

**Form II**  
**(See rule 4)**

# **PERFORMANCE APPRAISAL REPORT**

**FOR**

## **INDIAN FOREST SERVICE OFFICERS**

*(Applicable for All IFS Officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests)*

**Name of the Officer:**

**Performance Appraisal Report for the period from**

**FORM II**

(See rule 4)

**THE ALL INDIA SERVICES (PERFORMANCE APPRAISAL REPORT) RULES, 2007**

*[Applicable for Indian Forest Service Officers of the level of Principal Chief Conservator of Forests or Additional Principal Chief Conservator of Forests]*

Performance Appraisal Report for the period from

**Section I – Basic Information**

(To be filled in by the Administration Division/ Environment and Forest Department)

1. Name of the officer reported upon:
2. Service  3. Cadre  4. Year of Allotment:
5. Date of Birth:
6. Present Grade:
7. Present Post:
8. Date of appointment to present post

9. Reporting, Reviewing and Accepting Authorities

	<b>Name &amp; Designation</b>	<b>Period worked</b>
Reporting Authority		
Reviewing Authority		
Accepting Authority		

10. Period of absence on leave, etc.

	<b>Period</b>	<b>Type</b>	<b>Remarks</b>
On Leave (specify type)			
Others (Specify)			

11. Training Programs attended

<b>Date from</b>	<b>Date to</b>	<b>Institute</b>	<b>Subject</b>

12. Awards / Honours

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13. Details of PARs of officers not written by the officer as reporting/reviewing authority for the previous year

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14. Date of filing the property return for the year ending December

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15. Date of last prescribed medical examination  
(Mandatory for all Indian Forest Service Officers)  
Attach summary of the medical report.

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Signature on behalf of .....

Date: March 29, 2012

Admn. /Environment & Forest Department

## Section II

### 1. Declaration

Have you filed your immovable property return, as due? If yes, please mention date		
Have you undergone the prescribed medical checkup?		
Have you set the annual work plan for all officers for the current year in respect of whom you are the reporting authority?		
Have you prepared the work plan for yourself?		
Have you enclosed a note on important achievements during the period?		

Date:

Signature of Officer reported upon .....

### Section III – Appraisal

1. Assessment of Attributes (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 70% weightage will be assigned to this item).

	Reporting Officer	Reviewing Officer	Initial of Reviewing Officer
(i) Attitude to work			
(ii) Decision making ability			
(iii) Initiative			
(iv) Ability to inspire and motivate			
(v) Strategic Planning ability / innovativeness			
<b>Overall grading on attributes</b>			

2. *Assessment of work output.* - (This assessment should rate the officer vis-a-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. 30% weightage will be assigned to this item).

	Reporting officer	Reviewing Officer	Initial of Reviewing Officer
(i) Accomplishment of planned work including training courses for various ranks			
(ii) Quality of output and effectiveness in areas like forest and wildlife conservation, supervision and investigation in forest offences.			
(iii) Accomplishment of exceptional work / unforeseen tasks performed			
<b>Overall grading on 'Work Output'</b>			

3. *Integrity.* - Please comment on the integrity of the officer, keeping in mind both his financial integrity and his moral integrity.

4. *Pen Picture by the Reporting Authority.*- Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

5. *Recommendation relating to domain assignment (Please tick marks any four).*

	<i>Afforestation/ agro-forestry</i> and tribal/hill areas development	Bio-diversity and wildlife management
	Social Welfare of Dwellers in forest and tribal areas	Training
	Forest and wildlife related crimes	Research and Development
	Natural Resource Management (i) General forestry (ii) Minor Forest Produce	Bio-technology
	Environmental issues including climate change	Forest Personnel Administration
	Forest conservation and development	Others

6. Overall Grade on a scale of 1-10

Date:

*Signature of Reporting Authority*

## Section IV – Review

1. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Section III? Do you agree with the assessment of the reporting officer in respect of extra ordinary achievements and/or significant failures of the moS/officer reported upon?

*(In case you do not agree with the any of the numerical assessment of attributes please record your assessment in the column provided for you in that section and initial your entries)*

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

3. Comments, if any, on the pen picture written by the Reporting Authority

4. Recommendations relating to domain assessment (*(Please tick marks any four)*).

	Afforestation/ agro-forestry and tribal/hill areas development	Bio-diversity and wildlife management
	Social Welfare of Dwellers in forest and tribal areas	Training
	Forest and wildlife related crimes	Research and Development
	Natural Resource Management (i) General forestry (ii) Minor Forest Produce	Bio-technology
	Environmental issues including climate	Forest Personnel Administration
	Forest conservation and development	Others

5. Overall Grade on a scale of 1-10

Date:

*Signature of Reviewing Authority*

## Section V – Acceptance

1. Do you agree with the remarks of the reporting /reviewing authorities?

Yes	No
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2. In case of difference of opinion details and reasons for the same may be given.

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3. Overall Grade on a scale of 1-10

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Date:

*Signature of Accepting Authority*