

**TIME BOUND**

कार्यालय / Office  
वन सूचना विज्ञान प्रभाग  
Forest Informatics Division  
दैनं.सं. .... Diary No. 199  
दिनांक. .... Dated 14-8-18

No.APAR/Tech./DPC-2018  
FOREST RESEARCH INSTITUTE  
(Indian Council of Forestry Research & Education)  
P.O. New Forest, Dehra Dun.

Dated the 13<sup>th</sup> March, 2018.

To,

Gr. Coordinator, R.C.S.  
All Head of Divisions  
Director, CSFER, Allahabad  
Chief Librarian, NFLIC  
Dean/Registrar, FRI-University  
PLO,  
P.A. to Director

Vigilance Officer, FRI  
Medical Officer-in-charge, NFH  
Under Secy/SO/Pur.Officer/Hindi Officer  
Account Officer  
Section Officer (E) / (G)  
P.A. to Registrar

**Sub : Preparation of Annual Performance Appraisal Report (APAR) in respect of Technical staff ( Cat-I & Cat. II) for the year 2017-2018**


Ref: Letter No. 18-12/DPC/APAR/2017 dated 04.01.2018.

The APARs of all Technical Staff (Cat.I & Cat. II) is required to be completed on financial year basis i.e. April to March. The APARs in respect of Technical Staff (Cat.I & Cat. II) should be completed in the format prescribed in the ICFRE Technical Service Rules-2013, in all respect with in the prescribed time limit. The format is available on the FRI website, which may downloaded and for Category -I printed on **BLUE PAPER** and for Category -II printed on **WHITE PAPER** as per instructions.

It may please be noted that non-observance of the time schedule prescribed for reporting/reviewing the APARs is to be viewed seriously. In case of failure on the part of the official to be reported upon in timely submission of self appraisal in the APAR form, the concerned reporting officer shall initiate the APAR/CR 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, i.e. 30.04.2018 a Certificate to the effect that " the APARs of all the Technical Employees under Category-I and II have been written and none has been left out" may also be sent to this office positively by 15.05.2018.


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

  
( Neelima Shah )  
Registrar,  
Forest Research Institute.

1. Copy to Secretary, ICFRE with request that the APARs for the year 2017-2018 of all Technical Staff (Cat.I & Cat. II) working in ICFRE (Head Quarter) office may kindly be got completed by the concerned reporting/reviewing officers as stated above.
2. The Head, CSFER, Allahabad for information & similar action please.

  
16/3

  
2018  
FRI website

  
( Neelima Shah )  
Registrar,  
Forest Research Institute