It is to inform the Annual Performance Appraisal Report/Annual Work Report (APAR/WR) in respect of Scientists shall commence due to the closing of financial year 2017-18. The APAR/WR shall be completed within a month from the date of the issue of the note. The completion of the APAR/WR shall be reviewed by the Supervising Scientist of the concerned scientist and a report for the same shall be placed in the file of the concerned scientist within prescribed time limit.

It may please be noted that non-compliance of the time schedule for completion of the APAR/WR by the concerned scientist may lead to the non-availability of the APAR/WR to be reported upon in the Annual Work Report (AWR) of the concerned scientist. Hence, the concerned scientist shall ensure timely completion of the APAR/WR.

Yours faithfully,

[Signature]

[Name]

Indian Council of Forestry Research and Education

To:

All Directors General/Director (C)

Subject: Completion of Annual Performance Appraisal Report/Annual Work Report (APAR/WR) in respect of Scientists for the period 2017-18 regarding

Dated the 28th February, 2018