



गोविन्द बल्लभ पन्त राष्ट्रीय हिमालयी पर्यावरण संस्थान
G.B. Pant National Institute of Himalayan Environment (NIHE)

कोसी-कटारमल, अल्मोड़ा - 263643, उत्तराखण्ड
Kosi - Katarmal, Almora- 263 643, Uttarakhand

No: GBPI/RFCS/25/1422

Date: 17th November 2025

Circular

Sub: Implementation of Revised Flexible Complementing Scheme (RFCS) in the Institute (NIHE) for Review and Assessment Promotion of Scientific staff.

The Governing Body of the Institute, in its 47th meeting held on 30.10.2025, has considered and approved the implementation of Revised Flexible Complementing Scheme (RFCS) in place of existing Modified Flexible Complementing Scheme (MFCS) for review and assessment promotion of scientific staff of the Institute. The RFCS will be effective from 01.01.2025.

Further, the appraisal period of filling up of the Annual Performance Appraisal Report (APAR) in respect of Scientific Staff would be financial year wise i.e., 1st April to 31st March. The APAR for the transition period i.e. 1st January 2025 to 31st March 2025 required to be filled up separately as per rules. Proforma of the APAR is also available in the RFCS.

This being issued with the approval of the Competent Authority.


(Sajeesh Kumar P.V.)
Administrative Officer

Copy for information to (through e-mail):

1. All Scientific staff of the HQs and all Regional Centres.
2. Steno to the Director – for kind information of the Director
3. In-Charge, IT cell – For website updation
4. Guard File.

Review and promotion of Scientists through Revised Flexible Complementing Scheme:

- I. The Revised Flexible Complementing Scheme (herein after referred to as 'Scheme') shall replace the existing MFCS in force in the Institute for making promotions to scientific posts in Level-11 to Level-14 in the Pay Matrix.

These posts are also filled at levels higher than the entry grade (Level 11 and above). Henceforth, the Institute shall first consider filling up the vacancies in higher Levels from the Scientists in the feeder grade who are recommended for promotion to the next higher grade under the scheme. If the number of Scientists recommended for consideration of promotion to the next grade under the scheme is more than the number of vacancies available in the promotion grade, then to that extent, the number of posts will be automatically upgraded to the promotion grade, subject to the condition that the combined sanctioned strength of all the grades shall remain the same. Vacancies arising due to attrition shall normally revert to the entry-level grade of the respective Scientific/Technical category. However, based on functional needs and with the approval of the Competent Authority, some of these vacancies may be filled by the method of recruitment prescribed in the RRs, for the posts above entry level, based on the level of the vacancy and commensurate with the higher qualifications and skills of individual candidates within the overall sanctioned strength.

- II. For the purpose of determining eligibility for promotion/upgradation under the Scheme, definition of Scientific posts shall be as under;

a. Scientific Post

A Scientific Post is the one where the incumbent of which is a 'Scientist or Engineer' defined as below in a scientific institution/organization declared as 'Scientific Department' by following due procedure and is engaged in creating new scientific knowledge or innovative engineering, technological or medical techniques or which is involved predominantly in professional research work and development.

b. Scientists and Engineers

Scientists and Engineers are persons who:

- i. are recruited as such and continue to hold a scientific post as defined above; and
- ii. possessed an academic qualification of at least Master's Degree in Physical/Chemical/ Biological/ Earth Atmospheric/ Environmental/ Mathematical/ Computational and Information/ Agricultural Sciences from a recognised University or Institute;
- iii. OR

- iv. Bachelor's Degree in Engineering/ Technology/Biotechnology/Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4 year degree course) from a recognised University or Institute
- III. Interpretation regarding Educational Qualifications or inclusion of new disciplines in the Scheme will be governed by the recommendations of the Inter-Ministerial Committee (IMC) chaired by the Secretary, DoPT.
- IV. All the posts covered under the Scheme shall carry the following uniform Levels in the pay matrix, designation and the minimum residency period linked to performance:

Level in pay-matrix	Designation	Minimum Residency Period linked to Performance
Level - 10	Scientist B	
Level - 11	Scientist C	3 years as Scientist-B
Level - 12	Scientist D	4 years as Scientist-C
Level - 13	Scientist E	4 years as Scientist-D
Level - 13A	Scientist F	5 years as Scientist-E
Level - 14	Scientist G	5 years as Scientist-F

- V. Exceptionally Meritorious Category- Based on assessment parameters and the recommendation by the Internal Screening, not more than 10 per cent of the Scientists may be granted relaxation in the residency period by the Departmental Peer Review Committee for all levels, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career.
- VI. Treatment of period of Leave towards minimum residency period/ period spent on deputation for promotion/upgradation under the Scheme.
 - a. The following types of leave availed by an eligible scientist/period spent on deputation shall be counted towards the minimum residency period required to be put in by the Scientists in the lower grade for consideration of promotion/upgradation under the Scheme:
 - i. The period spent on deputation/Foreign Service to another scientific post, which helps a Scientist to acquire scientific experience in a diverse set up.
 - ii. Period of Study Leave/any other Leave taken for academic accomplishments to improve scientific knowledge.
 - iii. Maternity Leave sanctioned as per Leave Rules.
 - iv. Leave of a maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules.

- v. Earned Leave for a total period not exceeding 180 days (for 3-year residency period), 210 days (for 4-year residency period), 240 days (for 5-year residency period) sanctioned as per Leave Rules.
 - vi. Child Care Leave sanctioned as per Rules.
- VII. The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL etc. availed on personal grounds shall not count towards the minimum residency period.
- VIII. The Revised Annual Work Report (AWR) format to capture scientific content of work performed has been designed and enclosed as [Annexure I](#). The revised AWR (part A) would be filled up by the officer reported upon along with the revised Annual Performance Appraisal Report (APAR) format enclosed as [Annexure II](#). Both AWR and APAR would be filled mandatorily on an annual basis.
- IX. There shall be two level of assessment under the Scheme namely Level-I Screening (Internal Screening Committee) and Level-2 Screening (Assessment Board/ Department Peer Review Committee) as given below:
 - a. Level 1 Screening (Internal Screening Committee):

An internal screening committee shall be constituted by the Institute for evaluation of annual work reports vis-a-vis the criteria for promotion/upgradation under the scheme. An external member, from the Departments of Atomic Energy, Space or DRDO, shall be co-opted in the selection process. The Internal Screening Committee would report on the scientific content of work done by the scientists/ engineers who meet the benchmark of 'Good' for Scientist C and 'Very Good' for Sc. 'D' and above. The Internal Screening Committee would submit their recommendation in Part C of the Revised AWR reporting format, alongwith comparable parameters for consideration in Level-2 Screening.
 - b. Level 2 Screening (Assessment Board/ Institutional Peer Review Committee):
 - i. **For Scientist C to Scientist E:** The assessment boards constituted in the Institute shall undertake Level-2 screening for assessment of scientists and furnish their recommendation for promotion/upgradation from Scientist C to Scientist E. The assessment board would also have a majority of external members possessing expertise in the field. The assessment board would have the characteristic of independent peer group for the assessment of the scientific content of the work. Greater emphasis is to be placed on achievement as evaluated by an independent peer group rather than on seniority only. The assessment board shall document specifically through one page summary, the specific content of the work done.
 - ii. **For Scientist F to Scientist G:** The Institutional Peer Review Committee (IPRC) constituted in the Institute shall undertake level 2

screening for assessment of scientists and furnish their recommendation for promotion/upgradation for Scientist F/ Scientist G. The proposals involving relaxation/assessment in residency period in respect of exceptionally meritorious Scientists for consideration of promotion/upgradation from Scientist C upto Scientist G shall also be considered by IPRC. The IPRC shall document specifically through one page summary, the specific content of the work done.

- iii. The Assessment Board/IPRC should specifically certify that the Scientists recommended met with all the criteria for promotion/upgradation under the Scheme.
 - iv. Field experience in research and development and/or experience in implementation of such scientific projects is compulsory for promotion/upgradation of scientists recruited to the posts in the Secretariat of the Scientific Ministries/Departments to higher grades under the Scheme. Field experience of at least two years and five years respectively will be essential for promotion/upgradation to Scientist F and Scientist G grades respectively.
- X. The assessment would be done twice in a year. Cases of those Scientists who have completed or will complete the minimum residency period as on the cut-off dates of assessment viz. 1st January or 1st July, as the case may be, and have earned or will earn number of annual ACRs/APARs equal to or more than the number of years of minimum residency period for the period preceding the cut-off dates of assessment, shall be considered for assessment under the Scheme
- XI. Candidates who do not qualify either in Level-I screening or Level-2 screening shall be re-assessed only after one year when they earn at least one more APAR and AWR. Such re-assessment would again entail Level-I and Level-2 Screening and not commence from the stage where the Scientist failed to qualify.
- XII. The date of promotion/upgradation of Scientists recommended for promotion/upgradation to the next higher grade under the Scheme shall be the date on which the Competent Authority approves the promotion/upgradation. Officers on leave or on deputation outside the organisation can be given promotion only with effect from the date they rejoin or return to the parent cadre.
- XIII. There shall be no retrospective promotion/upgradation.
- XIV. The assessment process under the Scheme for promotion/upgradation to the next grade would be conducted only thrice, and thereafter, the scientist would be covered under Modified ACP scheme (MACP) as approved for Central government civilian employees. The Scientist who has been granted any grade under MACP can be considered for next grade according to the eligibility and other provisions of the Scheme. This is expected to provide an alternate channel for development for

scientists and is expected to maintain the rigors of assessment required for assessment under the Scheme. Some illustrations are given below for clarity:

- i. **Illustration-1** A scientist 'B' is considered but does not get promotion/upgradation under the Scheme. He/She would be entitled to grade of Scientist 'C', 'D' and 'E' on completion of 10/20/30 years of service subject to provisions of MACP notified vide OM No. 35034/3/2015-Estt.(D) dated 22.10.2019, as amended from time to time.
 - ii. **Illustration-2** A Scientist 'B' gets promotion/upgradation to Scientist C under the Scheme in second chance after 4 years. After prescribed residency, he/she does not qualify under the Scheme for three successive years for upgradation to Sc. D. After completion of ten years in the grade of Scientist 'C' i.e. after 14 years of service he is upgraded to Scientist 'D' under the Scheme, subject to provisions of MACP notified vide OM No. 35034/3/2015-Estt. (D) dated 22.10.2019. After prescribed residency of 4 years in Scientist D, he would again be considered for promotion/upgradation to Scientist 'E' under the Scheme. In case he does not qualify for three successive years, he would be upgraded to Scientist 'E' after completion of 10 years in the grade of Scientist 'D' i.e. after 24 years of service. Further promotion/upgradation to Scientist F and Scientist 'G' would only be under the Scheme as the Scientist would have got three upgradations and no further upgradation under MACPS would be permissible.
 - iii. **Illustration-3** If a Scientist gets three promotions/upgradations under the scheme, there would be no claim for any further upgradation under MACP Scheme as the MACP Scheme only allows three financial upgradations in minimum level on completion of 10, 20 and 30 years of service respectively.
- XV. Scientists/ Technical experts doing management/ administrative work in the Institute should not be considered for under the Scheme, they should only be given benefit of upgradation under MACP.

ANNUAL WORK REPORT**Self-Assessment by the officer reported upon**

1.	Name	:	
2.	Designation	:	
3.	Area of S&T Function	:	
PART A			
4.	One page summary of the scientific and technical elements in the work done during the financial year:		
	a	New Initiative taken:	
	b	S&T content of the work done:	
	c	Innovation content of the work done:	

5.	Brief Description of evaluation parameters related to the officer's work function as given in the Appendix:
Assessment of work output	
(Out of the five broad parameters given at Appendix, the Officer may choose at least twenty sub parameters of 5 marks each for 100 marks in total relevant to the work function of the officer).	

Sl No.	Brief Description of the parameter on which the Officer has to be evaluated	Achievement made there to by the Officer concerned (maximum 50 words each for each sub parameters)
1.	Parameter: _____ Sub Parameter a. b. c. . .	
2.	Parameter: _____ Sub Parameter a. b. c. . .	
3.	Parameter: _____ Sub Parameter a. b. c. .	

4.	Parameter: _____ Sub Parameter a. b. c. . .	
5.	Parameter: _____ Sub Parameter a. b. c. . .	

(signature of the officer reported upon)

Name:

Designation:

PART B		
<u>ASSESSMENT BY THE REPORTING AUTHORITY</u>		
1.	Do you agree with the evaluation parameters suggested by the Officer?	
2.	Short summary of the innovative content of the work done	
3.	Please also indicate the exceptional contribution of the Officer for which he can be considered under exceptionally meritorious category.	
4.	Overall assessment of the scientific work	
	Sl No	Marks given by the reporting authority
	1.	
	2.	
	3.	
	4.	
	5.	

(signature of the reporting officer)

Name:

Designation:

PART C			
INTERNAL SCREENING COMMITTEE REPORT			
(This Report has to be prepared by the Level-I Screening Committee after the completion of the residency period for reporting the same to the Assessment Committee)			
1.	Innovative component of the work done during the residency period vis-à-vis work function of the officer:		
2.	Major achievements (100 words) by the officer during the residency period:		
3.	Extra ordinary achievements made to be considered under exceptionally meritorious category:		
4.	New initiative taken in order to achieve the goal / target of the schemes / programs handled:		
5.	Over all grading of the officer (1 to 10 scale):		
6.	Relative Assessment with Peers:		
	(Top 10%)	(10 to 33%)	(33% and below)
Signature of the Committee members			

Parameters* for Evaluation (Officer reported can choose at least twenty sub parameters given below) in consultation with the Reporting Officer	
1.	S&T Management/S&T Policy Product/Scientific and Technological Aspects Extra and Intra mural R&D projects handled/executed/monitored Scientific Notes/Reports/database created/managed/handled S&T scheme or projects handled/launched/implemented/facilitated/managed S&T manuals/brochures/technology status report prepared S&T cooperation with other countries facilitated Signing of domestic/international MOU facilitated SFC/EFC/Cabinet Notes/Projects/Schemes prepared Technology Intelligence/foresight/assessment reports prepared Drafting/review of National/ International standards for products/process Preparation of field report/observational data etc. Output/Outcomes of Research Projects generated Management of Scientific Resources
2.	Knowledge Product Publications and invited lectures Patent/IPR documentation/copyrights/designs Output/Outcome Analysis for strategic S&T planning Development/Improvement of new/existing laboratory analytical method Development/Improvement of new/existing mathematical/statistical/dynamical models Preparation of data/meta data standards Development of Algorithms for IT solutions Development of convergent technology solutions Design and documentation of application software Preparation of technology status report
3.	S&T Economic Product Technology Developed/Facilitated Technology transferred/licenced/commercialised Consultancy projects carried out/income generated/EMR Grants receipt Licensing Fee/Income catalysed/facilitated Start-ups created Incubation Facilities created Technical services/Calibration implemented/facilitated Maintenance and upgradation of observational and Computational networks Capacity building Delivery of statutory/promotional services to industry Cost cutting Measures Implemented
4.	Capacity building and Promotion of S&T HRD schemes managed/handled Skill Development/Rural Development Programme implemented Technology field demonstration/entrepreneurship training carried out Science education/knowledge dissemination

	Training course designed and developed including capacity building PhD/MTech/MSc Students guided/trained
5.	S&T Services and Outreach activities Outreach materials of R&D outputs disseminated Artisanal training/Skill Development Initiatives taken Grass root S&T related actions Technology adapted for local needs Participation in Field survey, data collection, scientific exploration Laboratory Accreditation, Good Laboratory Practice Inspection Survey, R&D Service Weather, Climate, Ocean, Seismological and Cryospheric services Environmental impact appraisals, Natural wealth and Hazard Assessment Testing and calibration service carried out Energy/environment audit carried out Design/development of regulatory framework Software/hardware/electronic products deployed/developed Good Manufacturing Practices Projects planning/monitoring/evaluation Maintenance and enhancement of e-Governance Projects Design, development and hosting of portals, web applications and websites for information/dissemination Management and prevention of security threats/vulnerabilities in Cyber Space Monitoring systems for implementation of Government Schemes and dissemination to public using ICT Tools

*Any other parameter not included above but included in the as S&T Output/indicator in Annexure-II titled as "Criteria for identifying S&T Agencies/Organisations for implementation of Revised Flexible Complementing Scheme"

ANNEXURE II

Year: _____

G B PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT
REVISED ANNUAL PERFORMANCE AND APPRAISAL REPORT
FORMAT FOR SCIENTISTS

PART – 1				
(The information should be furnished by the Administration/Custodian)				
(Identification Information)				
1.	Name of the Employee	:		
2.	Designation	:		
3.	Employee ID	:		
4.	Date of Birth	:		
5.	Section or Group	:		
6.	Area of specialization	:		
7.	Date of joining to the post	:		
8.	E-mail ID	:		
9.	Mobile No	:		
10.	Year of the Report	:		
11.	Educational Attainments			
	Qualification	Year	Univ./ Instt.	Remarks
12.	Employment Details (PDF positions held may be included here)			

	Grade/ Post	Lab/ Institute	Duration		Remarks
			From	to	
13.	Any qualification acquired during the year of Report				
	Qualification	Year	Univ./ Instt.		Remarks
14.	Any training undergone during the year of Report:				
15.	Any leave availed during the year of Report				
	Sl No	Nature of Leave	Period	No. of Days	
	Maternity leave				
	EL				
	Study leave				
	CCL				

PART - 2		
(To be filled in by the Scientist reported upon)		
(Please read carefully the instructions before filling the entries)		
1.	Brief description of duties	
2.	Please specify the programs! projects assigned to you and your achievement there to in 100 words.	
	Brief description about the program/ projects/Field study	Your Achievement thereto in 100 words

3.	Please state briefly about major publications/ reports/ Technology transferred/ patents filed/projects managed/social outreach activities/manpower trained not exceeding in 100 words.

4.	Specific contribution made to different mission of the Government like Atma Nirbhar Bharat, Make in India, Swachh Bharat etc., in bullets (50 words)
5.	Please brief about the work done/utilization of GeM portal for procurement of goods and services
6.	Please state whether annual return on immovable property for the preceding calendar year was filed 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 Scientist Reporting Upon

Date:

PART - 3				
(Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.)				
(Please read carefully the guidelines before filling entries)				
(A) Assessment of work output (weight age to this Section would be 40%)				
		Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
i.	Accomplishment of planned work/work allotted as per subject allotted			
ii.	Scientific & Technical Achievements			
iii.	Quality of output			
iv.	Analytical ability			
v.	Accomplishment of exceptional work/ unforeseen tasks performed			
	Overall Grading on "Work Output"			
B. Assessment of personal attributes (weight age to this Section would be 30%)				
		Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
i.	Attitude to work			
ii.	Sense of Responsibility			
iii.	Maintenance of Discipline			
iv.	Communication skills			
v.	Leadership Qualities			
vi.	Capacity to work in team spirit			
vii.	Capacity to adhere to time-schedule			
viii.	Inter-personal relations			
ix.	Overall bearing and personality			
	Overall Grading on 'Personal Attributes'			

C. Assessment of functional competency (weight age to this Section would be 30%)				
		Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
1.	Scientific Capability			
2.	S&T Foresight and vision			
3.	Decision making ability			
4.	Organizing ability			
5.	Ability to motivate and groom subordinates			
6.	New Initiative			
7.	Overall Grading on 'Functional Competency'			

GENERAL

PART - 4	
1.	Relation with the public (wherever applicable) (Please comment on the Scientist's accessibility to the public and responsiveness to their needs)
2.	Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Scientist)

3.	State of Health
4.	Integrity (Please comment on the integrity of the Scientist)
5.	Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength extraordinary achievements, scientific & technical achievements (refer 3 of Part 2) and attitude towards weaker section.
6.	Overall numerical grading on the basis of weight age given in Section A, B and C in Part- 3 the Report.

Place:

Date:

Signature of Reporting Officer

Name in Block Letter _____

Designation _____

During the period of report _____

PART - 5			
1.	Remarks of the Reviewing officer Length. of Service under the Reviewing officer		
2.	Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-3 & Part-4? Do you agree with the assessment of reporting officer? In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries) <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
3.	In case of disagreement please specify the reason is there anything you wish to modify or add 		
4.	Pen Picture by Reviewing Officer, please comment (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength scientific and technical achievements and his attitude towards weaker section 		

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

Date:

	Signature of Reviewing Officer
Name in Block Letter	_____
Designation	_____
During the period of report	_____

Guidelines regarding filling up of APAR with numerical grading

- i. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- ii. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, and grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the Scientist against a larger population of his/her peers that may be currently working under them.
- iii. APARs graded between 8 & 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for promotion/upgradation under the Scheme.
- iv. APARs graded between 6 and short of 8 will be rated as "Very good" and will be given a score
- v. APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5
- vi. APARs graded below 4 will be given a score of "Zero"