Recruitment and Promotion Rules for Technical & Support Staff

RECRUITMENT RULES

1. In exercise of the powers conferred under Rules and Regulation II(34) of the Memorandum of Association, the Governing Body of IPIRTI formulates the following Recruitment Rules for Technical posts in IPIRTI.

2. Short Title and Enactment
These rules shall be called the “IPIRTI Service Rules, 2006 for Recruitment of Technical and Support Staff” and shall come into force u.e.f. the date notified by the Institute.

3. Scope of the Rules
These rules shall govern Recruitment and assessment promotion for Technical and Support Staff.

4. Definitions
In these rules, unless the context otherwise requires:
[a] 'Appointing Authority' means the authority as specified in Rule 12
[b] 'Director' means the Director, IPIRTI, Bangalore 560022
[c] 'Grade' means a level in a Group with a prescribed pay scale for a post in Group.
[d] 'Group' means a set of grades referred to in Rule 6.
[e] 'Governing Body' means the Governing Body (GB) of IPIRTI
[g] 'Service' means service in IPIRTI.
[h] 'Technical Staff' means staff as defined in Rule 5.1.
[i] 'Support Staff' means staff as defined in Rule 5.2.

5. Technical and Support Staff - Definitions thereof

5.1 Technical Staff means staff who are expected to use existing scientific and/or technical knowledge/ methods/techniques towards solution of technical problems.

5.2 Support Staff means staff who are expected to provide skilled assistance to technical staff.

6. Groups
The entire Technical and Support staff are divided in four groups, namely: Groups I & II (Support), Group III (Engineering/Architectural) and Group IV(Technical)

[Signature]
Group-I: Technical I Attendants in Laboratories, Workshop, Carpentry shed, Sawmill, Sawdoctoring shop, Particle board plant, CBD, Plywood plant, Library, etc.

Group-II: Technical-II. Staff in Laboratories, Workshop, Carpentry shed, Sawmill. Sawdoctoring shop, Particle board plant, CBD, Plywood plant, Library etc.

Group-III Technical-III staff in Engineering & Architecture Section

Group-IV Technical-IV Staff in Laboratories, Workshop, Carpentry shed, Sawmill. Sawdoctoring shop, Particle board plant, CBD, Plywood plant, Library etc.

6.1 Each Group has a number of Grades. The groups are described in Roman numerals and the grades in Arabic numerals. For example, I (2) refers to the second grade in Group I and III(5) refers to the fifth grade in Group III.

6.2 The Groups and Grades are as follows:

<table>
<thead>
<tr>
<th>Group</th>
<th>Grade</th>
<th>Pay Scale (Revised &amp; pre-revised)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
<td>Rs.2550-55-2660-60-3200 (Rs.750-940)</td>
</tr>
<tr>
<td>I</td>
<td>2</td>
<td>Rs.2650-65-3300-70-4000 (Rs.800-1150)</td>
</tr>
<tr>
<td>I</td>
<td>3</td>
<td>Rs.3050-75-3950-80-4590 (Rs.950-1400)</td>
</tr>
<tr>
<td>I</td>
<td>4</td>
<td>Rs.4500-125-7000 (Rs.1350-2200)</td>
</tr>
<tr>
<td>II</td>
<td>1</td>
<td>Rs.3050-75-3950-80-4590 (Rs.950-1400)</td>
</tr>
<tr>
<td>II</td>
<td>2</td>
<td>Rs.4500-125-7000 (Rs.1350-2200 &amp; Rs.1400-2300)</td>
</tr>
<tr>
<td>II</td>
<td>3</td>
<td>Rs.5500-175-9000 (Rs.1640-2900)</td>
</tr>
<tr>
<td>II</td>
<td>4</td>
<td>Rs.6500-200-10500 (Rs.2000-3500)</td>
</tr>
<tr>
<td>III</td>
<td>1</td>
<td>Rs.4500-125-7000 (Rs.1400-2300)</td>
</tr>
<tr>
<td>III</td>
<td>2</td>
<td>Rs.5500-175-9000 (Rs.1640-2900)</td>
</tr>
<tr>
<td>III</td>
<td>3</td>
<td>Rs.6500-200-10500 (Rs.2000-3500)</td>
</tr>
<tr>
<td>III</td>
<td>4</td>
<td>Rs.8000-275-13500 (Rs.2200-4000)</td>
</tr>
<tr>
<td>III</td>
<td>5</td>
<td>Rs.10000-325-15200 (Rs.3000-4500)</td>
</tr>
<tr>
<td>IV</td>
<td>1</td>
<td>Rs.4500-125-7000 (Rs.1400-2300)</td>
</tr>
<tr>
<td>IV</td>
<td>2</td>
<td>Rs.5500-175-9000 (Rs.1640-2900)</td>
</tr>
<tr>
<td>IV</td>
<td>3</td>
<td>Rs.6500-200-10500 (Rs.2000-3500)</td>
</tr>
<tr>
<td>IV</td>
<td>4</td>
<td>Rs.8000-275-13500 (Rs.2200-4000)</td>
</tr>
<tr>
<td>IV</td>
<td>5</td>
<td>Rs.10000-325-15200 (Rs.3000-4500)</td>
</tr>
<tr>
<td>IV</td>
<td>6</td>
<td>Rs.12000-375-16500 (Rs.3700-5000)</td>
</tr>
<tr>
<td>IV</td>
<td>7</td>
<td>Rs.14300-400-18300 (Rs.4500-5700)</td>
</tr>
</tbody>
</table>

7. Recruitment
Recruitment will normally be made only at the lowest grade in each Group. However, if a special need exists or arises, recruitment in higher grades in Groups – II, III & IV can be
made in the Institute subject to the extent of sanctioned strength in each of the categories on specific recommendations of Director and with prior approval of the Chairman, Governing Body, IPRL.

8. QUALIFICATIONS, EXPERIENCE & AGE LIMITS FOR RECRUITMENT

8.1 The minimum qualifications/experience and maximum age limits for recruitment at various levels are as follows:

<table>
<thead>
<tr>
<th>Group &amp; Grade</th>
<th>Qualification</th>
<th>Experience in years</th>
<th>Age limit in years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP-I</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs.2550-3200</td>
<td>SSC/10th standard in science with 50% marks in the aggregate or ITI Certificate of 2 years duration in relevant field.</td>
<td>Nil</td>
<td>28</td>
</tr>
<tr>
<td>(Rs.750-940)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP – II</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP-II(1)</strong></td>
<td>SSSC/HSC/12th in science with 60% marks in aggregate/ ITI Certificate of 2 years duration in relevant field.</td>
<td>Nil</td>
<td>28</td>
</tr>
<tr>
<td>Rs.3050-4590</td>
<td>(Rs.950-1400)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROUP-II(2)</strong></td>
<td>SSC/10th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade.</td>
<td>Six</td>
<td>28</td>
</tr>
<tr>
<td>Rs.4500-7000</td>
<td>(Rs.1350-2200/ Rs.1400-2300)</td>
<td>Six</td>
<td>28</td>
</tr>
<tr>
<td><strong>GROUP-II(3)</strong></td>
<td>SSSC/HSC/12th with relevant technical subjects and a min. of 60% marks in aggregate.</td>
<td>Nine</td>
<td>30</td>
</tr>
<tr>
<td>Rs.5500-9000</td>
<td>(Rs.1640-2900)</td>
<td>Nine</td>
<td></td>
</tr>
<tr>
<td><strong>GROUP- II(4)</strong></td>
<td>SSC/10th standard with 50% marks in the aggregate and ITI Certificate of 2 years</td>
<td>Twelve</td>
<td>35</td>
</tr>
<tr>
<td>Rs.6500-10500</td>
<td>duration in relevant trade.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR SSSC/HSC/12th with relevant technical subjects and a min. of 60% marks in aggregate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group - III</td>
<td>Duration in relevant trade. OR SSSC/HSC/12th with relevant technical subjects and a min. of 60% marks in aggregate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group - III (1)</td>
<td>First Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. Nil 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs.4500-7000 (Rs.1400-2300)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group - III (2)</td>
<td>First Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil) Three 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs.5500-9000 (Rs.1640-2900)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group - III (3)</td>
<td>First Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil) Five 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs.6500-10500 (Rs.2000-3500)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group - III (4)</td>
<td>First Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil) Eight 35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs.8000-13500 (Rs.2200-4000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group - III (5)</td>
<td>First Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil) Ten 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rs.10000-15200 (Rs.3000-4500)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Group - IV | Duration in relevant trade. OR First Class B.Sc. (Sci.)/First Class B.Lib. Sci. or equivalent Nil 28 |
| Group - IV (1) | First Class B.Sc. (Sci.)/First Class B.Lib. Sci. or equivalent OR First Class Dip. in Engg./Tech. of 3-years fulltime duration or its Equivalent Nil 28 |
| Rs.4500-7000 (Rs.1400-2300) |                                                                                                           |
| Group - IV (2) | First Class B.Sc. (Sci.)/First Class B.Lib. Sci. or equivalent OR Two 28 |
| Rs.5500-9000 (Rs.1640-2900) |                                                                                                           |

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*Signature*
| GROUP- IV (3) | 1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent | Three | 6500-10500 (Rs.2000-3500) | Three | 30 |
| GROUP- IV (4) | 1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent | Five | 8000-13500 (Rs.2200-4000) | Six | 35 |
| GROUP- IV (5) | 1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent | Eleven | 10000-15200 (Rs.3000-4500) | Twelve | 40 |
| GROUP- IV (6) | 1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent | Fourteen | 12000-16500 (Rs.3700-5000) | Fifteen | 40 |
| GROUP- IV (7) | 1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent | Seventeen | 14300-18300 (Rs.4500-5700) | Eighteen | 45 |
8.2 Cases of equivalence of qualifications may be decided as per the list notified by CSIR and updated from time to time. Cases not covered in the aforesaid list shall be referred to the Chairman, Governing Body for determination of equivalence.

8.3 Relaxation:
Relaxation in age limit as per Government of India norms.

9. Constitution of Selection and Screening Committees

9.1 For recruitment to Group-I, II (1) to II (4), and III (1) to III (3) and IV (1) to IV(3) The Selection Committees mentioned below shall be constituted by the Director, IPIRTI in respect of Group-I, II (1) to II (4), III (1) to III (3) and IV(1) to IV(3)

<table>
<thead>
<tr>
<th>Chairman</th>
<th>To be nominated by Director, IPIRTI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member (one)</td>
<td>Joint Director, IPIRTI</td>
</tr>
<tr>
<td>Secretary</td>
<td>Member HOD, IPIRTI</td>
</tr>
<tr>
<td>Members (two)</td>
<td>Two experts from related areas, one of whom will be from outside the IPIRTI system.</td>
</tr>
</tbody>
</table>

**Quorum:** Chairman, Joint Director, IPIRTI or equivalent and at least one Expert in the concerned discipline.

In respect of Group III (4) to Group III (6) and IV(4) to IV(6) the Selection Committee will be constituted by the Chairman, Governing Body as under:

<table>
<thead>
<tr>
<th>Chairman</th>
<th>A scientist/forester/administrator at the level of Additional Secretary to GOI to be nominated by Chairman, Governing Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>Director, IPIRTI</td>
</tr>
<tr>
<td>Members</td>
<td>Joint Director and one faculty member from IPIRTI and one faculty member from similar institution.</td>
</tr>
</tbody>
</table>

**Quorum:** Chairman, Director, IPIRTI, Joint Director, IPIRTI and one faculty member.

10. Procedure for Recruitment

10.1 Notification of Vacancies: Posts in the pay scale of Rs.4500-7000 (Prerevised Rs.1400-2300) and above will be advertised and given wide publicity.
10.1.1 Posts in the pay scales below Rs.4500-7000 (Pre-revised Rs.1400-2300) will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible Departmental Candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local news papers and a copy of the advertisement be sent to the Employment Exchange.

10.2 Screening of Applications
Applications received will be scrutinized by a Screening Committee to be constituted by the Director, IPIRTI. The Screening Committee will adopt objective criteria for short-listing the candidates to be called for interview and/or trade tests. As far as possible a minimum of 3 candidates per post should be short listed for interview and/or trade tests.

10.3 Selection Procedure

10.3.1 The candidates as recommended by the Screening Committee will be invited for interview and/or trade tests. Intimation to candidate for this purpose should be sent at least 21 days in advance of the date fixed for interview and/or trade test, by registered/speed post.

10.3.2 A duly constituted Selection Committee under these rules will interview the candidates to evaluate their suitability for the posts.

10.3.3 For filling up a post, a panel of selected candidates in each discipline will be prepared. If a candidate who is at the top of the merit list does not report or does not accept the appointment, the next on the panel can be offered the post. The validity of the panel will be for a period of one year. However, where a departmental candidate has been selected for the post, no other candidate will be kept on panel for that particular post.

10.3.4 After the Selection Committee has finalized its recommendations, these will be approved by the Appointing Authority. Thereafter, usual procedure, as laid down, will be followed before the appointment letter is issued.

11. Not applicable

12. Appointing Authorities

12.1.1 For the posts of Group III (4) to Group III (6) and Group IV(4) to IV(6) the Appointing Authority shall be the Chairman, Governing Body.

12.1.2 For Group-I, II (1) to II (4), Group III (1) to Group III (3) and Group IV(1) to IV(3) the Appointing Authority shall be the Director, IPIRTI.


13.1 Where the posts are reserved for SC/ST candidates or where the SC/ST candidates are applicants for the posts, it must be ensured that a Member belonging to SC/ST Community is nominated on the Selection Committees/Screening Committee for posts upto the level of
Technical Group III(4). Similarly, a member belonging to SC/ST category will be associated in all selections beyond the grade of Rs.8000-13500 (Rs.2200-4000 pre-revised) where SC/ST candidates are under consideration along with general candidates. Instructions for nomination of female members and members representing the minority communities as issued by IPERTI/GoI from time to time will continue to be followed.

13.2 In case the suitable candidates are not available through direct recruitment, the Appointing Authorities in regard to technical posts may make appointments on short-term contract.

14. **Fixation of pay**

14.1 The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any should be recommended only in rare exceptional cases keeping in view the merit of the candidates. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate’s work/performance/achievements for whom the advance increments have been recommended.

A maximum of three increments can be granted to a candidate on the recommendations of the Selection Committee by the Director of Institute in respect of selection for which he is the appointing authority. Beyond three and upto five increments can be granted on the recommendations of the Selection Committee by the Chairman, Governing Body. Beyond five and up to seven increments can be granted on the recommendations of the Selection Committee by the President, IPERTI.

15. **Probation**

Probation period for direct recruits shall be one year extendable twice by further period of a maximum of six months on each occasion. If the performance of the person is not found to be good, his/her services are liable to be terminated as per Govt. of India Rules.

16. **General Instruction**

16.1 In regard to matters not specified herein above, the technical employees of the IPERTI will be governed by the relevant rules/orders issued by the Government of India from time to time and CCS Conduct Rules.

17. **Power to relax**

Where the Governing Body is of the opinion that it is necessary or expedient in the interest of the Institute to do so, it may, by order for reasons to be recorded in
writing, relax any of the provisions of these rules.

18. Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Caste, Scheduled Tribes, OBC, Ex-servicemen, female candidates and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

Merit and Normal Assessment Promotion for Technical and Support Staff, 2006

0. GENERAL INSTRUCTIONS

0.1 The Merit and Normal Assessment Scheme (MANAS) will come into operation from the date as notified by the Institute. All pending cases of assessment falling due prior to the date of commencement of these rules, shall be decided according to the old recruitment and assessment promotion rules.

0.2 The employees of Indian Plywood Industries Research & Training Institute governed by erstwhile Recruitment and Assessment Promotions Rules of the Institute shall be given an option to switch over to the MANAS from the date of its coming into effect. The option shall be exercised within the period prescribed by the Institute.

0.3 Assessment to a higher grade does not necessarily imply higher perks, such as office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.

0.4 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.

0.5 Services rendered in the following situations, if any, will be computed for determining the eligibility for Normal Assessment:

0.5.1 Service rendered in a Sponsored Project/Scheme.

0.5.2 Periods of leave including Extraordinary Leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/Foreign Service.

0.5.3 EOL granted for a full-time assignment within or outside the country.

0.5.4 Ad-hoc/Supernumerary service provided under rules followed by regular appointment without break.
0.5.5 For foreign assignment/deputation, study leave, EOL, which has not resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview (including Trade Test) for all group will be counted for Normal Assessment only. If the ACRs/APARs for the said period are available, then the rating given by the outside organization will be converted into 7-Point Scale. For this purpose at least three ACRs/APARs written in IPIRTI are required.

0.5.6 Period spent on prestigious fellowships will be considered for Merit Assessment provided ACRs/APARs for at least two years written in the IPIRTI are available.

The period spent on official deputation for which full salary has been paid and treated as duty will also be considered for Merit Assessment.

The Merit Assessment will come into effect from the date notified by the Institute.

0.5.7 Period spent on Sabbatical Leave will count for Normal Assessment only.

0.6 Employee who take voluntary retirement or superannuates or dies in service will be considered for assessment from due dates of his/her eligibility if it falls on an earlier date. For deceased employees, marks will be awarded post mortem on the basis of the marks awarded for ACRs/APARs plus Peer Review, as the case may be.

0.7 It shall primarily be the responsibility of the Director/Head of Office/Administrative Officer to ensure that the guidelines of the scheme are correctly followed.

0.8 No advance increments will be admissible either on normal or merit assessment. Pay will be fixed as per normal rules notified by the Government of India from time to time.

1.0 Groups with Qualifications for Assessment

1.1 Groups: The entire Technical and Support Staff are divided in four Groups, namely Groups I & II (Support Staff), Group III(Engineering/Architectural) and Group IV (Technical Staff). Each Group has a number of grades. The Groups are described in Roman numerals and the Grades within the Groups are described in Arabic numerals. For example, I (2) refers to the second grade in Group I and III (5) refers to fifth grade in Group-III. The assessments under MANAS are based on the Grade held in a particular Group and do not depend on seniority and designation.

1.2 Induction

1.2.1 A Non-Technical departmental staff member acquiring skills and found fit, through a suitable trade test for entry into Group I may be considered for induction provided vacancy exists at the lowest grade. The Trade Test shall be conducted by a Committee constituted by Director, IPIRTI, comprising of the following:

a) A member from outside the IPIRTI system;
b) A member from a sister organization under MoEF covering relevant area;

c) A member from within the IPIRTI.

One of the members of the above Committee shall be nominated as the Chairman by Director, IPIRTI. This emphasizes the need for imparting in-house training to staff members. If found fit, they shall be placed in that particular grade in Group I which is closest to their present salary grades. Such induction should be justified and approved by the Director of the Institute. In such cases the entire service rendered by the staff members in the Non-Technical category will be taken into consideration for computing the period of service towards eligibility for assessment to the next higher grade. However, the effective date of assessment of such staff will be from the date of induction.

1.2.2 A Non-Technical departmental employee can be considered for induction in Group II subject to the following conditions:

a) Induction may be done before the employee attains the age of 50 years

b) Induction should be made against an available vacancy in Group II by the Committee as constituted under para 1.2.1 above;

c) Induction in all the grades in Group II should be need-based and in the discipline in which the vacancy is required to be filled. Employees with technical qualifications which are laid down for direct recruitment in Group II will be given preference

d) The employee should have undergone at least six months structured in-house training or training imparted by an outside professional agency approved by State/Central Government and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;

e) The period of service for assessment to a higher grade will count from the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Group II;

f) Inductees will be placed in the equivalent/segmented grade and if grade does not exist, then in the nearest higher grade.

**Explanation:** If a Non-Technical employee in the grade of Rs.1200-2040 is inducted in the Technical cadre, then his pay will be fixed in the grade of Rs.1350-2200, there being no equivalent grade in Gr.II. Likewise, if a Non-Technical employee in the grade of Rs.1400-2600 is inducted into technical cadre, then his pay will be fixed in the grade of Rs.1640-2900, there being no equivalent grade in Group II.
g) The pay will be fixed as per rules, i.e. at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation as per relevant GOI rules in this regard.

h) In the case of Drivers, the residency period for their assessment will count from the date of their induction in technical stream. Guidelines for induction of the drivers are given at Annexure-I.

Induction under above categories will come into effect from the date as notified by the Institute.

1.3 For assessment promotion within the same group, the restriction of minimum Qualifications and experience will not apply for the existing employees.

1.4 Equivalence of Qualifications

1.4.1 New cases of equivalent of qualifications, if required, will be decided by the Chairman, Governing Body.

1.4.2 While deciding the equivalence of qualifications, it is to be ensured that only those degrees/diplomas/certificates which are relevant to the areas of work to be performed and are recognized by appropriate government agencies or have been obtained from Govt. recognized educational Institutes are taken into consideration. The qualifications which have been recognized at the national level by the competent relevant bodies of the Govt. of India, i.e. UGC and AICTE and are relevant to technical activities being carried out by the IPIRTI only should be recognized for recruitment and assessment purposes in IPIRTI. The equivalence of qualification available/decided from time to time will be up-dated periodically.

1.4.3 A list of qualifications treated equivalent to those required for induction/fresh recruitment in various Groups is annexed as Annexure II to these Rules.

2.0 Merit and Normal Assessment

2.1 The Assessment Scheme envisages Normal and/or Merit promotion on the basis of prescribed thresholds. Merit Assessment shall be restricted to really outstanding Technical Staff without dilution of quality; and the criterion of "Training and Research" work will be the guiding factor. Eligibility criteria should ensure that only the very meritorious Technical and Support staff qualify for Merit promotion.

2.1.1 The MANAS supersedes the existing IPIRTI Assessment Scheme for Technical and Support Staff.

2.1.2 The Merit Assessment Scheme is applicable to Group-IV(3) upto IV(6), provided the incumbents possess entry level qualifications of Scientist-B (Rs.8000-13500) and are engaged in Training and Research activities. However, the condition of 1st class will not apply.
2.1.3 Only those Technical Staff in the aforementioned Groups, who in their ACRs/APARs secure at least 225 marks in preceding three years and 300 marks in preceding four years, as the case may be, will be eligible for consideration under the scheme. For assessment under the aforementioned merit scheme, thresholds will be as prescribed in paras 2.2.3 and 2.2.4.

2.1.4 The provisions of merit assessment will be applicable with effect from the date as and when notified by the Institute.

2.2 Eligibility and Thresholds: The eligibility and thresholds for Normal Assessment shall be as follows:

2.2.1 Group-I

<table>
<thead>
<tr>
<th>Group &amp; Grades</th>
<th>Scale of pay</th>
<th>Eligibility for assessment (yrs.)</th>
<th>Threshold i.e. Minimum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(No. of years required to be completed in the existing Grade)</td>
<td>Normal assessment</td>
</tr>
<tr>
<td>I(1)</td>
<td>Rs.2,550 - 3,200</td>
<td>7, 8, 9, 11 and after remaining for one year at the maximum of the grade.</td>
<td>60</td>
</tr>
<tr>
<td>I(2)</td>
<td>Rs.2,650 - 4,000</td>
<td>-do-</td>
<td>60</td>
</tr>
<tr>
<td>I(3)</td>
<td>Rs.3,050 - 4,590</td>
<td>-do-</td>
<td>70</td>
</tr>
<tr>
<td>I(4)</td>
<td>Rs.4,500 - 7,000</td>
<td>-do-</td>
<td>NA</td>
</tr>
</tbody>
</table>

2.2.2 Group -II

<table>
<thead>
<tr>
<th>Group</th>
<th>Scale of pay</th>
<th>Eligibility for assessment (yrs.)</th>
<th>Threshold i.e. Minimum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>II(1)</td>
<td>Rs.3050-4,590</td>
<td>7, 8, 9, 11 and after remaining for one year at the maximum of the grade</td>
<td>60</td>
</tr>
<tr>
<td>II(2)</td>
<td>Rs.4500-7,000</td>
<td>-do</td>
<td>70</td>
</tr>
<tr>
<td>II(3)</td>
<td>Rs.5500-9,000</td>
<td>-do</td>
<td>75</td>
</tr>
<tr>
<td>II(4)</td>
<td>Rs.6500-10500</td>
<td>-do</td>
<td>NA</td>
</tr>
</tbody>
</table>

*The pre-revised scales of Gr.II(2) (Rs.1350-2200)/II(3) (Rs.1400-2300) have been merged to the revised scale of Rs.4500-7000 with effect from 1.1.96 and such cases are to be regulated as per CSIR letter No. 17/66/94-PPS dated 2.8.2000.
### 2.2.3 Group-III

<table>
<thead>
<tr>
<th>Group &amp; Grades</th>
<th>Scale of pay</th>
<th>Eligibility for Assessment (yrs.)</th>
<th>Threshold i.e. Minimum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(No. of years required to be completed in the existing Grade)</td>
<td>Normal Assessment</td>
</tr>
<tr>
<td>III(1)</td>
<td>Rs.4500-7000</td>
<td>5, 6, 7, 9 and after remaining for one year at the maximum of the grade</td>
<td>5 yrs.</td>
</tr>
<tr>
<td>III(2)</td>
<td>Rs.5500-9000</td>
<td>-do</td>
<td>60</td>
</tr>
<tr>
<td>III(3)</td>
<td>Rs.6500-10500</td>
<td>-do</td>
<td>70</td>
</tr>
<tr>
<td>III(4)</td>
<td>Rs.8000-13500</td>
<td>-do</td>
<td>75</td>
</tr>
<tr>
<td>III(5)</td>
<td>Rs.10000-15200</td>
<td>-do</td>
<td>80</td>
</tr>
<tr>
<td>III (6)</td>
<td>Rs.12000-16500</td>
<td>-do</td>
<td>85</td>
</tr>
</tbody>
</table>

### 2.2.4 Group-IV

<table>
<thead>
<tr>
<th>Group &amp; Grades</th>
<th>Scale of pay</th>
<th>Eligibility for Assessment (yrs.)</th>
<th>Threshold i.e. Minimum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(No. of years required to be completed in the existing Grade)</td>
<td>Normal Assessment</td>
</tr>
<tr>
<td>IV(1)</td>
<td>Rs.4500-7000</td>
<td>5, 6, 7, 9 and after remaining for one year at the maximum of the grade</td>
<td>5 yrs.</td>
</tr>
<tr>
<td>IV(2)</td>
<td>Rs.5500-9000</td>
<td>-do</td>
<td>60</td>
</tr>
<tr>
<td>IV(3)</td>
<td>Rs.6500-10500</td>
<td>-do</td>
<td>70</td>
</tr>
<tr>
<td>IV(4)</td>
<td>Rs.8000-13500</td>
<td>-do</td>
<td>75</td>
</tr>
<tr>
<td>IV(5)</td>
<td>Rs.10000-15200</td>
<td>-do</td>
<td>75</td>
</tr>
<tr>
<td>IV(6)</td>
<td>Rs.12000-16500</td>
<td>5, 6, 8 and at the maximum of the grade</td>
<td>75</td>
</tr>
<tr>
<td>IV(7)</td>
<td>Rs.14300-18300</td>
<td>-do</td>
<td>-</td>
</tr>
</tbody>
</table>

*Consequent upon implementation of the recommendations of Fifth Central Pay Commission (V CPC), the concept of "after remaining for one year at the maximum of the grade" in the pre-revised scale shall be determined and admissible only to those employees, who have availed all the other chances of assessment admissible under the MANAS before 1.1.96 except the last chance.*
on reaching the maximum of the grade, which becomes due after 1.1.1996. In all other cases eligibility for last chance will be determined with reference to revised pay scales only.

2.2.4.1 Staff in Group IV (6), who possesses the entry level qualification of Scientist-B, will only be eligible for assessment to Group IV (7). The condition of first class will, however, not be insisted upon in these cases.

2.2.4.2 Staff in Group III (5) possessing qualifications of B.E./B.E. (Arch.) or equivalent will be eligible for consideration for assessment promotion to the revised grade of Rs. 12000-16500 on remaining for one year at the maximum of the grade Group-III (5) as a one-time event. Such positions on vacation will revert to the lowest grade in Group III.

2.2.5 A non-functional selection grade in the revised scale of Rs.14300-18300 will be applicable for giving encouragement to the especially meritorious persons in the scale of Rs.12000-16500 provided they have spent at least one year at the maximum of the scale of Rs.12000-16500. When promoted, they shall carry the post with them. The post will revert to the grade of Rs. 12000-16500 on vacation.

2.3 Special Provision

2.3.1 For second and subsequent chances of Normal Assessment, up to 5 (five) marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the APAR for that year is 'Satisfactory'. Marks will be given on this account only for a maximum period of 3 (three) years.

2.3.2 Those employees who have acquired entry level qualifications of the next Group may be assessed to the next higher Grade in the same Group, two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. If an assessee is not recommended for promotion during first time, this will be treated as the first chance due on completion of five years and he/she will get his/her chance(s) as in subsequent years as per table for Group IV. This benefit will be allowed only under Normal Assessment and not under Merit Assessment.

Such benefit is admissible only to those employees who acquire entry level qualification of next higher Group by undergoing the full process of acquiring the relevant higher qualification after joining IPIRTI service, i.e. taking admission in the course of study after joining with due permission of the competent authority.

This chance is admissible once in the same group and will not be adjusted against the chances available for normal assessment under MANAS.

2.3.5 Employees who subsequently acquired the entry level qualifications of the next higher Group to the one in which they were placed could be considered along with others, who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required
over and above the number of outside candidates selected against the posts advertised. Wherever posts are not advertised in a particular year or, if advertised, does not cover the specialization of particular Technologists of the above category, special interviews may be arranged for them as a one-time measure. Their selection will be on acquiring comparable level qualifications expected in open recruitment to such positions.

2.4 **Relaxation in thresholds for SC/ST category:** Relaxation of 10% marks in prescribed thresholds will apply only for Normal Assessments of SC/ST category.

2.4.1 Wherever relaxation is provided, it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.

2.5 **Re-classification of Posts:** The re-classification of posts, on the recommendations of the Director, IPIRTI will require prior approval of the Chairman, IPIRTI Governing Body.

2.6 **Time Schedule for Assessment:** The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31 March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.

3.0 **PANELS OF EXPERTS**

3.1.1 The Director, IPIRTI and/or the Chairman, Governing Body will lay down and decide the areas for preparing Panels of Experts for constitution of Selection and Assessment Promotion Committees as under:

- a) Director, IPIRTI-SAPC II below the pay scale of Rs.8,000 -13,500

- b) Chairman, Governing Body -SAPC I for IPIRTI Technical Staff in the pay scale of Rs.8000-13500 and above

3.1.2 Area-wise Panels of Experts will be prepared separately for each Group with the approval of the Director/Chairman, Governing Body. For this purpose, suggestions will be obtained from the Technical Staff working in the area and Members of the Faculty. The Panels should be sufficiently large and will comprise both internal (IPIRTI) and external experts including scientists and technologists.

3.1.3 An Expert should have at least 7 years of supervisory /leadership experience.

3.1.4 The Panels of Experts will be valid for a period of three years after which they will be reconstituted. Additional names can be added to the Panels with the approval of the Director/Chairman, Governing Body during this period.
4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

4.0 The Assessment Committees will be constituted area-wise from the approved Panels of Experts.

4.1 The Assessment Committees will be constituted by the Director in respect of posts below the pay scale of Rs.8000-13500 as under:

<table>
<thead>
<tr>
<th>Chairman</th>
<th>From a sister organization under MoEF</th>
<th>Common to all Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member (one)</td>
<td>Joint Director</td>
<td></td>
</tr>
<tr>
<td>Member Secretary</td>
<td>Head of Department</td>
<td></td>
</tr>
<tr>
<td>Member (Two)</td>
<td>Two Supervisory level experts, one of whom will be from outside the IPIRTI system.</td>
<td></td>
</tr>
</tbody>
</table>

**Quorum:** Chairman, Joint Director, IPIRTI or equivalent and at least one Expert in the concerned discipline.

4.3 In respect of the post in the pay scale of Rs.8000-13500 and above, the Assessment Committee will be constituted by the Chairman, Governing Body as under:

<table>
<thead>
<tr>
<th>Chairman</th>
<th>A scientist/forester/administrator at the level of Additional Secretary to GOI with adequate experience of field conservation</th>
<th>Common to all Committees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Secretary</td>
<td>Director, IPIRTI</td>
<td></td>
</tr>
<tr>
<td>Members (Four)</td>
<td>Joint Director, two faculty members from IPIRTI and one member from similar institutions.</td>
<td></td>
</tr>
</tbody>
</table>

**Quorum:** Chairman, Director, IPIRTI, Joint Director and at least one Expert in the concerned discipline.

In addition to the above, two subject matter specialists should be co-opted in each of the committees from the Panel of Experts as per the requirement of each fresh assessment promotion.

4.4 The Assessment Committees which are considering the assessee of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved area-wise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and above the normal constitution of the Assessment Committee.
4.5 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.

4.6 The Accepting Authority for the recommendations by the SAPC-I would be the Chairman, Governing Body, IPIRTI being the Appointing Authority. The Accepting Authority for the recommendations by SAPC-II would be the Director, IPIRTI, being the Appointing Authority in their cases.

5.0 SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT

5.0 The 'Work Report' (WR), "Self-Assessment Report" (SAR), and "Annual Performance Appraisal Report (APAR)" in the scheme, will be defined as under:

5.1.1 Work Report (WR): Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment. This will be applicable only for groups III & IV.

5.1.2 Self-Assessment Report (SAR): An assessee's statement of work done during a year as contained in Part-I of APAR.


5.2 Annual Performance Appraisal Report (APAR) is applicable to employees of all Groups; proforma of which are annexed as Annexure-III.

5.2.1 APAR proforma comprises two parts:

**Part-I:** Self-assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will not be confidential and will carry 75% weightage and will be communicated to the employee.

**Part-II:** Assessment/Appraisal of behavioural aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

5.2.2 The total APAR marks in a year will be 100.
5.2.3 APAR marks will be awarded according to rating of the assessee on a seven-point scale, as under:

- Outstanding: 100 marks
- Excellent: 90 marks
- Very Good: 75 marks
- Good: 60 marks
- Satisfactory: 50 marks
- Fair: 35 marks
- Poor: 20 marks

5.2.4 The Institute will notify the Reporting and Reviewing Officers. The Reporting Officers shall normally be at least one rank higher than that of the assessee. The Reviewing Officers should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

5.2.5 New Proformae for APAR will come into force w.e.f 2006-07 onwards.

5.2.6 For all assessments falling due on or before 1.4.2006, the available CR gradings will be converted into 7-point scale in MANAS as per CSIR circular No.17 (65) p-42/90-PPS (Pt.II) dated 21.12.1990.

***
6.0 PROCEDURE FOR ASSESSMENT

6.1 For assessments, marks will be apportioned as follows in respect of Group I, II, III & IV:
   
   i) APAR : 50% marks (weightage)
   
   ii) Interview (Performance including Trade Test in Gr.I, II, III & IV) : 50% -do-

6.2 Lists of those being considered for Merit and Normal Assessment have to be prepared and placed before the Assessment Committee in an alphabetical order by the Director, IIPRTI.

6.2.1 The self-assessment reports and work reports of the assessee without the remarks of the Reporting/Reviewing Officer(s) will also be placed before the Committee. Non-submission of work report by the assessee will be treated as willful disinterest and the assessee will be considered as having forfeited that chance of assessment and no experience marks as per para 6.4 below will be admissible in subsequent chance.

6.3 Marks will be awarded by the Committee for each assessee after the interview. The APARs will then be seen and their marks added by the Assessment Committee.

6.4 The marks for experience wherever applicable, will be added thereafter.

6.5 The Assessment Committee will prepare separate lists (proceedings) for Merit and Normal Assessment promotion in alphabetical order.

6.6 Lists (proceedings) as above will be placed before the competent authority for approval. The competent authority will also be informed about the assessee, whose results are yet to be finalized for whatever reason.

6.7 The assessee, whether promoted or not, should be informed of the result of the assessment.

6.8 Assessment of Technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, i.e. from the date when he had become due for assessment on completion of the prescribed residency period.

6.9 The procedure for assessing of Technical and Support Staff, who are under suspension/against whom disciplinary proceedings are pending, shall be as under:

6.9.1 If on the date of meeting of the Assessment Committee, an employee is (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due
date, if recommended for promotion. In so far as the payment of arrears for the
period of notional promotion is concerned, the question or the extent thereof will be
decided by the appointing authority by taking into consideration all facts and
circumstances of disciplinary proceedings/criminal prosecution. Where the authority
denies arrears of salary or part of it, it shall record reasons for doing so after
affording opportunity to the employee concerned by issuing a notice to show-cause
there-against.

6.9.2 In case the disciplinary proceedings result in imposition of penalty of "censure" or
"recovery from pay of the whole or part of any pecuniary loss caused by the official's
negligence or breach of orders" to the Institute the case would be placed before the
same Assessment Committee(s) for the relevant year(s), as far as possible, which will
review it with reference to the original recommendations kept in the sealed cover(s),
the circumstances leading to disciplinary action and the penalty imposed; and after
taking into consideration all the aspects, give specific recommendations for
promotion or otherwise from the due date(s). Even if the employee is recommended
for assessment promotion from his due date, his pay on promotion will be fixed
notionally from the due date but actual monetary benefit shall accrue to him only
from the date following the date of imposition of any of these penalties.

6.9.3 The same procedure as in para 3 above shall be followed in the case of penalty of
"reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a)
of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment
promotion shall accrue to the Officer after expiry of the penalty.

6.9.4 In case the penalty of "withholding of promotion" is imposed, the disciplinary
authority while passing the orders will clearly indicate therein the date of effect of the
penalty and also the date on which the said employee shall become due for his
assessment consequent upon imposition of the aforesaid penalty, implying thereby
the shifting of due date by the period of penalty. The findings in the sealed cover
shall, in such a case, will not be acted upon and the assessment shall be taken up
afresh from the shifted due date. The monetary benefit will accrue only with effect
from the date following the date of issue of such orders i.e., the orders for imposing
penalty, if the employee is recommended for promotion. However, he will get
notional benefit from the shifted due date of assessment promotion.

6.9.5 In the event of penalty of "withholding increments of pay", is imposed, the sealed
cover(s) containing findings of the Assessment Committee(s) will be placed before
the same Assessment Committee(s) for relevant years, as far as possible. In case, the
employee was recommended for promotion by the earlier Committee, the
Committee after considering the penalty and the charges against the employee will
give its recommendation whether the employee is to be promoted from his original
due date or otherwise. In case, he has not been recommended by the earlier
Committee then his case for the next chance will be processed as per provisions of
the assessment scheme(s). The Assessment Committee while considering such cases
will take into consideration the penalty imposed upon the employee and the facts of
the case and thereupon give its recommendation. In case the employee is
recommended for promotion he will get his promotion notionally from his due date
with actual financial benefit from the date following the date of expiry of the penalty.
6.9.6 In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of the penalty.

6.9.7 However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.

6.9.8 The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as erstwhile recruitment rules of the Institute.

6.9.9 In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in Rules 11(v) of CCS(CCA) Rules, the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of penalty.

6.10 **Methodology for clearing backlog:** Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:

a) Have separate Assessment Committees for each of the years;

b) Get separate Work Reports;

c) Do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

7.0 **FASTER TRACK PROMOTION**

7.1 An employee, on promotion under this scheme, shall move from one Grade to another within the same Group. Movement from one Group to another on assessment is not permissible except under faster track assessment in the following cases:

(a) The staff in position as on 20.03.1986 who had acquired the qualifications prescribed for entry level for the next higher Group of grades upto 31.12.1986; (b) The staff appointed to various scientific/technical posts possessing entry level qualifications prescribed for the next higher Group of grades upto 31.12.1986; and

(c) The staff who had been selected by the Selection Committee upto 31.12.1986 but could not join their posts by the above stipulated date for want of completion of essential formalities of verification of character and antecedents and medical examination by the competent medical authority and possessing entry level qualification prescribed for the next higher Group of grades at the time of their appointment.

(Procedure for Faster Track Promotion is given at Annexure-IV).
GUIDELINES FOR INDUCTION OF DRIVERS INTO TECHNICAL STREAM

The post of Driver belongs to Administrative (Non-Technical) Cadre. As such the recruitment for the post of Driver should be made in i.e. non-technical cadre only. However, they could be inducted into the technical cadre provided they have received demonstrable maintenance training on the engines and have acquired technical skill and experience in repair and maintenance of vehicles and are willing to work on the maintenance side when they do not have driving duty.

Those, who have not so far acquired such training/skill, may be given the required practical training for a period of not less than three months in any Institute/Government/Non-Government Organization where such facilities exist.

After satisfactory training and on their being found fit for induction on the basis of a suitable trade test, by an appropriate Committee (comprising three experts -one each from outside the IPIRTI system, sister Organization under MoEF and from within the Institute, they may be inducted into technical cadre. The drivers thus inducted into technical cadre will become entitled to the benefit of:

(i) retirement at the age of 60 years; and (ii) assessment scheme applicable to Group-II Technical employees of IPIRTI.

The period of service for their assessment to the next higher grade will count from the date of their induction into technical stream.

On vacation of the post by the individual concerned due to resignation, retirement, death etc. the vacancy will occur and be filled up in non-technical cadre only.
# Annexure-II

## LIST OF RECOGNISED EQUIVALENT QUALIFICATIONS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Qualifications</th>
<th>Equivalent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Diploma in Process Instrumentation from the Institute of Paper Technology, University of Roorkee (After B.Sc. degree)</td>
<td>M.Sc. degree</td>
</tr>
<tr>
<td>3.</td>
<td>Ph.D. degree obtained after B.Sc. or M.Sc.</td>
<td>Ph.D. degree</td>
</tr>
<tr>
<td>4.</td>
<td>Diploma in Photography awarded by the Indian Air Force - De-recognised w.e.f. 14-12-2001</td>
<td>3-Years Diploma in Photography Entry level qualification for Gr.IV</td>
</tr>
<tr>
<td>5.</td>
<td>M.A. or Ph.D. in technical translation (other than Indian Language) provided these qualifications have been obtained after B.Sc. in any branch of science and the person concerned is engaged in scientific or technical translation from English into any other foreign language or from any other foreign language into English. - De-recognised w.e.f. 14-12-2001</td>
<td>Entry level qualification for Scientist B</td>
</tr>
<tr>
<td>6.</td>
<td>M.Sc. awarded on the basis of dissertation</td>
<td>M.Sc. degree in 1st Class being entry level qualification for Scientist B</td>
</tr>
<tr>
<td>7.</td>
<td>B.V.Sc</td>
<td>M.Sc. degree</td>
</tr>
<tr>
<td>8.</td>
<td>Two years Diploma in Draftsmanship in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001</td>
<td>Entry level qualification for Gr. IV</td>
</tr>
<tr>
<td>9.</td>
<td>National Trade Certificate/Diploma after one and half years academic study followed by six months in-plant training in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognised w.e.f. 14-12-2001</td>
<td>Entry level qualification for Gr. IV</td>
</tr>
<tr>
<td>10.</td>
<td>Associateship Diploma of the Institution of Chemists (India) obtained by examination - De-recognised w.e.f. 14-12-2001</td>
<td>M.Sc. degree</td>
</tr>
<tr>
<td>11.</td>
<td>Associate Membership Examination of the Indian Institute of Chemical Engineers</td>
<td>Degree in Chemical Engg.</td>
</tr>
<tr>
<td>12.</td>
<td>M.Com.</td>
<td>M.Sc. for recruitment to Gr.IV in P.M.E. Cell (Not applicable to IPRIT)</td>
</tr>
<tr>
<td>No.</td>
<td>Qualification Details</td>
<td>Level of Qualification/ Requirement</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>13</td>
<td>PG Degree in Statistics/Mathematics/Computer Sciences</td>
<td>M.Sc. for recruitment to Gr. IV in respective areas</td>
</tr>
<tr>
<td>14</td>
<td>PG Degree in Economics/Geography</td>
<td>M.Sc. for recruitment to Gr.IV depending upon the relevance of the area of work decided by RC of the Lab./Instt.</td>
</tr>
<tr>
<td>15</td>
<td>Two years Certificate course in Sr. Surveyor’s Examination awarded by the West Bengal Survey Institute prior to 1987-88 - De-recognised w.e.f. 14-12-2001</td>
<td>Three Years Diploma in the technical subject prescribed as the entry level qualification for Gr.IV</td>
</tr>
<tr>
<td>16</td>
<td>Certificate in General Nursing &amp; Midwifery of 3-1/2 years duration awarded by the Rajasthan Nursing Council - De-recognised w.e.f. 14-12-2001</td>
<td>-do</td>
</tr>
<tr>
<td>17</td>
<td>Two years course of Diploma in Business Management with <em>one</em> year course of Master of Management Science - De-recognized w.e.f. 14-12-2001</td>
<td>M.Sc.</td>
</tr>
<tr>
<td>18</td>
<td>Master’s degree in Library &amp; Information Science has been treated as equivalent to entry level qualification of Scientist B vide CSIR letter No. 17/66/94-PPS dated 21.1.2004.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Intermediate plus training as Forest Ranger/Deputy Ranger and Certificate in Wildlife Management from Wildlife Institute of India, Dehradun</td>
<td>Entry level qualification for Field Technical Officer Gr.IV(2) of IIPRTI Technical Service</td>
</tr>
<tr>
<td>20</td>
<td>M.A. English with Hindi as optional subject at Graduation and with Diploma in Journalism</td>
<td>Entry level qualification for Editorial post in Group IV of IIPRTI Technical Service</td>
</tr>
</tbody>
</table>

List of Recognized Qualifications and Effective Dates Communicated after Notification of MANAS

<table>
<thead>
<tr>
<th>No.</th>
<th>Qualification Details</th>
<th>Level of Qualification/ Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Two year Diploma in Engg. awarded by Ad hoc Boards of Technical Education prior to 1959 - w.e.f. 14-6-1995 - De-recognised w.e.f. 14-12-2001</td>
<td>3-Year Diploma in Engg./Tech Entry level qualification for Gr.IV</td>
</tr>
<tr>
<td>No.</td>
<td>Qualification</td>
<td>Degree</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>2</td>
<td>Post-Graduate Diploma in Pulp &amp; Paper from Indian Institute of Paper Technology, Saharanpur. w.e.f. 14-6-1995</td>
<td>M.Sc.</td>
</tr>
<tr>
<td>3</td>
<td>5-Year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the Examination in the prescribed subjects (w.e.f. 24-7-1996) De-recognised w.e.f. 14-12-2001</td>
<td>B.Arch. degree</td>
</tr>
<tr>
<td>4</td>
<td>M.Sc. degree in Life Sciences of 3-year duration obtained after B.Sc. from BITS, Pilani. w.e.f. 14-10-1999 De-recognised w.e.f. 14-12-2001</td>
<td>M.Sc.</td>
</tr>
<tr>
<td>5</td>
<td>Master degree in Mathematics M.A. (Math.) obtained after B.Sc. w.e.f. 8-10-1999</td>
<td>M.Sc.</td>
</tr>
<tr>
<td>6</td>
<td>B.Sc. degree in Engg. Technology obtained after 3-year Diploma in Civil Engg. from BITS, Pilani-14-10-1999</td>
<td>B.Tech/B.E.</td>
</tr>
<tr>
<td>7</td>
<td>Pass in Section &quot;A&quot; &amp; &quot;B&quot; Examination of Institution of Engineers (I), Kolkata</td>
<td>B.Tech./B.E.</td>
</tr>
<tr>
<td>8</td>
<td>Associate Membership Examination of Indian Institute of Metals, Calcutta obtained after B.Sc. w.e.f.14-10-1999</td>
<td>B.E.</td>
</tr>
<tr>
<td>9</td>
<td>Associate Membership Examination of Indian Institute of Ceramics, Kolkata obtained after Diploma in Ceramics Engg. of 3-year duration w.e.f. 25-10-1999</td>
<td>B.Tech./B.E.</td>
</tr>
<tr>
<td>10</td>
<td>1st Class 3-Year Diploma Licentiate Examination in Printing &amp; Graphic Arts obtained from State Council of Engg. &amp; Technical Education w.e.f. 25-10-1999</td>
<td>3-Year Diploma in Engg./Tech. (Entry level qualification for Gr.IV)</td>
</tr>
<tr>
<td>11</td>
<td>MBA degree obtained from IGNOU after B.Sc. with not less than 65% marks w.e.f. 31.8.01</td>
<td>M.Sc. for Recruitment and Assessment for Business Development and/or Resource Planning Monitoring and Evaluation Divisions (Not applicable to IPART)</td>
</tr>
<tr>
<td>12</td>
<td>MS Degree from Anna University/IIT w.e.f. 31.8.2001</td>
<td>M. Tech.</td>
</tr>
</tbody>
</table>

**NB:**

1. These qualifications could be considered equivalent if the same have been obtained with the division/percentage of marks as prescribed in the IPART Service Rules, for Recruitment of Technical and Supporting Staff.

2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the Institute.

[Signature]
Annexure-III

APAR PROFORMAE FOR GROUPS-II, III, AND IV

The existing proformae will continue till such time as revised proformae for these groups are prepared and notified.

However, the existing Note 1 in the proformae which relates to communication of grading to the employee may be replaced with the following:

"Critical appraisal of the Reviewing Officer/Normalization Committee and grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary the employee may seek an interview with the competent authority."

OPERATIVE SCALES (OLD AND REVISED)

<table>
<thead>
<tr>
<th>OLD SCALES</th>
<th>REVISED SCALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.750-12-870-14-940*</td>
<td>Rs.2550-55-2660-60-3200</td>
</tr>
<tr>
<td>Rs.800-15-1010-20-1150*</td>
<td>Rs.2650-65-3300-70-4000</td>
</tr>
<tr>
<td>Rs.950-20-1150-EB-25-1400</td>
<td>Rs.3050-70-4590</td>
</tr>
<tr>
<td>Rs. 1200-30-1560-EB-40-2040</td>
<td>Rs.4000-100-6000</td>
</tr>
<tr>
<td>Rs. 1350-30-1440-40-1800-EB-50-2200</td>
<td>Rs.4500-125-7000</td>
</tr>
<tr>
<td>Rs. 1400-40-1800-EB-50-2300</td>
<td></td>
</tr>
<tr>
<td>Rs. 1640-60-2600-EB-75-2900</td>
<td>Rs.5500-175-9000</td>
</tr>
<tr>
<td>Rs.2000-60-2300-EB-75-3200-100-3500</td>
<td>Rs.6500-200-10,500</td>
</tr>
<tr>
<td>Rs.2200-75-2800-EB-100-4000</td>
<td>Rs.8000-275-13,500</td>
</tr>
<tr>
<td>Rs.3000-100-3500-325-4500</td>
<td>Rs. 10,000-325-15,200</td>
</tr>
<tr>
<td>Rs.3700-125-4700-150-5000</td>
<td>Rs.12,000-375-16,500</td>
</tr>
<tr>
<td>Rs.4500-150-5700</td>
<td>Rs. 14,300-400-18,300</td>
</tr>
<tr>
<td>Rs.5100-150-5700-200-6300</td>
<td>Rs. 16,400-450-20,000</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Rs.5900-200-6700</td>
<td>Rs. 18,400-500-22,400</td>
</tr>
<tr>
<td>Rs.5900-200-7300</td>
<td></td>
</tr>
</tbody>
</table>

*EB is not applicable w.e.f. 1.1.1993*
PART – I
PARTICULARS OF THE EMPLOYEE
(To be furnished by the Administration)

1 Name (In Block Letters):
2 Date of Birth:
3 Date of Joining in IPIRTI:
4 Department
5 Present Post:
   a) Designation:
   b) Group & Grade:
   c) Date of appointment to the present post:
   d) Date of Joining the Department
6 Reporting Officer:
7 Reviewing Officer:
8 Qualifications (Academic/Scientific/Technical)

<table>
<thead>
<tr>
<th>Degree/Diploma/Certificate</th>
<th>Year</th>
<th>Subject &amp; Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Leave Record (Other than casual leave)

Verified by:

Signature of AO/SO with Date  Signature of the Employee with Date
PART II

PERFORMANCE APPRAISAL

Part II (A) SELF-ASSESSMENT BY THE EMPLOYEE

Period (From ........................................... to .............................................)

1 Programmes/Activity(ies)/Project(s):
   (Give titles)

2 Status in the Programme(s) Activity(ies)/Project(s)
   Please tick the relevant Box

   Team
   Technical Support
   General

   Member(s)
   Assistance

3 Tasks assigned during the period:
   (Please give information in the format enclosed)

4 Tasks completed during the period:
   (Please give information in the format enclosed)

5 Any specialized work done or distinguished service rendered:

6 Please state whether the annual return on immovable property (if applicable) for the
   proceeding calendar year filed within the prescribed date i.e. 31 January of the year
   following the calendar year. If not, the date of filling the return should be given.

Signature of the Employee
   with Date
II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS

Reporting Officer:

a) Name (In block Letters):

b) Designation:

Critical Appraisal by the Reporting Officer:

Grade awarded by the Reporting Officer:
(Seven-point scales to be inserted).

Signature of the Reporting Officer
with Date
Appraisal by the Reviewing Officer:

a) I accept the self-assessment report of the employee except for the following:

b) Grade awarded by the Reviewing Officer:

Signature of the Reviewing Officer
with Date

Note:

i. Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. The reply of the employee is to be placed on record whenever necessary. The employee may seek an interview with the Head of the Institution/Designated Authority.

ii. If the assessee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given using xeroxed copies of this page only.

iii. Provision has to be made for one more column wherein the employee states his/her assessment expected by him/her of the reporting officer which will marginalize wide variations in the overall assessment.
Part II (C) *DECISION OF THE ACCEPTING OFFICER

Remarks by the Accepting Officer:

Final Grade Awarded:

Signature of the Accepting Officer with Date

* The part is to be filled only in case of Difference in opinion.
INDIAN PLYWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE
ANNUAL PERFORMANCE APPRAISAL REPORT

PART III: BEHAVIOURAL ASPECTS

Period: From ........................................ to........................................
(Completed form is to be returned to the Administration for record and necessary action)

1. Name of the Employee: (In Block Letters)
2. Designation:
3. Department:
4. Employee's profile: (Please ✓ mark the relevant box)

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Outstanding (5)</th>
<th>Very Good (4)</th>
<th>Good (3)</th>
<th>Satisfactory (2)</th>
<th>Poor (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Intelligence &amp; Industry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Creativity &amp; Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Ability to work in a team</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Sense of responsibility/discipline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Punctuality and Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Integrity: (As per guidelines issued by Govt. of India)

6. Final Marks:

Signature of the Reporting Officer
with Date

Signature of the Reviewing Officer
with Date
I Please read carefully the attached guidelines before filling up this column.

II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.

III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category “Poor” as well as adverse remarks on “Integrity” shall be communicated.
INDIAN PLYWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE
PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from: ........................................to......................................................

1 Name of the Employee: (In block letters)
2 Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer
with Date
GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL, REGARDING “INTEGRITY” VIDE O.M. NO. 51/5/71-ESTT. TH
“A”DATED 20 MAY, 1972.

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:

a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.

b) The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant’s integrity should be recorded simultaneously and followed up.

c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken expeditiously.

d) If, as a result of the follow-up action, a Government servant is exonerated, his/her integrity should be certified and an entry made in the Character Roll.

e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.

f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. servant’s integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant’s conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.

g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certified integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not be the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he
has not watched the Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two parts:

**Part I:** Self Assessment Report by the assessee and its Appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will be open and non-confidential and will carry 75% weightage and will be communicated to the employee.

**Part II:** Assessment/Appraisal of behavioral aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks (Part I) will be awarded according to assessee's rating on a seven-point scale, as under:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>100 marks</td>
</tr>
<tr>
<td>Excellent</td>
<td>90 marks</td>
</tr>
<tr>
<td>Very good</td>
<td>75 marks</td>
</tr>
<tr>
<td>Good</td>
<td>60 marks</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>50 marks</td>
</tr>
<tr>
<td>Fair</td>
<td>35 marks</td>
</tr>
<tr>
<td>Poor</td>
<td>20 marks</td>
</tr>
</tbody>
</table>
TASK ASSIGNED DURING THE PERIOD COVERED BY THE REPORT
(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:
(In block letters)

Reporting Period
From.............................. to..............................

1. General Tasks:

2. Special Tasks:

Signature of the Employee
with Date

Signature of the Reporting Officer
with Date
TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT
(To be filled at the end of the Reporting Period)

Name of the Employee:
(In block letters)

Reporting Period

From............................... to.................................

1. General Tasks:

2. Special Tasks:

Signature of the Employee
with Date

Signature of the Reporting Officer
with Date
INDIAN PLYWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE
THE ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) FOR GROUP
III & IV

Reporting Period: From......................... to.........................

PART - I
PARTICULARS OF THE EMPLOYEE
(To be furnished by the Administration)

1. Name (in block letters):

2. Date of Birth:

3. Date of Joining IPITI:

4. a) Department: b) Programme(s)/activity(ies):

5. Present Post:
   a) Designation:
   b) Group & Grade:
   c) Date of appointment to the present post:
   d) Date of joining the Division/Area/Section:

6. *Reporting Officer:

7. *Reviewing Officer


<table>
<thead>
<tr>
<th>Degree/Diploma/Certificate</th>
<th>Year</th>
<th>Subject</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Membership of Professional Societies

<table>
<thead>
<tr>
<th>Name of the Society</th>
<th>Class of Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

51
10. *Leave Record (other than Casual Leave):

Verified by:

Signature of AO/SO
with Date

Signature of Employee
with Date

NOTE: * These columns will be filled by the Administration
**PART -II**

**II (A) SELF ASSESSMENT BY THE EMPLOYEE**

(From .................................. To ..............................................)

1. Programme(s)/Activity(ies)/Project(s) (give details) (Please tick the relevant boxes)

<table>
<thead>
<tr>
<th>Support</th>
<th>Coordinator</th>
<th>Leader</th>
<th>Member of Team</th>
<th>Tech.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Type of work engaged in & time devoted Months
   a) Research & Development
   b) Design & Development
   c) Testing, Evaluation, Calibration & Maintenance/Management Of facilities
   d) Documentation, Publication, Library & Translation
   e) Technical service
   f) Engineering Services
   g) Information, Liaison, HRD
   h) Teaching/ Training
   i) Field Work
   j) Editorial Services
   k) Any other (Please specify)
4. Tasks assigned during the period covered by the Report
   [Give information in the format enclosed]

5. Work done during the period covered by the Report
   [Give information in the format enclosed]

6. Technical output

6.1 Technical know-how, Expertise & Technical Service Contributed.
   a) Software/Programmes/New Data Base/ Algorith Developed/Applied

   b) Technical Manuals, Test Reports/ Analytical/ Reports prepared (give full particulars
      including fee realized)

   c) Design & Drawing/ Flow Charts Developed

   d) Consultancy assignments undertaken (if any)

   e) Training offered/organized

   f) Repair & Maintenance (Job work) undertaken

   g) Technical Assistance rendered (give details)

   h) Membership of Technical Committees (give full particulars)

   i) Any other (give details)

6.2 Research publications, Technical Reports, Conference Papers and Invited Lectures etc.
   a) Paper published or accepted for publication in Scientific/Technical Journals (give
      full particulars)

   b) Paper presented in organized Conferences/Symposia/Seminars etc. (give full
      particulars)

   c) Books, Monographs, Chapters in Books, Reviews & Bibliographies published in the
      open literature etc. (give details)
d) Internally published Scientific/Technical Reports

e) Invited lectures delivered

f) Any other (give details)

6.3 Output relating to Technical Support Services
   a) Workshop and other Technical Support Services (give details)

b) Operation & Maintenance of Sophisticated Equipment/Facilities

c) Other Technical Support Services (give details)

6.4 Output relating to other Technical Services
   a) Organizing of Meetings/Perspective Analysis and other services (give details)

b) Information/Publication/Documentation/Library/Translation services provided (give details)

c) Manpower and Human Resource Development (give details)

d) Any other (give details)

6.5 Inputs in imparting Training/Teaching/field exercise(s)/field Surveys
   a) Training/Teaching inputs
b) Inputs as resource person

c) Contribution towards undertaking field exercise/visit to field areas on tour or research work(s)/workshop(s)

d) Field Area(s) visited during the period

7. Honours/Awards/Distinctions/Citations received during the period (give details)

8. Additional Qualifications obtained/Training received (give details)

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 filing the return should be given.

Signature of the Employee
with date

II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS

1 Reporting Officer:
   a) Name (in block letters):
   b) Designation:

2 Critical Appraisal of the performance of the employee during the period (give (a)
   Highlight the significant achievements of the Employee (b) shortfalls relevant to the
   assigned tasks)

3 Grade awarded by the Reporting Officer (Seven-point scales to be used)
Signature of the Reporting Officer with Date

4 Appraisal by the Reviewing Officer
   a) I accept the self-assessment report of the employee except for the following:

   b) Grade awarded by the Reviewing Officer (Seven point scale to be used)

Signature of the Reviewing Officer with Date
5. Appraisal by the Accepting Officer
   a) I accept the self-assessment report of the employee except for the following:

   b) Grade awarded by the Accepting Officer (Seven point scale to be used)

   Signature of the Accepting Officer
   with Date

   Note:
   i) Critical appraisal of the Reviewing Officer and Grading shall be communicated to
      the employee. If the employee has anything further to add, he/she may respond in
      writing within a period of four weeks after the receipt of remarks. The reply of the
      employee is to be placed on record whenever necessary. The employee may seek an
      interview with the Head of the Institute/Designated Authority.

   ii) If the Assessee has served under more than one Reporting Officer during the period,
       appraisal by each Reporting Officer should be given using Xeroxed copies of this
       page only.

   iii) Provision has to be made for one more column wherein the employee states his/ her
       assessment expected by him/her of the reporting officer which will marginalize wide
       variations in the overall assessment.
II (C) DECISION OF THE DIRECTOR OF THE INSTITUTE

OR DESIGNATED AUTHORITY*

1. Remarks by the Director of the Institution or Designated Authority

2. Final Grade Awarded:

Signature of the Director of the Institute
Or Designated Authority with Date

* The part is to be filled only in case of difference in opinion.
PART III BEHAVIOURAL ASPECTS

Period: From ........................................ to ........................................
(This completed form is to be returned to the Administration for record and necessary action)
1. Name of the Employee (In block letters):
2. Designation:
3. Division/Area/Section:
4. Employee's profile: (Please ✓ mark the relevant box)

<table>
<thead>
<tr>
<th>Attributes/Aspects</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Intelligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii) Creativity &amp; Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii) Ability to work in a team</td>
<td></td>
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<tr>
<td>iv) Sense of Responsibility/Discipline</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v) Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


1. INTEGRITY: (As per guidelines issued by Govt. of India)

2. Final Marks in the Behavioural Aspects:

   Signature of the Reporting Officer

   Date:

   Signature of the Reviewing Officer

   Date:

   Signature of the Accepting Officer

   Date:

I Please read carefully the attached guidelines before filling up this column.

II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.

III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category “Poor” as well as adverse remarks on Integrity shall be communicated.
INDIAN PLYWOOD INDUSTRIES RESEARCH & TRAINING INSTITUTE

PART IV
FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from: ..............................................to.........................................................

1 Name of the Employee:
   (In block letters)

2 Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)
Marks in part III (out of 25)
Total Marks (out of 100)

Signature of Reviewing Officer or
Designated Authority with Date

I agree with the assessment of the Reviewing Officer.

Signature of Accepting Officer
with Date

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:

a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following subparagraphs.

b) The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant’s integrity should be recorded simultaneously and followed up.

c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken expeditiously.

d) If, as a result of the follow-up action, a Government servant is exonerated, his/her integrity should be certified and an entry made in the Character Roll.

e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.

f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. servant’s integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.

g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certified integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not be the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he
has not watched the Govt. servant's work for sufficient time to be able to make any
definite remark, or that he has heard nothing against the Govt. servant's integrity, as
the case may be. This would be a factual statement to which there can be no
objection. But it is necessary that a superior officer should make every effort to form
a definite judgment about the integrity of those working under him, as early as
possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two
parts:

**Part I:** Self Assessment Report by the assessee and its Appraisal by the
Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This
part of the appraisal will be open and non-confidential and will carry 75% weightage and will
be communicated to the employee.

**Part II:** Assessment/Appraisal of behavioral aspects. This part of the appraisal will be
confidential and carry 25% weightage. However, only adverse remarks will be communicated
to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks *(Part I)* will be awarded according to assessee's rating on a seven-point scale,
as under:-

<table>
<thead>
<tr>
<th>Rating</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>100</td>
</tr>
<tr>
<td>Excellent</td>
<td>90</td>
</tr>
<tr>
<td>Very good</td>
<td>75</td>
</tr>
<tr>
<td>Good</td>
<td>60</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>50</td>
</tr>
<tr>
<td>Fair</td>
<td>35</td>
</tr>
<tr>
<td>Poor</td>
<td>20</td>
</tr>
</tbody>
</table>
TASKS ASSIGNED DURING THE PERIOD COVERED BY THE REPORT
(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:
(In Block Letters)

Reporting Period
From ____________ to

1 General Technical Tasks:

2 Special Tasks:

3 Other than Technical Tasks

Signature of the Employee with Date

Signature of the Reporting Officer with Date
TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT
(To be filled at the end of the Reporting Period)

Name of the Employee: (In block letters)

Reporting Period

From........................................... to...........................................

1 General Technical Tasks:

2 Special Tasks:

3 Other than Technical Tasks

Signature of Employee with Date

Signature of the Reporting Officer with Date
PROCEDURE FOR FASTER TRACK PROMOTION

1. There may be staff members in Group-I possessing qualifications prescribed for entry level to the next higher group of trades. Such persons shall be assessed for consideration for promotion to the next higher grade in the same group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grades, they shall be deemed to have crossed over to the next higher Group of grades. If their pay, on such promotion, is less than the entry level pay of the next higher group of grades, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of the next higher Group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to crossover to the next higher Group of grades if their pay reaches the entry level pay of the next higher Group. Up to 100% of the eligible persons may be promoted each time.

For example, if there are persons occupying positions in Group-I (2), i.e. in the scale of Rs.210-290 (pre-revised) or close to it with qualification of Matriculation/SSLC plus 2 years experience or ITI certificate which are entry level qualifications for Group-II, such persons may be assessed and if found fit be placed in Grade-I(3), i.e. Rs.225-308 (pre-revised). When they spend 7 years in the grade of Rs.225-308 (pre-revised) or reach the basic pay of Rs.260/- whichever is earlier, they may be assessed and if found fit be brought on to Grade-I(4) i.e. Rs.260-350 (pre-revised), thus bringing them to the entry level grade of Group-II.

2. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-IV shall be assessed for consideration for promotion to the next higher grade in the same Group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all, they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the pay of the entry level grade of next higher Group, they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group-IV (1), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Groups IV or the minimum stipulated period in newly promoted grade of assessment to next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades i.e. Group-IV, if their pay reaches the entry level pay for this Group. Upto 100% of the eligible persons may be promoted each time.
2.1 For example, if there are persons occupying positions in the grade of Rs.260-350 (pre-revised) or close to it with qualifications of a Bachelors Degree in Science or Library Science etc. or a Diploma in Engg. of 3 years duration, which are entry level qualifications for Group-IV grades, such persons may be assessed; and if found fit, may be placed in the grade of Rs.330-560 (pre-revised). When they spend 7 years in the grade of Rs.330-560 (pre-revised) or reach the basic pay of Rs.380/- whichever is earlier, they may be assessed and if found fit be brought on to the grade of Rs.380-640 (pre-revised) and when they reach the basic pay of Rs.425/- in the grade of Rs.380-640 or have spent 7 years in the grade, whichever earlier, they may be assessed and if found fit be placed in the grade of Rs.425-700 (pre-revised) thus bringing them to Group-IV, grade-1 i.e. Grade-IV (f).

3 The staff members in Group-IV of grades who have qualifications prescribed for entry level to the next higher i.e. Scientist-B grades shall be assessed for consideration for promotion to the next higher grade in the same Group of grades i.e. Group-IV. If they do not get promoted the first time they will be eligible for assessment next year. In all, they shall be given three assessment chances, if on such internal assessment promotion, their pay when fixed is equal to or higher than they entry level pay of level of Scientist-B, they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Scientist-B, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Scientist-B or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and permitted to crossover to the lowest grade of Group-A Scientific Posts, if their pay reaches the entry level pay of Group-A Scientific Posts.

4 The assessment committee for assessment under the faster track scheme may be constituted in accordance with the provision of chapter - 4 of the revised MANAS.

5 The Assessment Committee shall assess the merit of the employee on the basis of his qualifications, achievements, record of work, ACRs for the period. If, however, an employee reaches the maximum of the next higher grade during the same period for which he has already been assessed and promoted, then his ACRs for that period will not be taken into consideration again. In such cases, the Committee may judge the overall suitability of the assessee to hold the next higher grade on the basis of record and quality of his work and performance during interview.

6 The threshold as prescribed in the MANAS will not apply in these cases.

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