

**Annual Confidential Report
For
Indian Forest Service Officers**

Junior Time Scale,
Senior Time Scale,
Selection Grade, and
Super Time Scales

NAME OF THE OFFICER _____

Report for the year/ period ending* _____

*Date of receipt by the Reporting Authority _____

*Date of receipt by the Reviewing Authority _____

*Date of receipt by the Accepting Authority _____

*Date of receipt by the Custodian of ACR _____

The Reporting Authority must give his assessment of the officer reported upon within two months from the last date the period for which the ACR is to be written. Reviewing Authority is expected to give remarks within next 60 days and the process be completed within another 60 days with the recording of remarks by the Accepting Authority. In case of any delay, specific reasons for the same must be recorded on the ACR.

*To be filled in by the concerned authorities

PERSONAL DATA

Part - IA

(To be filled in by the Administrative Section concerned of the Ministry/Department/Officer in Government of India or State Government)

1. Name of the Officer -
2. Cadre/Year of Allotment -
3. Date of Birth -
4. Name of the Ministry/Department/Organisation
5. Details of Present posting:

| | | |
|--------------------------------------------------------------------------|--------------|------|
| | Post | Date |
| (a) Post held during the period of report and the date of appointment | | |
| | Scale/ Grade | Date |
| (b) Scale or grade of Pay and the date of appointment | | |
6. Period of absence (except on CL) - Date and details to be given (including details of training attended):
7. Name with designations of officers, who are expected to offer their remarks as Reporting and Reviewing Authorities, for the period under report. (In case there has been more than one officer, during the year, the names of all the officers and the period for which their remarks are required, may be indicated.)

Part - I B

OFFICER'S OWN SUMMARY APPRAISAL OF PERFORMANCE

Please read the instructions carefully before filling the form

1. Please specify whether you are submitting this report within the prescribed period, if not reasons therefor

2. Year of Immovable property returns last submitted

3. Highlights of work done

Please summarise your performance in relation to the objectives and duties set for you or by yourself. Highlight the major achievements including any policy changes brought about, shortfalls and the reasons therefor. (Only within the space provided below; space overleaf may be used). The Reporting officer shall remove any extra sheet(s) attached and mention the same in his report

Place _____

Date _____

Signature of the officer:-

Name:-

Designation

Please ensure that Part V of this form is filled UP.

To be filled in by the Reporting authority

Please read the instructions carefully before filling the form.

1. Length of service under the Reporting Authority during the period of report.
2. Please specify whether the Reporting Authority has submitted his/ her report within the prescribed period, if not reasons therefor
3. State of health of the officer
4. Comments on self-assessment: (please give details/aspects of performance with which you disagree or would like to elaborate)
5. Performance assessment
- 5.1 Achievements against main duties, specific objectives

(please give your assessment of how effectively the officer has discharged his duties and responsibilities)

5.2 General assessment of the officer

(With special reference to leadership qualities, management qualities, initiative and planning ability, decision making ability, communication skills (written and oral), appraising ability, inter-personal relations and team work, relation with the public)

6. Attitude of the officer towards SC/ST and other weaker sections

7. Integrity:

(please see instructions attached)

8. Overall Grading:

(Outstanding/ Very Good/ Good/ Average/ Below Average)

(It should be based on the foregoing entries. An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.)

Place _____

Date _____

Signature of the Reporting Authority:-

Name:-

Designation: -

Please ensure that Part V of this form is filled up

Remarks of Reviewing Authority

1. Length of service under Reviewing Authority during the period.
2. Please specify whether the Reviewing Authority has submitted his/ her report with in the prescribed period, if not reasons therefor
3. Do you agree with the report of the Reporting Authority? Please offer your comments on various aspects of performance of the officer. Please record reasons, should you differ with the Overall Grading given by the Reporting Authority.

Place _____
Date _____

Signature of the Reviewing Authority:-
Name:-
Designation: -

REMARKS OF ACCEPTING AUTHORITY

Do you agree with the report of the Reviewing Authority? Please offer your comments on various aspects of performance of the officer. Please record reasons, should you differ with the Grading given by the Reviewing Authority.

Place _____
Date _____

Signature of the Accepting Authority:-
Name:-
Designation: -

Training requirement of officers.

1. Name of the Officer-
2. Cadre/Year of Allotment -
3. Training undergone during the period of the report:-
(Please indicate separately for training abroad and within Country)

| Sr. No. | Training Institute | Subject/Title of the Course | Number of week |
|---------|--------------------|-----------------------------|----------------|
| | | | |
| | | | |
| | | | |

4. Please indicate any three subjects or topics in which you feel you need training. (you may mention the name of the specific Institute offering the course, if you are aware of)

Place _____
Date _____

Signature of the Officer:
Name:
Designation:

5. Comments of Reporting Officer

Place _____
Date _____

Signature of the Officer:
Name:
Designation:

(Please detach and send this portion to Joint Secretary, Training Division, Department of Personnel & Training, Government of India, Third Floor, Block IV, Old JNU Campus, New Delhi-110 067.)

INSTRUCTIONS

1. The Annual Appraisal Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority and the Reviewing Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The reporting officer and the reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual manner will be easily discernible to the higher authorities. ***The reporting officer should remove any extra sheets attached by the officer reported upon in his self-appraisal in the Part -IB.*** If the Reviewing Authority is satisfied that the Reporting Authority has made the report without due care and attention he shall record a remark to that effect in item 3 of Part III. The Government shall enter the remarks in the confidential Roll of the Reporting Authority.
4. The reporting officer should at the beginning of the year, preferably in April, set quantitative / physical/ financial targets or draw up a work plan in consultation with each of the officers (where targets are not feasible) reporting to him. Performance appraisal is a joint exercise between the officer reported upon and the reporting officer. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals may be set or work plan with in one month of the officer assuming the charge. Both the officers should clearly know and understand the targets or work plan.
5. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and take necessary corrective steps, including removal of constraints. At the end of every financial year or any shorter period, as may be required, the reporting officer should share with the officer reported upon a general assessment of his performance and observe shortcomings and record an entry to this effect in the ACR.
6. It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential. Assessment should be confined to the appraisee's performance during the period of report only. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts and external constraints should be borne in mind during appraisal and should be commented upon appropriately. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each item. The appraiser should deal with these and other aspects relevant to the attributes.

7. The competent authorities would prescribe the Reporting authority and Reviewing Authority in respect of each officer or class of officers.
8. The comments should be in a narrative form and point out the good qualities as well as shortcomings of the officer on various aspects of Performance Assessment as indicated in Part 11. Comments on any of the following may also be included: -
 - Attitude to work responsiveness to change
 - Co-ordination ability and speed of disposal
 - Willingness to accept responsibilities and decision making
 - Ability to inspire and motivate subordinates and vigilant about their integrity
 - Response to human rights, citizen friendliness and public relations

Words and phrases should be chosen carefully and should accurately reflect the intention of the Authority recording the answer. Please do not use omnibus expressions like "Outstanding/Very Good! Good! Average/ Below Average". In respect of officers of supertime scale, greater emphasis should be given on the management and leadership qualities and initiative, planning and conceptual abilities. Overall Grading given against item No.7 in part II should sum up performance assessment and general assessment reported in item No.5.1 and 5.2.

9. **Time Schedule:** Officer reported upon *shall* record his self-appraisal in Part-IB within the prescribed period. If the officer does not submit his self-appraisal within the specified period, the reporting officer *may* take the initiative to remind the officer reported upon in writing asking him to submit his self-appraisal by the stipulated date. If no self-appraisal is received by the stipulated date, the reporting officer *shall* record his comments on the performance of the officer to be reported upon in Part-II even without any self-appraisal.
10. The Reviewing and Accepting Authorities should similarly record their comments on the CR within 60 days of receipt of the remarks of Reporting/Reviewing Authority respectively.
11. The officer after filling Part IB and Part V of the Form will send the form directly to reporting officer under intimation to administrative section of the Ministry, if working with affairs of Union of India or the Personnel Department of the State Government, if working with the affairs of the State Government. Similarly the reporting officer will fill in part II and part V of the form and detach part V which will be sent to Joint Secretary, Training Division, Department of Personnel & Training, Government of India, Third Floor, Block IV, Old JNU Campus, New Delhi-110067. Each superior authority will forward the form to the next authority in the same manner as explained above. The accepting authority will complete the form and send it to the custodian of ACR dossier.

12. Integrity- Instructions:

The following procedure as laid down in the Ministry of Home Affairs O.M.No.51/4/64-Estt.(A) dated 21.06.1965 should be followed in filling up the column relating to Integrity:-

- i.) If the officer's integrity is beyond doubt, it may be so stated.

ii.) If there is any doubt or suspicion, the column should be left blank and action taken as under:-

- (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 it is not possible either to certify the integrity 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 judgement or that he has heard nothing against the officer, as the case may be.
- (b) If, as a result of the follow up action the doubts of suspicions are cleared the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- (c) If the doubts or suspicions are confirmed, this fact should be recorded and duly communicated to the officer concerned.
- (d) If as result of the follow up action, the doubts or suspicions are neither, cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action as indicated at (b) and (c) above.

[Ministry of Home Affairs OM no. 51/4/64- Estt.(A) dated 21-6-651]
