

**Annual Performance Appraisal Report
for
Scientist of IIRTI
(an autonomous organization of Ministry of
Environment, Forests & Climate Change)**

(Scientist B to Scientist G)

Name of
Scientist.....

Report for the year/period ending.....

INDIAN PLYWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE (IPIRTI)

Form

Annual Performance Appraisal Report of Scientists of the Indian Plywood Industries Research & Training Institute

Report for the year/period ending.....

PERSONAL DATA

PART-1

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of Scientist
.....

2. Date of Birth (DD/MM/YYYY) (In words).....

3. Date of continuous appointment
in the present grade Date Grade

4. Present post and date of appointment
thereto Post Date

5. Period of absence from duty (on training
leave etc.) during the year. If he has under
gone training, specify

PART-2

To be filled in by the Scientist reported upon

(Please read carefully the instructions before filling the entries)

1) Brief description of duties

--

- 2) Please specify targets/objectives/goals(in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example;-
Annual Action for your Division)

Targets/Objectives/Goals	Achievements

- 3) State Scientist and Technical Achievements during the year
- (a) General
 - (b) Technical/Scientific papers published
 - (c) Additional qualification acquired, Schintific/Technical/Management training program attended and papers presented
- 4) (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item2. Please specify constraints, if any, in achieving the targets

(B)Please also indicate items in which there have been significantly higher achievements and your contribution, thereto.

5) Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e.31st January of the year following the calendar year. If not, the date of filling the return should be given.

Date.....

Signature of Scientist reported upon

PART-3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where-1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

A. Assessment of work output (weightage to this Section Would be 40%)

	Reporting Authority	Reviewing Authority refer Para 2 of part-5	Initial of Reviewing Authority
i. Accomplishment of planned work/work allotted as per subject allotted			
ii. Scientific & Technical achievements			
iii. Quality of output			
iv. Analytical ability			
v. Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading on 'Work Output'			

B. Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority refer para 2 of part-5	Initial of Reviewing Authority
i. Attitude to work			
ii. Sense of responsibility			
iii. Maintenance of Discipline			
iv. Communication skills			
v. Leadership qualities			
vi. Capacity to work in team spirit			
vii. Capacity to adhere to time-schedule			
viii. Inter-personal relations			
ix. Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

C. Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority refer para 2 of part-5	Initial of Reviewing Authority
i. Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
ii. Strategic planning ability			
iii. Decision making ability			
iv. Coordination ability			
v. Ability to motivate and develop subordinates			
vi. Initiative			
Overall Grading on 'Functional Competency'			

PART-4

GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Scientist's accessibility of the public and responsiveness to their needs.)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Scientist.)

3. State of health

4. Integrity
(Please comment on the integrity of the Scientist)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength, extraordinary achievements, Scientific & technical achievements (refer 3 of Part2) significant failures (ref:4(A) & 4 (B) of Part-2) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report

Signature of the Reporting Officer

Place.....

Name in Block Letters.....

Designation.....

Date.....

During the period of Report.....

PART-5

1. Remarks of the Reviewing Officer

Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements /significant failures of the Scientist reported upon? (Ref: Part-3(A) (V) and Part-4(5))

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

Yes	No
-----	----

3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

--

4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the scientist including area of strength and lesser strength, scientific and technical achievements and his attitude towards weaker sections.

--

5. Overall numerical grading on the basis of weightage given in Section-A ,Section-B and Section-C in Part-3 of the Report.

Signature of the Reviewing Officer

Place.....

Name in Block Letters.....

Designation.....

Date.....

During the period of Report.....

Guidelines regarding filling up of APAR with numerical grading

- i. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- ii. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a large population of his/her peers that may be currently working under them.
- iii. APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion/FCS.
- iv. APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- v. APARs graded between 4 and short 6 will be rated as "Good" and will be given a score of 5.
- vi. APARs graded below 4 will be given a score of "Zero".

Annexure-II

Time schedule for preparation/completion of APAR
(Reporting year-Financial Year)

Sl. No.	Activity	Date by which to completed
1.	Distribution of blank APAR forms to all concerned (i.e.to Officer to be reported upon where self-appraisal has to be given-and to Reporting Officers where self-appraisal is not to be given)	31 st March (This may be completed even a week earlier)
2.	Submission of self-appraisal to Reporting Officer by Officer to be reported upon(where applicable)	30 th April
3.	Submission of report by Reporting Officer to Reviewing Officer	31 st May
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever Provided.	30 th June
5.	Appraisal by accepting authority, wherever provided	31 st July
6.	(a) Disclosure to the officer reported upon where there is no accepting authority. (b) Disclosure to the Officer reported upon where there is accepting authority	15 th July 15 th August
7.	Receipt of representation, if any, on APAR	15days from the date of receipt of communication
8.	Forwarding of representation to the competent authority (a)where there is no accepting authority for APAR (b)where there is accepting authority for APAR	15 th August 15 th September
9.	Disposal of representation by the Competent authority	Within one month from the date of Receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR cell	15 th October
11.	End of entire APAR process, after which the APAR will be finally taken on record	31 st October

Annexure -III

Annual Work Report
for
Scientists of the Indian Plywood Industries Research &
Training Institute

(For FCS Promotions)

(Scientist 'B' to Scientist 'F')

1. Name of
Scientist.....
.....
2. Report for the year /period ending.....

Indian Plywood Industries Research & Training Institute

Form

Annual work Report of Scientist of the Indian Plywood Industries Research & Training Institute

Report for the year/ period ending.....

PERSONAL DATA

PART-1

(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of Scientist
.....
2. Date of Birth (DD/MM/YYYY) (In words)...../...../.....
3. Date of continuous appointment to the present grade
Grade..... Date.....
4. Present post and date of appointment
Date..... Post.....
5. Period of absence from duty (on training leave etc.) during the year. If he has undergone training, specify

Annual Work Report

Part A

SELF ASSESSMENT BY THE OFFICER REPORTED UPON

1. Name :
2. Designation :
3. Area of S&T Function :
4. Brief Description of S&T work function :
5. S&T output indicators for assessment and measurement of work function(an appropriate to the officer)
6. Enumeration of major outputs from S&T Function
7. Innovation content of work done (about 100 words)

- 18
8. Major impact reported during the financial year (if any) for work done during previous three years.

 9. Scientific and technological methodologies used in the work function

 10. Suggestions (if any) for work functions based on new or emerging scientific principles

 11. New technologies if any introduced by the officer in work plan/functions

 12. Any other highlight of special S&T content in the work.

 13. One page summary of the scientific and technical elements in the work done during the financial year.

14. Quantified S&T outputs as per the selected indicators(as annexed)

Signature of the officer reported upon

Part B
ASSESSMENT BY THE REPORTING AUTHORITY

1. Accuracy of the S&T work report
 - a. Generally accurate
 - b. Modifications needed (please specify)

2. Scientific merit of the work done

(1-10%) (10-33%) (33-50%) (50-75%) (Bottom 25%)

3. Short summary of the innovative content of the work done.

4. General assessment of the scientific work report (in brief)

5. Final grading-

(1-10%) (10-33%) (33-50%) (50-75%) (Bottom 25%)

Signature of the Reporting Officer

Part-C
INTERNAL PEER GROUP REVIEW REPORT

1. Grading of the S&T content of work reported

2. Specific innovation elements recognized

a.

b.

c.

3. Relative assessment of the work reported vis-vis peers in the area

(Top 10%) (10-33%) (33-50%) (50-75%) (Bottom 25%)

4. Assessment of the work done during the residency period

5. Specific highlights of the S&T content of the work done

6. Overall grading of the S&T work report of the residency period

(Top 10%) (10-33%) (33-50%) (50-75%) (Bottom 25%)

Signature of the Members of the Peer Group:

Annexure
(to annual Work Report)

1. Lectures delivered in universities/seminars/industry/meets
 - a. Enrolled
 - b. Invited

2. Books edited or written

3. Research publications

4. State –of-the Art Reports prepared on the subject handled or otherwise

5. Annual reports prepared

6. Internal reports generated

7. New S&T areas/gaps indentified for enlarging the scope of the existing schemes

8. New S&T indentified and nurtured and S&T inputs added to ongoing schemes

9. Data bases prepared for scientific handling of the projects.

10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of research development across the country.

11. Identification of New Areas for demonstration of technologies and follows-up

12. Project Monitoring Parameters-evolved and deployed

13. Technology intelligence/assessment report prepared for S&T

14. S&T inputs provided to-inter-Ministerial discussions in various committees

15. Number of projects scientifically evaluated for closure during the year

16. Networked Programmes initiated (please give numbers and salient features of your contribution)
 - a. Between lab to lab
 - b. Lab and industry
 - c. Bilateral
 - d. Multilateral

17. Policies/Bills prepared during the year

18. A wards/Membership of Institutions/Academies

19. Others(please specify)

Time schedule for preparation/completion of AWRs
(Reporting year-Financial Year)

S. No.	Activity	Date by which to completed
1.	Distribution of blank AWR forms to all concerned	31 st March (This may be completed even a week earlier)
2.	Completion of Part A by the scientist Concerned and submission to Reporting Officer	30 th April
3.	Completion of Part B by the Reporting Officer and submission to Recruitment Section/Administration	31 st May
4.	Completion of Part C of Level I Screening Committee	At the time of consideration for FCS promotions