



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. 24-4/TS/2017-2018-ICFRE (RB)/10

Dated the 25th January, 2018

To

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

Sub: Completion of Annual Performance Appraisal Reports in respect of Scientific and Technical Staff of ICFRE – Instructions for writing of ACRs by a relative of a member of the services – regarding.

Sir/Madam,

With reference to the subject cited above, I am directed to enclose herewith a copy of letter No.40-10/2010-ICFRE, Dated 01st January, 2018, received from Secretary, ICFRE alongwith the instructions contained in G.I., D.P. & A.R. OM No.21011/3/78-Estt.(A), dated 31.03.1978 regarding writing of ACRs by a relative of a member of the services.

It is requested that the above instructions may kindly be brought to the notice of all concerned Reporting/Reviewing Officers for their information, guidance and compliance.

Yours faithfully,

Encl: As above.

(N.C. Saravanan)

Asstt. Director General,

Education and Recruitment Board

Indian Council of Forestry Research and Education

Dr. Rajeev Kumar Tiwari, IFS
Secretary, ICFRE



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INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An Autonomous Body of the Ministry of Environment, Forests & Climate Change, Govt. of India)
P.O. New Forest, Dehradun – 248 006

F. No.40-10/2012-ICFRE

Dated the 01st January, 2018

To,

The Dy. Director General (Education) and
Chairperson, Recruitment Board,
Indian Council of Forestry Research & Education

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03 01/18

Kind Attn : Asstt. Director General (Edu. & Recruitment Board), ICFRE.

Sub.: **Completion of Annual Performance Appraisal Reports in respect of Scientific and Technical Staff of ICFRE –Instructions for writing of ACRs by a relative of a member of the services – regarding.**

Madam/Sir,

With reference to subject cited above, I am directed to request you, that while completing the APARs/ACRs in respect of all Scientific and Technical Staff working in ICFRE and its Institutes for the year 2017-18 and onwards, instructions contained in G.I., D.P. & A.R. OM No.21011/3/78-Estt.(A), dated 31.03.1978 may be incorporated in the guidelines.

A copy of cited OM is enclosed herewith for reference and necessary action.

Encl: As above

Yours faithfully,

(Rajeev Kumar Tiwari)
Secretary,

Indian Council of Forestry Research & Education

[Handwritten Signature]
01/01/18

S.O. (R.B.)

13. Whether a relative of a Government employee can write the report of the latter.— A question had arisen whether a Reporting Officer could write reports on his close relative who may happen to be his subordinate officially. The matter has been examined carefully and the following decisions taken:—

- (i) The Administrative Authority may take care that, to the extent possible, a close relative of an official is not placed under the direct charge of that official where the latter has to write the CR of the former.
- (ii) Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible.
- (iii) In such a situation, the employee should abstain from writing the Annual Confidential Report of the employee who is his close relative and instead, the Reviewing Officer should take on the role of the Reporting Officer.
- (iv) If a similar relationship exists between the Reviewing Officer on the one hand and the officer reported upon on the other, the same would apply in respect of the Reviewing Officer and the role of the Reviewing Officer would be transferred to the authority next higher up.
- (v) In cases of this nature, where there is any doubt, it would be incumbent upon the Reporting Officer to consult the next higher authority before he writes the confidential report.

[G.I., D.P. & A.R., O.M. No. 21011/3/78-Estt. (A), dated the 31st March, 1978.]