z ds fy, p;u djus vFkok fcuk ikjh inksUur djus dk vkSfpR; gkSA vkSj ;fn ,slk gS rks fooj.k nsa A |  |
| Has the Officer any special characteristics and/or any abilities which would justify his/her selection for special assignment or out of turn promotion? and if so, specify…. |

iqujh{k.k vf/kdkjh ds gLrk{kj

Signature of the Reviewing Officer

Name in Block Letters:………………………………

Iknuke ¼fjiksVZ vof/k ds nkSjku½

Designation:…………………………………………..

LFkku%

Place..............................................................................

fnuk¡d%

Date..............................................................................

|  |  |
| --- | --- |
| fVIi.kh% | ;fn izfrdwy izfo"V nh tk,] pkgs og lq/kj ldus okys nks"kksa ds ckjs esa gks ;k u lq/kj ldus okys nks"kksa ds] rks og vf/kdkjh dks lwfpr dh tkuh pkfg,A ijUrq ,slk djrs le; iwjh fjiksVZ dk lkj] ftlesa fjiksVZ fd, x, vf/kdkjh ds iz'kalk esa fd;k x;k dFku Hkh lfEefyr gks] lwfpr fd;k tkuk pkfg,A |
| Note: | Where an adverse entry is made, whether its relates to remediable or to an irremediable defect, it should be communicated; but while doing so the substance of the entire report, including what may have been said in praise of the officer reported upon, should be communicated. |

|  |  |  |
| --- | --- | --- |
| \*,dfu"Bk dk LrEHk Hkjrs le; fuEu izfØ;k viukbZ tkuh pkfg,A | | |
| \*The following procedure should be followed in filling up the column relating to integrity: | | |
| ¼i½ | ;fn vf/kdkjh dh ,dfu"Bk ij dksbZ 'kadk ugh dh tk ldrh rks oSlk fy[kk tk,A | |
| (i) | If the officer’s integrity is beyond doubt, it may be so stated. | |
| ¼ii½ | ;fn dksbZ 'kadk ;k lansg gks rks LrEHk [kkyh NksM+ fn;k tk, vkSj uhps fy[ks vuqlkj dk;Zokgh dh tk,% | |
| (ii) | If there is any doubt or suspicion, the column should be left blank and action taken as under: | |
| ¼d½ | | vyx ls ,d xqIr fVIi.kh fy[kh tk, vkSj ml ij dk;Zokgh dh tk,A bl fVIi.kh dh ,d izfr xksiuh; fjiksVZ ds lkFk vxys ofj"B vf/kdkjh dks Hkh Hksth tk, tks ;g lqfuf'pr djsxk fd ml ij vuqorhZ dkjZokbZ tYnh gksA tgk¡ ,dfu"Bk izekf.kr djuk vFkok xqIr fVIi.kh fy[kuk laHko u gks ogk¡ fjiksVZdrkZ vf/kdkjh dks ;k rks ;g fy[kuk pkfg, fd fuf'pr fu.kZ; ij igqapus ds fy, mls vf/kdkjh dk dke ns[kus ds fy, i;kZIr le; ugh feyk gS vFkok ;g fd vf/kdkjh ds foijhr dksbZ ckr mlsd lquus esa ugh vkbZ gSA |
| (a) | | A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where is not possible either to certify the integrita or to record the secret note., the Reporting Officer should state either that he had not watched the Officer’s work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be. |
| ¼[k½ | | ;fn vuqorhZ dk;Zokgh ds QyLo#i 'kadk,a ;k lansg nwj g,s tkrs gS rks vf/kdkjh dh ,dfu"Bk izekf.kr dh tkuh pkfg, rFkk rnuqlkj xksiuh; fjiksVZ esa izfof"V dh tkuh pkfg,A |
| (b) | | If, as a result of the follow up action, the doubts or suspicions are cleared, the officer integrity should be certified and an entry made accordingly in the Confidential Report. |
| ¼x½ | | ;fn 'kadkvksa ;k lansgksa dh iqf"V gks tkrh gS rks ;g ckr Hkh vfHkfyf[kr dh tkuh pkfg, rFkk lacaf/kr vf/kdkjh dks fof?kor~ lwfpr dh tkuh pkfg,A |
| (c) | | If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned. |
| ¼/k½ | | ;fn vuqorhZ dk;Zokgh ds QyLo#i 'kadk,a ;k lansg u rks nwj gksrs gks vkSj u gh mudh iqf"V gksrh gks rks dqN vkSj le; rd vf/kdkjh ds vkpj.k dk voyksdu fd;k tkuk pkfg, vkSj mlds ckn Åij ¼[k½ vkSj ¼x½ esa crk, vuqlkj dk;ZokbZ dh tkuh pkfg,A |
| (d) | | If, as a result of the follow up action, the doubts or suspicious are neither cleared nor confirmed the officer’s conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above. |