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**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF FORESTS**

**ARANYA BHAWAN, BLOCK LA-10A, SECTOR-III, SALT LAKE CITY, KOLKATA – 700 098.**

**No. 1569-For/FR/O/G/Con-1/14**

**Dated, Kolkata the 21<sup>st</sup> July, 2014.**

**MEMORANDUM**

The undersigned is directed to introduce a new Performance Appraisal Report (henceforth called PAR) format in lieu of existing ACR format for writing annual performance report of West Bengal Forest Service (WBFS) Officers.

The entries, other features and writing methodology for this new format will be same as those for PAR format for West Bengal Civil Service (Executive) Officers.

This order will take immediate effect from the date of issue of the same & will be in force until further orders. No retrospective effect is allowed in this regard.

Sd/-

Principal Secretary to the Govt. of West Bengal.

**No.1569/1(5)-For**

**Dated, Kolkata the 21<sup>st</sup> July, 2014**

Copy forwarded for information & taking necessary action to :-

- 1) The Principal Chief Conservator of Forests & HoFF, West Bengal with reference to his office letter No.827/PMC/2E-612/2001 dt.30.04.14.
- 2) The Principal Chief Conservator of Forests, General, West Bengal.
- 3) The Principal Chief Conservator of Forests, Wildlife, West Bengal.
- 4) The Additional Principal Chief Conservator of Forests, Human Resource Development.
- 5) The Secretary, Union Public Service Commission, New Delhi.

Additional Secretary to the Govt. of West Bengal.

*Forwarded to All the WBFS officers of West Bengal*  
*2) All concerned offices.*  
*Sd/-*  
*22/7/14*  
*Chief Conservator of Forests*  
*Gazetted Cell*  
*Directorate of Forests*  
*Govt. of West Bengal*

*Forwarded to*  
*Sd/- Jayanta Das*  
*ADFO/Personnel*

**CONFIDENTIAL REPORT**  
**FOR**  
**WEST BENGAL FOREST SERVICE**  
**OFFICERS**

Name of Officer:-----

Report for the year / period ending: From ----- to -----

**PART-A**  
**PERFORMANCE APPRAISAL REPORT FOR THE YEAR / PERIOD**

**GENERAL INFORMATION**

(To be filled by Administrative Section of the Forest Unit)

1.	Name	
2.	Rank	
3.	Date of Birth	
4.	Date of Entry into the Service	
5.	Date of Entry into the Present Post / Grade	
6.	Present Grade	

		Period	
		From	To
Name of Reporting Officer			
Name of Reviewing Officer			
Name of Accepting Officer			

**PART - B**  
**APPRAISAL OF ATTENDANCE**

(To be filled by Administrative Section of the Forest Unit)

1.	Total number of working days during the period under review	
2.	Number of days the incumbent was on leave	
3.	Number of days of late attendance and early departure during the period under review	
4.	Number of days of unauthorized absence without leave	
5.	Number of days deducted as leave due to late attendance / early departure	
6.	Number of days of effective attendance of the incumbents during the period under review (item 1 minus item 4 & 5)	
7.	Percentage of late attendance or early departure as against the total number of working days during the period under review (item 3/ item 1 x 100)	
8.	Percentage of effective attendance as against the total number of working days during the period under review (item 6 / item 1 x 100)	

**Signature and seal of Administrative Unit**

**PART-II**

**(To be filled in by the Officer Reported upon)**

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

**1. Brief Description of duties.**

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**2. Please specify your achievements as per your perception :**

Serial No.	
01.	
02.	
03.	
04.	
05.	
06.	
07.	
08.	
09.	
10.	
11.	

3. Please state briefly the shortfalls in respect of your achievements. Please specify constraints or handicaps that you faced.

4. Details of the training programme(s) if any, attended during the year under review.

Place :

Date :

Signature of the Officer Reported Upon

NAME IN BLOCK LETTERS

Designation

(During the period of Report)

**PART-III**

**Annexure-I**

**To be filled in by the Reporting Officer**

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

**A) NATURE AND QUALITY OF WORK**

1. Please state whether you agree with the answers relating to achievement and shortfalls. If not, state the reasons.

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**B) ATTRIBUTES.**

Please record assessment with one of the following words : Outstanding / Very good / Good / Average / Below average.

Serial No.	Item	Assessment
01.	Personality	
02.	Capacity for sustained work	
03.	Tact and ability to work with others	
04.	Ability to control subordinates	
05.	Reliability in carrying out instructions	
06.	Ability to state a case	
07.	Initiative	
08.	Power of taking responsibility	
09.	Power to inspire confidence in general public	
10.	Devotion to duty	
11.	Knowledge of his work	

C) **GENERAL :**

1. State of health

2. **Integrity :**

(Please see Note below the instruction)

3. **General Assessment :**

(Statement of the Reporting Officer)

**Overall Grading : [Outstanding / Very Good / Good / Average / Below Average]**

Place :

Date :

Signature of the Reporting Officer

NAME IN BLOCK LETTERS

Designation

(During the period of Report)

**PART-IV**

**Annexure-II**

**REMARKS OF THE REVIEWING OFFICER**

Do you agree with the assessment of the officer given by the reporting authority? (In case of disagreement, please specify the reasons ; Is there anything you wish to modify or add in respect of item B of Part-III ?)

Place :

Date :

Signature of the Reviewing Officer

**NAME IN BLOCK LETTERS**

Designation  
(During the period of Report)



**PART-V**

**REMARKS OF THE ACCEPTING OFFICER**

Place :

Date :

Signature of the Accepting Officer

**NAME IN BLOCK LETTERS**

Add. Attendance Report of the officer  
as per F. D.'s order

Designation  
(During the period of Report)

## INSTRUCTIONS

1. The Officers reported upon and the Reporting Officer shall take special care to submit their respective reports within one month of the completion of the reporting period.
2. The confidential 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, the Reviewing Authority and the accepting Authority should, therefore, undertake the duty of filling out the form **with a high sense of responsibility**.
3. Performance appraisal through Confidential Report should be used as a tool for **human resource development**, Reporting Officers should realize that the objective is to **develop an officer** so that he/she realizes his/her true potential. It is not meant of be a **fault-finding 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.
4. The columns should be filled with due care and attention and after devoting **adequate time**. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
5. If the Reviewing Authority is satisfied that the Reporting Authority had made the **report without due care and attention** he shall record a remark to that effect in Part IV. The Government shall **enter the remarks in the Confidential Roll of the Reporting Authority**.
6. Every answer shall be given in a specific manner in the space provided for the purpose.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resources 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 to take necessary corrective steps.
8. It should be the endeavour of each appraiser to present the **truest possible picture** of the appraisee in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance **during the period of report only**.
10. 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 should be borne in mind during appraisal and should be commented upon appropriately.
11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to be attributes.

**NOTE :**

The following procedure 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 judgment 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 or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
  - (c) If the doubts suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
  - (d) If as a 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 taken as indicated at (b) and (c) above.