



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय भारत सरकार की एक स्वायत्त संस्था)  
पो० ऑ० - न्यू फॉरेस्ट, देहरादून - 248 006 (उत्तराखण्ड)

**Indian Council of Forestry Research and Education**  
(An autonomous Body of Ministry of Environment Forests & Climate Change, Govt. of India)

P.O. New Forest, Dehra Dun - 248006



No. 23-23/2017-2018/ICFRE (RB) / 30

Dated the 22<sup>nd</sup> February, 2018

To

All Dy. Director General/Director (IC)  
All Directors of Institute/Centre under ICFRE

**Sub: Completion of Annual Performance Appraisal Reports/Annual Work Report (APAR/AWR) in respect of Scientists for the period 2017-2018-regarding**

Madam/Sir,

It is to inform that the Annual Performance Appraisal Report/Annual Work Report (APAR/AWR) in respect of Scientists shall become due with the closing of financial year 2017-2018. The APARs in respect of Scientists should be completed in the Format, circulated vide this office letter No. 23-24/2014-ICFRE (RB) dated 13th November, 2014 in all respect within prescribed time limit.

It is further to inform that only single copy of the APAR in respect of Scientists may be sent to this office as on completion of the APAR/AWR, the same shall be placed in ICFRE portal for perusal of the concerned scientist and making a representation against the remarks make in the APARs, if he so desires.

It may please be noted that non-observance of the time schedule prescribe for reporting/reviewing the APARs is to be viewed seriously. *In case of failure on the part of the officer to be reported upon in timely submission of self appraisal in the APAR form, the concerned reporting officer shall initiate the APAR suo motu and submit the same as per the time schedule to the reviewing officer.*

On expiry of time schedule for completion of the APARs, immediately a Certificate to the effect that "the APARs/AWRs of all the Scientists have been written and none has been left out" may also be sent to this office.

It may be appreciated that the preparation of APAR/AWR is an important exercise for the personnel management and has to be completed expeditiously. It is hoped that all concerned will appreciate their responsibilities in this important exercise and discharge their respective duties in timely manner.

Yours faithfully,

(N.C. Saravanan)

Asstt. Director General,  
Education and Recruitment Board  
Indian Council of Forestry Research and Education