**vuqcU/k& I**

 **Annexure - I**

**Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky;**

**okf"kZd dk;Zfu’iknu ewY;kadu izfrosnu**

**Annual Performance Appraisal Report**

**For**

**Scientist of the Ministry of Environment, Forest and Climate Change**

**¼oSKkfud ch ls oSKkfud th rd½**

**(Scientist B to Scientist G)**

oSKkfud dk uke

Name of Scientist: ………………………………………………………………………………….

lekfIr o’kZ@vof/k dk izfrosnu

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

**Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky;**

**Ministry of Environment, Forest and Climate Change**

**izi=**

**Form**

**Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky; ds oSKkfudksa ds fy, okf’kZd dk;Zfu’iknu ewY;akdu izfrosnuA**

Annual Performance Appraisal Report of Scientists of the Ministry of Environment, Forest and Climate Change.

lekfIr o’kZ@vof/k dk izfrosnu

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

**oS;fDrd C;kSjs**

**PERSONAL DATA**

**HkkXk&1**

**PART-1**

**¼Eka=ky;@foHkkx@dk;kZy; ds lacaf/kr iz’kklfud vuqHkkx }kjk Hkjs tkus ds fy, ½**

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

1. oSKkfud dk uke

Name of Scientist …………………………………………………………………………………………………

1. tUe dh rkjh[k ¼fnu@ekg@o’kZ½ ¼”kCnksa esa½

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

1. orZeku Js.kh esa yxkrkj fu;qfDr dh rkjh[k fnukad Js.kh

 Date of continuous appointment in Date……………. Grade….……….

 the present grade

1. orZeku in rFkk ml ij fu;qfDr dh rkjh[k in fnukad

Present post and date of appointment thereto Post:…………… Date: ….………….

1. o’kZ esa dk;Z ls vuqifLFkfr dh vof/k ¼NqV~Vh

if”k{k.k vkfn ij½ ;fn mDr vf/kdkjh us izf”k{k.k

fy;k gS rks mldk fooj.k nsaA

 Period of absence from duty (on training leave etc.)

 during the year, If he has under gone training, specify.

**HkkXk&2**

**PART-1**

ftl oSKkfud dk izfrosnu fy[kk tkuk gS mlds }kjk Hkjs tkus ds fy,

To be filled in by the Scientist reported upon

¼d`Ik;k izfof"V;ksa dks Hkjus ls igys vuqns”kksa dks /;ku ls i<+ ysa½

(Please read carefully the instructions before filling the entries)

1. fd;s x;s dk;ksaZ dk laf{kIr fooj.k

Brief description of duties

|  |
| --- |
|   |

2- dk;Z ds tks y{;@mn~ns”;@/;s; vkius Lo;a vius fy, fu/kZkfjr fd;s gksa] ;k vkids fy, fu/kkZfjr fd;s x;s gksa mu ¼ifj.kke@ek=k ;k vU; :Ik esa½ dk;ksZa dh vkB&nl ensa izkFkfedrk ds vk/kkj ij cuk,a vkSj gjsd y{; dh n`f’V ls viuh miyfC/k crk,a ¼mnkgj.k ds fy, vkids izHkkx ds fy, okf’kZd dk;Z ;kstuk½

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 Plan for your Division)

|  |  |
| --- | --- |
| Yk{;@mn~ns”;@/;s;Targets/Objectives/Goals | miyfC/k;kaAchievements |
|   |   |

1. o"kZ ds nkSjku oSKkfud vkSj rduhdh miyfC/k;ksa dk C;ksjk nsa

Scientific and Technical Achievements during the year

(d) lkekU;

(a) General

([k) izdkf”kr rduhdh@oSKkfud “kks/k i=

(b) Technical/Scientific papers published

(xa) miftZr vfrfjDr vgZrk,a

 (oSKkfud@rduhdh@izca/ku izf”k{k.k dk;Zdze esa mifLFkr vkSj izLrqr “kks/k i=)

(C)Additional qualification acquired, Scientific/Technical/Management training program attended and papers presented

1. (v½ d`Ik;k en~ 2 esaa crk, x, y{;ksa@mn~ns';ksa@/;;ksa dh izkfIr esa jgh dfe;ksa dk la{ksi esa mYys[k djsaA ;fn y{;ksa dh izkfIr esa dksbZ ck/kk,a jgh gksa rks os crk,aA

(A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

|  |
| --- |
|  |

(c½ d`Ik;k mu enksa dk Hkh mYYsk[k djsa ftuesa dkWQh vf/kd miyfC/k;ka jgh gSa vkSj muesa vius ;ksxnku dk Hkh mYys[k djsaA

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

|  |
| --- |
|  |

5. d`Ik;k mYYsk[k djsa fd D;k iwoZorhZ dysaMj o’kZ dh vpy laifRr okf’kZd fooj.kh fu/kkZfjr rkjh[k vFkkZr dysaMj o’kZ ls mRrjorhZ o’kZ dks 31 tuojh rd ntZ djk nh xbZ FkhA ;fn ugh arks fooj.k ntZ djkus dh rkjh[k nh tk,A

Please state whether the annual return on immovable property for the preceding calendar year was filled 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.

|  |
| --- |
|  |

fnukad % lwpuk nsus okys oSKkfud ds gLrk{kj

Date:----------------- Signature of Scientist reported upon

**Hkkx&3**

**PART–3**

Lak[;kRed oxhZdj.k dk fu/kkZj.k izfrosnu rFkk iqufuZjh{k.k izkf/kdkjh }kjk fd;k tkuk gS tks 1&10 ds iSekus ij gksuk pkfg,] tgka 1 lcls de Js.kh dk rFkk 10 mPpre Js.kh dk mYys[k djrk gSA

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.

¼d`Ik;k izfof’V;ksa dks Hkjus ls igys fn”kk funsZ”kksa dks /;ku ls Ik<+ ysa

(Please read carefully the guidelines before filling the entries)

¼v½ dk;Z fu’iknu dk ewY;kdau ¼bl Hkkx dk Hkkj 40% gksxk½

(a) Assessment of work output (weightage to this Section would be 40%)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Izkfrosnu izkf/kdkjhReporting Authority | iqufoZyksdu izkf/kdkjh¼lanHkZ Hkkx&5 dk iSjk 2½Reviewing Authority (Refer Para 2 of part-5 | iqufoZyksdu izkf/kdkjh ds vk|k{kjInitial of Reviewing Authority |
| i) iwoZfu;ksftr dk;Z dh ifjiw.kZrk@fo’k; ds vk/kkj ij vkcafVr fd;k x;k dk;ZAccomplishment of planned work/work allotted as per subject allotted |  |  |  |
| II) oSKkfud vkSj rduhdh miyfC/k;kaScientific & Technical achievements |  |  |  |
| III) dk;Z&fu’iknu dh dksfVQuality of output |  |  |  |
| IV) fo”ys’.kkRed ;ksX;rkAnaltical ability |  |  |  |
| V) vioknd dk;Z dh ifjiw.kZrk@fd;s x, vizR;kf”kr dk;ZAccomplishment of exceptional work/unforeseen tasks performed |  |  |  |
| fuxZr dk;Z ij dqy feykdj Js.khdj.kOverall Grading on “Work Output’ |  |  |  |

(Ck) O;fDrxr fo”ks’krkvksa dk ewY;kadu ¼bl Hkkx dk Hkkj 30% gksxk)

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjhReporting Authority | iqufZoZyksdu izkf/kdkjh ( lanHkZ Hkkx&5 dk iSjk 2)Reviewing Authority(Refer Para 2 of part-5) | iqufZoZyksdu izkf/kdkjh ds vk|k{kjInitial of Reviewing Authority |
| i) dk;Z dh vfHko`fRrAttitude to work |  |  |  |
| ii) ftEesnkjh dk cks/kSense of responsibility |  |  |  |
| iii) vuq'kklu dk vuqj{k.kMaintenance of Discipline |  |  |  |
| iv) laizs’k.k {kerk,aCommunication skills |  |  |  |
| v) usr`Ro xq.kLeadership qualities |  |  |  |
| vi)ny dh Hkkouk esa dk;Z djus dh {kerkCapacity to work in team spirit |  |  |  |
| vii)le; lkfj.kh dk vuqlj.k djus dh {kerkCapacity to adhere to time-schedule |  |  |  |
| viii)ijLij O;fDrxr laca/kInter-personal relations |  |  |  |
| ix)lexz Nfo ,ao O;fDrRoOverall bearing and personality |  |  |  |
|  O;fDrxr fo”ks’krkvksa dk dqy feykdj Js.khdj.kOverall Grading on ‘Personal Attributes” |  |  |  |

¼l½ izdkekZRed l{kerk dk ewY;kadu ¼bl Hkkx dk Hkkj 30% gksxk½

(c) Assessment of functional competency (weightage to this section would be 30%)

|  |  |  |  |
| --- | --- | --- | --- |
|  | izfrosnu izkf/kdkjhReporting Authority | iqufoZyksdu izkf/kdkjh¼lanHkZ Hkkx&5 dk iSjk 2½Reviewing Authority (Refer Para 2 of Part-5) | iqufoZyksdu izkf/kdkjhds vk|k{kjInitial of Reviewing Authority |
| i) fu;e@fofu;e@ dk;Z ,ao ;ksX;rk ds {ks= esa izfdz;k,a ,ao muds lgh iz;ksx dh tkudkjhKnowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly. |  |  |  |
| ii) uhfrc} ;kstuk cukus dh {kerkStrategic planning abililty |  |  |  |
| iii) fu.kZ; ysus dh {kerkDecision making ability |  |  |  |
| iv) leUo; {kerkCoordination ability |  |  |  |
| v) v/khuLFk dks izsfjr ,ao fodflr djus dh {kerkAbility to motivate and develop subordinates |  |  |  |
| vi) igy “kfDrInitiative |  |  |  |
| izdk;kZRed l{kerk ij dqy feykdj Js.khdj.kOverall Grading on ‘Functional Competency’ |  |  |  |

**Hkkx&4**

**PART–4**

**LkkekU;**

**GENERAL**

1. turk ds lkFk Hkkxhnkjh ¼tgka Hkh iztkT;½

Relations with the public (wherever applicable)

¼turk dh vko”;drkvksa dk mRrjnkf;Ro ,oa oSKkfud rd vfHkxe ij d`Ik;k fVIi.kh nsa½

(Please comment on the Scientist’s accessibility to the public and responsiveness to their needs.)

|  |
| --- |
|  |

1. izf”k{k.k

Training

¼oSKkfud dh izHkkfork ,ao dk;Z {kerkvksa esa vkSj vf/kd lq/kkj vkSj o`f} djus dh n`f’V ls mlds izf”k{k.k ds fy, flQkfj”ksa djsa½

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the scientist)

|  |
| --- |
|  |

1. LokLF; dh fLFkfr

State of Health

|  |
| --- |
|  |

1. lR;fu’Bk

Integrity

¼d`Ik;k oSKkfud dh lR;fu’Bk ij fVIi.kh nsa½

(please comment on the integrity of the scientist).

|  |
| --- |
|  |

 5. izfrosnu vf/kdkjh }kjk oSKkfud dh leLr fo”ks’krkvksa dh rLohj ¼yxHkx 100 “kCnksa esa]½ ftlesa lkeF;Z {ks= ,ao de lkeF;Z {ks=] vlk/kj.k miyfC/k;ka] oSKkfud vkSj rduhdh miyfC/k;ka ¼lanHkZ Hkkx 2 dk 3½ egRoiw.kZ vlQyrkvksa ¼lanHkZ Hkkx&2 dk 4 ¼v½½ ,ao 4 ¼c ½ ,ao nqcyZ oxkasZ ds izfr vfHko`fRr “kkfey gksA

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 Part 2) significant failures (ref: 4 (A) & 4 (B) of Part-2) and attitude towards weaker sections.

|  |
| --- |
|  |

1. izfrosnu ds Hkkx &3 ds [kaM v] c rFkk l esa fn, x, Hkkjka”k ds vk/kkj ij dqy feykdj la[;kRed oxhZdj.kA

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

|  |
| --- |
|  |

LFkku% izfrosnu vf/kdkjh ds gLrk{kj

Place :……………………………… Signature of the Reporting Officer

Rkkjh[k% uke lkQ v{kjksa esa%

Date:……………………….. Name in Block Letters………………………………

 inuke%

 Designation:…………………………………………..

 izfrosnu dh vof/k esa%

 During the period of Report:….…………………….

**Hkkx & 5**

**PART – 5**

1. iqfufoZyksdu vf/kdkjh dh vfHk;qfDr%

Remarks of the Reviewing Officer

iqfufoZyksdu vf/kdkjh ds vUrZxr lsok dky

 Length of service under the Reviewing Officer

|  |
| --- |
|  |

1. D;k vki Hkkx&3 o Hkkx&4 esa fuxZr dk;Z rFkk fofHkUu xq.kksa ds laca/k esa izfrosnu vf/kdkjh }kjk fd;s x;s ewY;kadu ls lger gS \ D;k vki oSKkfud dh vlk/kkj.k miyfC/k;ksa@ egRoiw.kZ vlQyrkvksa ds laca/k esa fd;s x;s ewY;kadu ls lger gSa \ (lanHkZ% Hkkx% 3 (v) (v) rFkk Hkkx & 4 (5)) (;fn vki izfrosnu vf/kdkjh }kjk fn;s xq.kksa ds fdlh la[;kRed ewY;kdu ls lger ugha gS rks d`Ik;k viuk ewY;kadu bl [k.M ds fn;s x;s LraEHk esa nsa rFkk fo|ekurk dks vk|{kj djsa A

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 numberical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

|  |  |
| --- | --- |
| gkWYes | ughaNo |

3- vlger gksus dh fLFkfr esa d`Ik;k blds dkj.k crk;sa] D;k dksbZ ,slh ckr gS ftls vki dqN cnyuk ;k tksM+uk pkgrs gSa \

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

|  |
| --- |
|  |

1. iqufoZyksdu vf/kdkjh }kjk dye rLohjA d`Ik;k lekyskpu djsa ¼yxHkx 100 “kCnksa esa½ ftlesa oSKkfud dh leLr fo”ks’krkvksa dh lkeF;Z {ks= ,ao de lkeF;Z {ks= ,ao mldh nqcZy oxksZa ds izfr vfHko`fRr “kkfey gksA

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

|  |
| --- |
|  |

1. izfrosnu ds Hkkx 3 ds [kaM&v] [kaM& c rFkk [akM&l esa fn, x, Hkkjka”k ds vk/kkj ij dqy feykdj la[;kRed oxhZdj.kA

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

|  |
| --- |
|  |

LFkku @Place :

 iquZfoyksdu vf/kdkjh ds gLrk{kj

Rkjh[k@ Date : Signature of the Reviewing Officer

 Ukke ¼lkQ v{kjksa esa½ %

 Name in Block Letters:………………………………

 Iknuke%

Designation:…………………………………………..

 izfrosnu dh vof/k esa%

 During the period of Report......................................

**Lak[;kRed Js.khkj.k ds lkFk ,0ih0,0vkj0 Hkjus laca/k fn’kkfunsZ’k**

**Guidelines regarding filling up of APAR with numerical grading**

¼i½ ,0ih0,0vkj0 ds LraEHk fof/kor lko/kkuh vkSj /;kuiwoZd rFkk I;kZIr le; nsrs gq, Hkjus pkfg,A

The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

¼ii½ ;g vk”kk dh tkrh gS fd 1 vFkok 2 ds fdlh oxhZdj.k ¼fuxZr dk;Z ;k fo'ks"krkvksa ;k dqy feykdj Js.khdj.k ds izfrdwy½ dks fof'k"V vlQyrkvksa ds ekxZ ls dye fp= esa I;kZIr #i ls vkSfpR; fn;k tk,xk vkSj blh izdkj 9 vFkok 10 ds fdlh Js.kh ds laca/k es fof'k"V miyfC/k;ksa ds laca/k esa vkSfpR; fn;k tk,xk 1&2 vFkok 9&10 fojy gksrh gS vr% mudk vkSfpR; fn, tkus dh t#jr gSA lkaf[;d Js.kh iznku djrs gq, izfrosnu ,oa iqufoZyksdu izkf/kkfj;ksa dks fdlh vf/kdkjh dk ntkZfu/kkZj.k muds cgh la[;k esa orZeku esa dk;Zjr lgk;ksfx;ksa dh rqyuk esa djuk pkfg,A

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 similar, any grade of 9 or 10 would be justified with respect to specific accomplishments, Grade 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 larger population of his/her peers that may be currently working under them.

¼iii½ ,0ih0,0vkj0 dk 8 ls 10 ds chp dk oxhZdj.k ″mRd`"V″ fy;k tk,xk rFkk lwphdj.k@izksUufr ds fy, vkSlr izkIrkad dh x.kuk djus ds fy, izkIrkad 9 fn;k tk,xkA

APARs graded between 8 and 10 will be rated as "outstanding" and will be given a score of 9 for the purpose of calculation average scores for empanelment/promotion/FCS.

¼iv½ ,0ih0,0vkj0 dk 6 rFkk 8 ls NksVk ds chp dk oxhZdj.k ″cgqr vPNk″ fy;k tk,xk rFkk izkIrkad 7 fn;k tk;sxkA

APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.

¼v½ ,0ih0,0vkj0 dk 4 rFkk 6 ls NksVk ds chp dk oxhZdj.k ″cgqr vPNk″ fy;k tk,xk rFkk izkIrkad 7 fn;k tk;sxkA

APARS graded between 4 and short of 6 will be rated as "Good" and will be given as score of 5.

¼vi½ ,0ih0,0vkj0 dk 4 ls de oxhZdj.k ″'kwU;″ fy;k tk;sxkA

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 of 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) | 31st 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) | 30th April |
| 3. | Submission of report by Reporting Officer to Reviewing Officer | 31st May |
| 4. | Report to be completed by Reviewing Officer and to be sent to Administration or CR Section /Cell or accepting authority, wherever provided. | 30th June |
| 5. | Appraisal by accepting authority, wherever provided | 31st July |
| 6. | (a) Disclosure to be Officer reported upon where there is no accepting authority(b) Disclosure to the Officer reported upon where there is accepting authority | 15th July15th August |
| 7. | Receipt of representation, if any, on APAR | 15 days from the date receipt of communication |
| 8. | Forwarding of representation to the competent authority1. Where there is no accepting authority for APAR
2. Where there is accepting authority for APAR
 | 15th August15th 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 | 15th October |
| 11. | End of entire APAR process, after which the APAR will be finally taken on record | 31st October |

 **Annexure - III**

Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky; ds oSKkfudksa

ds fy, ewY;kadu izfrosnu

Annual Work Report

For

Scientist of the Ministry of Environment, Forest and Climate Change

(For FCS Promotions)

 (Scientist ‘B’ to Scientist ‘F’)

1. vf/kdkjh dk uke

Name of Scientist: ……………………………………………………………..

1. lekfIr o’kZ@ vof/k dk izfrosnu

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

**Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky;**

**Ministry of Environment, Forest and Climate Change**

**izi=**

**Form**

Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky; ds oSKkfudksa ds fy, ewY;akdu izfrosnu

Annual Work Report of Scientists of the Ministry of Environment & Forests

lekfIr o’kZ@vof/k dk izfrosnu

Report for the year/period ending ………………………………………………………………

oS;fDrd O;kSjs

PERSONAL DATA

**HkkXk & 1**

Part – 1

¼Eka=ky;@foHkkx@dk;kZy; ds lacaf/kr iz”kklfud vuqHkkx }kjk Hkjs tkus ds fy, ½

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

1- oSKkfud dk uke

Name of Scientist………………………………………….

2- tUe dh rkjh[k ¼fnu@ekg@o’kZ½ ¼”kCnksa esa½

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

1. orZeku Js.kh esa yxkrkj fu;qfDr dh rkjh[k fnukad Js.kh

 Date of continuous appointment Date…………… Grade…..

4- orZeku in rFkk ml ij fu;qfDr dh rkjh[k in fnukad

Present post and date of appointment thereto Post…………. Date………

5- o’kZ esa dk;Z ls vuqifLFkfr dh vof/k ¼NqV~Vh

if”k{k.k vkfn ij½ ;fn mDr vf/kdkjh us izf”k{k.k

fy;k gS rks mldk fooj.k nsaA

 Period of absence from duty (on training

leave Etc.) during the year, If he has under

gone Training, specify.

**Annual Work Report**

**Part A**

**SELF ASSESSMENT BY THE OFFICER REPORTED UPON**

1. Name

 :

1. Designation :
2. Area of S&T Function :
3. Brief Description of S&T Work Function:
4. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)
5. Enumeration of major outputs from S&T Function:

7. Innovation content of work done (about 100 words)

8. Major impact reported during the financial year (if any) for work done during previous 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 plain/ 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.

14. Certified S&T outputs as per the selected indicators (as annexed Annexure-I)

Signature of the officer reported upon:

**Part – B**

**(TO BE FILLED BY REPORTING AUTHORITY)**

1. Accuracy of the S& T work report
2. Generally accurate
3. Modifications needed (please specify)
4. Scientific merit of the work done

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

1. Short summary of the innovative content of the work done
2. General assessment of the scientific work report (in brief)
3. Final grading

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

 Signature of the Reporting Officer

**Part – C**

**EXTERNAL PEER GROUP REVIEW REPORT**

1. Grading off the S & T content of work reported:
2. Specific Innovation elements recognized

a)

b)

c)

1. Relative Assessment of the work reported vis-vis Peers in the area

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

1. Assessment of the work done during the residency period
2. Specific highlights of the S& T content of the work done
3. Overall grading of the S& T work report for the residency period

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

Signatures of the Members of the Peer Group:

 **ANNEXUE-I**

(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 identified for enlarging the scope of the existing schemes

8. New S&T identified 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 and development across the country

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. Awards/ membership of institutions/ academies

19. Others (please specify)

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**Annexure-IV**

**Time schedule for preparation/completion of AWRs**

(Reporting year-Financial Year)

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