**vuqcU/k& II**

 **Annexure - II**

**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**

**voj@mPp Js.kh fyfidksa dh xksiuh; fjiksVZ dk izi=**

**Form of confidential Report of Lower/Upper Division Clerks**

**--------------------------------------------------------------------- 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- | 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 vkRe ewY;kadu**

Part 2—Self Appraisal.

|  |  |  |
| --- | --- | --- |
| 1- | dk;Z dk laf{kIr fooj.kA |  |
| Brief description of duties. |
| 2- | ---------------------------------- ls ------------------------------- rd ds o"kZ@dh vof/k esa vf/kdkjh }kjk fd;s x, dk;Z dk laf{kIr lkjA bles mDr o’kZ@vof/k dh viuh fo'ks’k miyfC/k Hkh fy[kh tk,A ;fn miyfC/k gks ldh gks rks dkj.k fy[ksaA ¼laf{kIr lkj 100 'kCnksa ls vf/kd u gks rFkk miyC/k djk, x, LFkku rd lhfer vkSj gLrk{kfjr gksuk pkg,½ |  |
| Brief resume of the work done by you during the year/period from …………….…… to ……………….. bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed. |

**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.)

|  |  |  |
| --- | --- | --- |
| 1 | Hkkx&2 ds vUrxZr tks dqN fy[kk x;k gS D;k mlls fjiksVZdrkZ vf/kdkjh lger gS\ ;fn ugh rks fy[ks fdl&fdl ckr ls vkSj fdruk vlger gS vkSj lkFk gh vlgefr ds dkj.k fy[ksaA |  |
| Does the Reporting Officer agree with the statement made in Part-II? If not, the extent of disagreement and reasons therefore. |
| 2 | LokLF; n'kkA |  |
| State of health. |
| 3 | lkekU; cqf) vkSj lh[kus ds fy, mRlqdrkA |  |
| General intelligence and keener to learn  |
| 4 | Vad.k es n{krk ¼xfr vkSj 'kq)rkk nksuksa esa½ |  |
| Proficiency in typing (in both Speed and Accuracy). |
| 5 | vius dk;Z vFkkZr fofgr jftLVjksa] pkVksZa vkfn ds j[j[kko esa n{krkA |  |
| Proficiency in his work, viz., maintenance of prescribed registers and charts etc.  |
| 6 | cqf) mRlqdrk vkSj ifjJe'khyrk A |  |
| Intelligence, keenness to industry.  |
| 7 | D;k bUgsa dHkh useh dk;Z dks NksM+ nwljk dk;Z lkSaik x;k gSA ;fn gk¡ rks fVIif.k;ksa vkSj izk#iksa esa vius dks Li"Vr;k vkSj iw.kZr;k vfHko;Dr djus dh bUdh {kerk dk myys[k djsaA |  |
| Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity ad comprehension, in his notes and drafts. |
| 8 | vuq'kkludkfjrk |  |
| Amenability to discipline |
| 9 | mifLFkfr esa le; dh ikcUnh |  |
| Punctuality in attendance |
| 10 | lgdfeZ;ksa ls lEcU/k@tulEidZ ¼tgk¡ Hkh ykxw gks½ |  |
| Relations with fellow employees/Public Relations (wherever applicable) |
| 11 | D;k fjiksVZ vof/k esa vf/kdkjh dks dk;Z ds izfr mnklhurk ;k fdlh vU; dkj.k ls Mk¡Vk&QVdkjk x;k gSA ;fn gk¡] rks la{ksi es fooj.k nsaA |  |
| Has the office been reprimanded for indifferent work or for other causes during the period under report? If so, Please give brief particulars. |
| 12 | D;k vf/kdkjh us dksbZ vlk/kkj.k ;k mYys[kuh; dk;Z fd;k gS] ftldh iz'kalk dh tikuh pkfg,\ la{ksi esa mYys[k djsaA |  |
| Has the office done any outstanding or notable work meriting commendation? Briefly mention them. |
|  | ,dfu"Bk ¼d`i;k vkxs fn;s x;s funsZ'kksa dks ns[ksa½ |
| Integrity (Please see instructions) |  |
| 13 | Js.khdj.k ¼vlk/kkj.k@cgqr vPNk@vPNk@ vkSlr@vkSlr ls de½¼,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)  |
| 14 | vuqlwfpr tkfr;ksa vkSj @;k vuqlwfpr tutkfr;ksa ds fodkl vkSj lqj{kk esa izHkko'kkfyrkA |  |
| Effectiveness in the development and protecton of Schedule Castes and/or Scheduled Tribe. |
| ¼d½ | vuqlwfpr tkfr;ksa vkSj@;k vuqlwfpr tutkfr;ksa ds izfr n`f"Vdks.k |  |
| (a) | Attitude towards SCs. and/or STs |
| ¼[k½ | lkekftd U;k; ds izfr laosnu'khyrk |  |
| (b) | Sensitivity to social justice |
| ¼x½ | vuqlwfpr tkfr;ksa vkSj @;k vuqlwfpr tutkfr;ksa ds izfr vR;kpkj dks jksdus vkSj nckus rFkk U;k; lqfuf'pr djus esa Rofjr ,oa izHkkoh dkjZokbZ djus dh ;ksX;rkA |  |
| (c) | Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs and/or STs. |
| ¼?k½ | vuqlwfpr tkfr;ksa vkSj @;k vuqlwfpr tutkfr;ksa ds fodkl djus esa izHkko'kkfyrkA |  |
| (d) | Effectiveness in bringing about the development of SCs and /or STs. |
|  |  |  |

 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&4 iqujh{k.k vf/kdkjh dh fVIi.kh**

Part 4—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? |
| 4 | ;fn mi;qZDr vf/kdkjh vuqlwfpr tkfr@tutkfr dk lnL; gS] rks d`i;k Li"V #i ls crk;sa fd fjiksVZdÙkkZ vf/kdkjh }kjk muds fo"k; esa fn;k x;k fo'ys"k.k lgh vkSj U;k;ksfpr gSA |  |
| If the Officer reported upon is a member of a Scheduled Caste/Tribe, Please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officers has been fair and just. |
| 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 |  |
| Has the Officer any special characteristics and/or any abilities which would justify his/her selection for special assignment or out of turn promotion? |

 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.  |