**vuqcU/k& I**

 **Annexure - I**

**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**

**Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky; ds lEc)@v/khuLFk dk;kZy;ksa ds vjktif=r] fyfid oxZrj oZx ch vkSj lh deZpkfj;ksa dh xksiuh; fjiksVZ dk izi=**

**Form of confidential Report on Non-Gazetted, Non-Ministerial Group ‘B’ & ‘C’ staff in attached/subordinate offices under the Department of Environment, Forest and Climate Change.**

**--------------------------------------------------------------------- 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 iz’kklfud vuqHkkx Hkjsa½**

(To be filled by the Administrative Section)

|  |  |  |
| --- | --- | --- |
| 1- | vf/kdkjh dk uke |  |
| Name of Officer |
| 2- | tUe frfFk |  |
| Date of Birth |
| 3- | x`ghr in dk uke |  |
| Designation of post held |
| 4- | orZeku inØe ij yxkrkj fdl rkjh[k ls gS |  |
| Date of continuous appointment to the present grade. |

|  |  |  |
| --- | --- | --- |
| 5- | LFkk;h@LFkk;hor~@vLFkkbZ@rnFkZ #i esaA |  |
| Whether permanent/quasi-permanent or temporary or on ad-hoc basis. |
| 6- | fjiksVZ vfof/k esa fdl ¼fdu½ vuqHkkx@izHkkx @,dd es jgsaA |  |
| Section/Division/Unit to which attached during the period under report. |
| 7- | 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. |
| 8- | D;k vf/kdkjh vuqlwfpr tkfr ;k vuqlwfpr tutkfr ds gS\ |  |
| Whether the officer belongs to Scheduled Caste or Schedule Tribe? |

**Hkkx&2 fjiksVZ o"kZ@vof/k esa vf/kdkjh }kjk fd, x;s dk;Z dk laf{kIr fooj.k**

Part 2—A brief statement of the work handled by the official during the year/period under report.

**¼bls iz’kklfud vuqHkkx Hkjsa½**

(To be filled by the Administrative Section)

fVIi.kh%& blesa ;g crkuk pkfg, fd ftl vf/kdkjh dh ;g fjiksVZ gS mls D;k ,sls dk;Z ds fy, fu;qDr fd;k x;k gS ftlesa igy djus] fu.kZ; ysus vFkok fu;eksa@fofu;eksa ds Kku vFkok dk;Z v/;;u izfof/k;k¡ mi;ksx djus dh vko”;drk gksrh gS vFkok mls lh/ks&lkns vkSj useh izdkj ds dk;Z ij yxk;k gqvk gSA

Note :- This should indicate whether the officer reported upon is employed on tasks requiring analytical ability and involving initiative, judgement or application of knowledge of rules and regulations or work study techniques or tasks of a simple nature and routine character.

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

Part 3—Assessment by the Reporting Officer.

fVIi.kh%& uhps dh en 11 ls 14 dk ewY;kdau lgh fpUg yxkdj u fd;k tk; cfYd mi;qDr “kCnksa }kjk Li’Vr;k vfHkO;Dr fd;k tk,A

Note :- Assessment under columns 11-14 below should not be indicated by tick marking but should be clearly expressed in suitable words.

|  |  |  |
| --- | --- | --- |
| 9 | LokLF; n'kkA |  |
| State of health. |
| 10 | lkekU; cqf) vkSj lh[kus ds fy, mRlqdrkA |  |
| General intelligence and keener to learn  |
| 11 | vfHkys[k O;oLFkk rFkk dk;Z ds useh i{kksa tSls vk/kkjHkwr vk¡dM+s] ykSx i=] le; i=] xkMZ ufLr;ka] vfHkys[ku] vuqØe.k cukuk vkSj uLrh NaVkbZ ¼tgk¡ ykxw gksrk gks½ dh vksj C;kuA |
| Attention to record management and routine aspects of work, such as proper maintenance of basic data, log sheets, time sheets, guard files, recording, indexing and weeding of file (wherever applicable). |
| ¼d½ | bu i{kksa ij i;kZIr C;ku nsrs gSA |  |
| (a) | Pays adequate attention to these aspect. |
| ¼[k½ | bu i{kksa dh vksj mnklhu gSA |  |
| (b) | Is indifferent to these aspects. |
| ¼x½ | bUgsa fujUrj crkrs vkSj ns[krs jguk iM+rk gSA |  |
| (c) | Has to be constantly prompted and supervised. |
|  |  |  |
| 12 | dk;kZy; dk;Zfof/k dk KkuA |
| Knowledge of office procedure. |
| ¼d½ | mRd`"VA |  |
| (a) | Excellent. |
| ¼[k½ | Ckgqr vPNkA |  |
| (b) | Very good. |
| ¼x½ | vPNkA |  |
| (c) | Good. |
| ¼?k½ | vkSlrA |  |
| (d) | Average |
| ¼M½ | /kfV;kA |  |
| (c) | Poor. |
|  |  |  |
| 13 | fo"k;oLrq] fu;eksa fofue;ksa rFkk vuqns”kksa dk fo'ks’kdj mUgsa lkSis x;s dk;Z ds lanHkZ esa] Kku rFkk mUgsa ykxw djus dh n{krkA |
|  | Knowledge of subject matter, rules, regulations and instructions with particular reference to the work allotted to him, and proficiency in their application. |
| ¼d½ | mRd`"VA |  |
| (a) | Excellent. |
| ¼[k½ | Ckgqr vPNkA |  |
| (b) | Very good. |
| ¼x½ | vPNkA |  |
| (c) | Good. |
| ¼?k½ | vkSlrA |  |
| (d) | Average |
| ¼M½ | /kfV;kA |  |
| (e) | Poor. |
| 14 | dke xq.kA |
| Quality of work. |
| (i) | rF;@lkexzh ladyu dh ;ksX;rkA |
| Ability to gather facts/material. |  |
| ¼d½ | mRd`"VA |  |
| (a) | Excellent. |
| ¼[k½ | Ckgqr vPNkA |  |
| (b) | Very good. |
| ¼x½ | vPNkA |  |
| (c) | Good. |
| ¼?k½ | vkSlrA |  |
| (d) | Avreage. |
| ¼M½ | /kfV;kA |  |
| (e) | Poor. |
|  |  |  |
| (ii) | rF;@vkadMksa ds Li"V fo'ys"k.k dh {kerkA |
| Capacity for clear analysis of facts/data. |
| ¼d½ | mRd`"VA |  |
| (a) | Excellent. |
| ¼[k½ | Ckgqr vPNkA |  |
| (b) | Very good. |
| ¼x½ | vPNkA |  |
| (c) | Good. |
| ¼?k½ | vkSlrA |  |
| (d) | Average. |
| ¼M½ | /kfV;kA |  |
| (e) | Poor. |
| (iii) | Ekeyksa ;k vkadM+ksa dk izLrqfrdj.k@fVIi.k izk:i ys[ku dh ;ksX;rkA |
| Presentation of the case or data/ quality noting/drafting. |
| ¼d½ | mRd`"VA |  |
| (a) | Excellent. |
| ¼[k½ | Ckgqr vPNkA |  |
| (b) | Very good. |
| ¼x½ | vPNkA |  |
| (c) | Good. |
| ¼?k½ | vkSlrA |  |
| (d) | Average. |
| ¼M½ | /kfV;kA |  |
| (e) | Poor. |
| (iv) | dk;Z fuiVkus dh rRijrkA |
| Promptness in disposal of work. |
| ¼d½ | cgqr rRijA |  |
| (a) | Very prompt. |
| ¼[k½ | ;Fkksfpr rRijA |  |
| (b) | Reasonable prompt. |
| ¼x½ | eUn] foyEc djus dh izo`frA |  |
| (c) | Slow and tends to delay. |
| (v) | igyo`fÙk vkSj ekSfydrkA |
| Initiative and originality. |
| ¼d½ | vR;f/kd vPNh vkSj O;ogkfjdA |  |
| (a) | Exceptionally good and practical. |
| ¼[k½ | cgqr vPNkA |  |
| (b) | Very good. |
| ¼x½ | cl Bhd gh gSA |  |
| (c) | Just good enough. |
| ¼?k½ | vkSlr ls deA |  |
| (d) | Below average. |
|  |  |  |
| 15 | vf/kd vkSj mPprj nkf;Ro xzg.k djus dh rRijrk |  |
| Willingness to undertake more and greater responsibility. |
|  |  |  |
| 16 | vU; O;fDr;ksa ls O;ogkjA |  |
| Relations with: |
| ¼d½ | xzkgdksa ls ¼;g ogha ykxw gksxk tgk¡ vf/kdkjh dh turk ds lkFk lEidZ djuk gksrk gks½A |  |
| (a) | Clients (this will apply only where the officer has to deal with the members of the public. |
| ¼[k½ | lgdfeZ;ksa lsaA |  |
| (b) | Fellow employees. |
|  |  |  |
| 17 | vuq'kklufiz;rkA |  |
| Amenability to discipline. |
| 18 | mifLFkfr es le; dh ikcanh |  |
| Punctuality in attendance. |
|  |  |  |
| 19 | **\*** ,dfu"Bk ¼;g LrEHk x`g ea=ky; ds dk0Kk0l0 51@4@64&,LVs&, fnuk¡d 21-06-1965 esa fn;s x;s vuqns'kksa ds vuqlkj Hkjk tk,½A |  |
| **\***Integrity (This column should be filled as per instructions issued under M.H.A.O.M. No. 51/4/64-Ests.-Date 21.06.1965 |

|  |  |  |
| --- | --- | --- |
| 20 | D;k bl vof/k es vf/kdkjh dks dk;Z ds izfr mnklhurk ;k fdlh vU; dkj.k ls MkaVk QVdkjk x;k gS\ ;fn gk¡] rks la{ksi es fooj.k nsaA |  |
| Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars. |
| 21 | D;k vf/kdkjh us dksbZ iz'kaluh; vlk/kkj.k ;k mYys[kuh; dk;Z fd;k gS\ la{ksi esa mYys[k djsaA |  |
| Has the office done any outstanding or notable work meriting commendation? Briefly mention them. |

 fjiksVZdrkZ vf/kdkjh ds gLrk{kj

Signature of the Reporting Officer

 Ukke ¼lkQ v{kjksa esa½ %

 Name in Block Letters:………………………………

Iknuke%

Designation:…………………………………………..

fnuk¡d%

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

**Hkkx&4 fjiksVZdrkZ vf/kdkjh }kjk ewY;kaduA**

Part 4—Assessment by the Reporting Officer.

|  |  |  |
| --- | --- | --- |
| 22 | iqujh{k.k vf/kdkjh ds v/khu lsok dh vof/kA |  |
| Length of service under Reviewing Officer. |
| 23 | D;k vki Åij Hkkx 3 esa nh xbZ fjiksVZÙkkZ vf/kdkjh dh fVIi.kh ls lger gS\ ;fn ugh rks viuh vlgefr dh lhek crk,aA ;fn vki fjiksVZdÙkkZ vf/kdkjh }kjk deZpkjh ds dk;Z vkSj vkpj.k ds lEcU/k esa nh xbZ fVIi.kh esa dksbZ vkS fo'ks"k ckr tksM+uk pkgrs gksa] rksa mldk mYys[k djsaA vki viuh lgefr Hkh lkj #i esa ;gk¡ ns ldrs gSA |  |
| Do you agree with remarks of the Reporting Officer in Part III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here. |
| 24 | D;k bl vf/kdkjh esa dksbZ fo'ks"k y{k.k vkSj@;k dksbZ vlk/kkj.k xq.k ;k ;ksX;rk gS ftlds dkj.k mls vkxs c<+kus vkSj fcuk ikjh mPpin ij fu;qfDr ds fy, fo'ks"k pquko djus dk vkSfpR; gksA ;fn gk¡] rks bu y{k.kksa dks la{ksi esa crk,a vkSj fy[ksa fd vki bUgsa fcuk ikjh inksUufr ds fy, fdl dkj.k ;ksX; le>rs gSA |  |
| Has the office any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If s, mention these characteristics briefly and indicate why you consider him fit out of turn promotion. |

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

Signature of the Reviewing Officer

 Ukke ¼lkQ v{kjksa esa½ %

 Name in Block Letters:………………………………

 Iknuke%

Designation:…………………………………………..

fnuk¡d%

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

**Hkkx&5 vxys mPp vf/kdkjh es izfrgLrk{kj vkSj fVIi.kh ¼;fn dksbZ gks½A**

Part 5—Countersigned by the next higher authority (with remarks, if any).

 izfrgLrk{kjdÙkkZ vf/kdkjh ds gLrk{kj

Signature of the Countersigned Officer

Ukke ¼lkQ v{kjksa esa½ %

 Name in Block Letters:………………………………

Iknuke%

Designation:…………………………………………..

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.  |