



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

SPEED POST

No. A/2-1/2007-WII (Vol.X:2016-17/Part-IV)

Dated 24.01.2017

To,

Shri Rakesh Jakhmola,
House No. 9, Devlok Phase-I,
Shimla By-pass Road,
Sewla Kalan, Majra,
Dehradun - 248 171
Uttarakhand

Sub.: Information sought under Right to Information Act, 2005- reg.

Ref.: Your RTI Application vide letter dated 09.12.2016.

Sir,

Please refer to your application cited above under RTI Act, 2005 (No. 52). In this context, you were requested to deposit an amount of Rs. 42/- as photocopy charges for providing the information sought by you vide our letter no. A/2-1/2007-WII (Vol. X: 2016-17/Part-IV) dated 17.01.2017.

After receiving the amount of Rs. 42/- (receipt no. 5408 dt. 24.01.2017) vide your letter dated 24.01.2017, the information received from concerned authority of the Institute, contained in 21 pages is attached herewith.

If you are not satisfied with the aforesaid reply, you may file an appeal before the First Appellate Authority i.e. "Dr. V.B.Mathur, Director, Wildlife Institute of India, P.B.18, Chandrabani, Dehradun - 248 001, Ph. 0135-2640910" within a period of one month.

Thanking you,

Yours faithfully,

25/1/17

(Aseem Shrivastava)
CPIO

Encl: 21 pages.

0/c

CONFIDENTIAL

Dated: 18th March 2015

To,

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
P.O. BOX # 18, CHANDRABANI
DEHRA DUN - 248 001

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant, for the year 2014-15 - regarding.
Ref.: A/2-1/2007-WII dated 17th March 2015.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2014-15 (April 2014 to March 2015) is hereby submitted for further extension.

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none">1. Secretarial Assistance in the O/o The Research Coordinator.2. Coordination, monitoring and maintenance of files and records pertaining to various research activities.3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations.4. Assist in engagement and insurance of research fellows at WII.5. Preparation of agenda notes pertaining to research for TRAC, Governing Body & Finance Committee meetings.6. Database management related to research projects/activities.	His performance has been outstanding.	Services of Sh. Gyanesh Chhibber are extremely important and crucial for day to day routine work related to the O/o Research Coordinator of the Institute. His duties involves monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings; work related to engage research fellows at WII; to provide latest and updated information on the research activities to WII website, Admin Section and Finance Section for Audit purposes. He also assists the Research Coordinator regarding budget allocations to the research projects and also in handling matters related to Ph.D. registrations of WII research scholars and external candidates	At least for a year.	Recommended for further extension.

Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
<p>7. Day-to-day correspondences related to O/o The Research Coordinator</p> <p>8. Database and files/records management of Ph.D., Dissertation and Internship Programmes at WII.</p> <p>9. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun.</p> <p>10. Handling files and matters pertaining to All India Tiger Monitoring Project.</p> <p>11. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute.</p>		<p>with the Saurashtra University, Rajkot and FRI University, Dehradun. Also assist Course Director, M.Sc. Wildlife Science Course, in matters pertaining to the Saurashtra University, Rajkot.</p> <p>It is also informed that Sh. Gyanesh Chhibber possesses brilliant administrative and computer skills and has adequate long experience of assisting the research activities of the Institute. It is also important to mention that Sh. Gyanesh Chhibber has been handling all his official tasks very efficiently over the years and his services are thereby indispensable.</p>		

ATTESTED

CPIC, Wildlife Institute of India, Dehradun

प्रमुख अधिकारी / Administrative Officer
संरक्षण संशोधन संस्थान, भारत
WILDLIFE INSTITUTE OF INDIA
Dehradun, Uttarakhand, Dehradun

(Dr. K. Sankar)
Research Coordinator

18/3/15

(a2)

[Signature]
16.3.14

CONFIDENTIAL

Dated: 14th March 2014

To,

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
P.O. BOX # 18, CHANDRABANI
DEHRA DUN - 248 001

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[Signature]

Wildlife Institute of India, Dehradun

ATTESTED

CPIC, Wildlife Institute of India, Dehradun

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant, for the year 2013-14 - regarding.
Ref.: A/2-1/2007-WII dated 13th March 2014.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2013-14 (April 2013 to March 2014) is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assist in engagement and insurance of research fellows at WII. 5. Preparation of agenda notes pertaining to research for TRAC, Governing Body & Finance Committee meetings. 6. Database management related to research projects/activities.	His performance has been outstanding.	Services of Sh. Gyanesh Chhibber are extremely important and crucial for day to day routine work related to the O/o Research Coordinator of the Institute. His duties involves monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings; work related to engage research fellows at WII; to provide latest and updated information on the research activities to WII website, Admin Section and Finance Section for Audit purposes. He also assists the Research Coordinator regarding budget allocations to the research projects and also in handling matters related to Ph.D. registrations of WII research scholars and external candidates	At least for a year.	Recommended for further extension.

(91)

Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
<p>7. Day-to-day correspondences related to O/o The Research Coordinator.</p> <p>8. Database and files/records management of Ph.D., Dissertation and Internship Programmes at WII.</p> <p>9. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun.</p> <p>10. Handling files and matters pertaining to All India Tiger Monitoring Project.</p> <p>11. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute.</p>		<p>with the Saurashtra University, Rajkot and FRI University, Dehradun. Also assist Course Director, M.Sc. Wildlife Science Course, in matters pertaining to the Saurashtra University, Rajkot.</p> <p>It is also informed that Sh. Gyanesh Chhibber possesses brilliant administrative and computer skills and has adequate long experience of assisting the research activities of the Institute. It is also important to mention that Sh. Gyanesh Chhibber has been handling all his official tasks very efficiently over the years and his services are thereby indispensable.</p>		

ATTESTED

CPJO, Wild Life Institute of India, Dehradun

उप निदेशक / Administrative Officer
अपरेण तद्वर्ग तरेण
WILDLIFE INSTITUTE OF INDIA
अपरेण तद्वर्ग / Chandrasekhar Dehradun

(Dr. K. Sankar)
Research Coordinator

90

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To,

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
P.O. BOX # 18, CHANDRABANI
DEHRA DUN - 248 001

Dated: 26th February 2013

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant, for the year 2012-13 - regarding.

Ref. : A/2-1/2007-WII dated 23rd February 2013.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2012-13 (April 2012 to March 2013) is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none">1. Secretarial Assistance in the O/o The Research Coordinator.2. Coordination, monitoring and maintenance of files and records pertaining to various research activities.3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations.4. Assist in engagement and insurance of research fellows at WII.5. Preparation of agenda notes pertaining to research for TRAC, Governing Body & Finance Committee meetings.6. Database management related to research projects.	His performance has been outstanding.	Services of Sh. Gyanesh Chhibber are essentially required for day to day routine work related to the O/o Research Coordinator of the Institute. His duties includes monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings; work related to engage research fellows at WII; to provide latest and updated information on the research activities to WII website, Admin Section and Finance Section for Audit purposes. He also assists the Research Coordinator regarding fund allocations to the research projects and also in handling matters related to Ph.D. registrations of WII research scholars and external candidates with the Saurashtra	At least a year.	Recommended for further extension.

[Signature]
Administrative Officer
Wildlife Institute of India
Dehradun

ATTESTED

CPO, Wildlife Institute of India, Dehradun

Dr. K. Sanjay
Senior Professor/Scientist-A

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Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
<p>7. Day-to-day correspondences related to O/o The Research Coordinator.</p> <p>8. Database and files/records management of Ph.D., Dissertation and Internship Programmes at WII.</p> <p>9. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun.</p> <p>10. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute.</p>		<p>University, Rajkot and FRI University, Dehradun. Also assist Course Director, M.Sc. Wildlife Science Course, in matters pertaining to the Saurashtra University, Rajkot.</p> <p>It is also informed that Sh. Gyanesh Chhibber has shown good administrative and computer skills over the years and possess long experience of assisting the research activities of the Institute. It is also important to mention that Sh. Chhibber has been handling all his official tasks very efficiently.</p>		

ATTESTED

CPIC, Wild Life Institute of India, Dehradun

Dr. K. Sankar (Dr. K. Sankar)
Senior Professor/Scientist-G &
Research Coordinator
in, Jile Institute of India
Box # 13, Chandraban,
Dehra Dun - 248 001 (Uttarakhand)

प्रा. अधिकारी / Administrative
अधीनस्थ अधिकारी
WILDLIFE INSTITUTE OF INDIA
देहरादून, उत्तरांचल / Chandraban, Dehradun

To,

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
P.O. BOX # 18, CHANDRABANI
DEHRA DUN - 248 001

CONFIDENTIAL
Dated: 9th March 2012

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant, for the year 2011-12 - regarding.
Ref. : A/2-1/2007-WII dated 28th February 2012.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2011-12 (April 2011 to March 2012) is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none"> 1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assist in engagement and insurance of research fellows at WII. 5. Preparation of agenda notes pertaining to research for TRAC, Governing Body & Finance Committee meetings. 6. Database management related to research projects. 	His performance has been outstanding.	Services of Sh. Gyanesh Chhibber are essentially required for day to day routine work related to the O/o Research Coordinator of the Institute. His duties includes monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings, work related to engage research fellows at WII, to provide latest and updated information on the research activities to WII website, Admin Section and Finance Section for Audit purposes. He also assists the Research Coordinator regarding fund allocations to the research projects and also in handling matters related to Ph.D. registrations of WII research scholars and external candidates with the Saurashtra	At least a year.	Recommended for further extension.

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Administrative Officer
Wildlife Institute of India
Dehra Dun

ATTESTED

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9/3/12

CPIO, Wildlife Institute of India, Dehra Dun

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Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
<p>7. Day-to-day correspondences related to O/o The Research Coordinator.</p> <p>8. Database and files/records management of Ph.D., Dissertation and Internship Programmes at WII.</p> <p>9. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun.</p> <p>10. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute.</p> <p>11. Also assisting for engagement, insurance, maintenance of files and records for Tiger based research programs/projects.</p>		<p>University, Rajkot and FRI University, Dehradun.</p> <p>Besides executing various duties as mentioned above, it is informed that Sh. Gyanesh Chhibber has shown good administrative and computer skills over the years and possess long experience of assisting the research activities of the Institute. It is also important to mention that Sh. Chhibber has been handling all his official tasks very efficiently.</p>		

ATTESTED

CPIC, Wild Life Institute of India, Dehradun

(Dr. K. Sankar)
Research Coordinator

2. June
21/3/12

Administrative Officer
WILDLIFE INSTITUTE OF INDIA
Dehradun

To,

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
P.O. BOX # 18, CHANDRABANI
DEHRA DUN - 248 001

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant, for the year 2010-11 - regarding.
Ref. : A/2-1/2007-WII dated 25th February 2010.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2010-11 (April 2010 to March 2011) is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none"> 1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assist in engagement and insurance of research fellows at WII. 5. Preparation of agenda notes pertaining to research for TRAC, Governing Body & Finance Committee meetings. 6. Database management related to research projects. 	His performance has been outstanding.	Besides executing various duties as mentioned in Col.2, the services of Sh. Gyanesh Chhibber are essentially required for monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings and for the engagement of research fellows at WII. Over the years, he has shown good administrative and computer skills. Since, Shri Chhibber has a long experience of assisting the research activities of the Institute, his services are extremely important with the Research Coordinator. He provides latest updated information on the research activities to WII website, Admin Section and Finance Section for Audit purposes. He also assists Research	At least a year.	Recommended for further extension.

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Dated: 4th March 2011

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CPKO, Wildlife Institute of India, Dehradun



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CONFIDENTIALDated: 19th March 2010

To,

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
P.O. BOX # 18, CHANDRABANI
DEHRA DUN - 248 001

David
Administrative Officer
Wildlife Institute of India

ATTESTED

CPD, Wildlife Institute of India, Dehradun

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant, for the year 2009-10 - regarding.
Ref. : A/2-1/2007-WII dated 26th February 2010.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2009-10 (April 2009 to March 2010) is hereby submitted for further extension.

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none"> 1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assist in engagement and insurance of research fellows at WII. 5. Preparation of agenda notes pertaining to research for TRAC, Governing Body & Finance Committee meetings. 6. Database management related to research projects. 	His performance has been outstanding.	Besides executing various duties as mentioned in Col.2, the services of Sh. Gyanesh Chhibber are essentially required for monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings and for the engagement of research fellows at WII. Over the years, he has shown good administrative and computer skills. Since, Shri Chhibber has a long experience of assisting the research activities of the Institute, his services are extremely important with the Research Coordinator. He provides latest updated information on the research activities to WII website, Admin Section and Finance Section for Audit purposes. He also assists Research	At least a year.	Recommended for further extension.

David
19/3/10
Gyanesh Chhibber

v. S. S.

Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
<p>7. Day-to-day correspondences related to O/o The Research Coordinator.</p> <p>8. Database and files/records management of Ph.D., Dissertation and Internship Programmes at WII.</p> <p>9. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun.</p> <p>10. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute.</p> <p>11. Also assisting for engagement, insurance, maintenance of files and records for Tiger based research programs/projects.</p>		<p>Coordinator regarding the fund allocations to research projects and handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun.</p> <p>it is important to mention that Sh. Chhibber has been handling all his official tasks very efficiently.</p>		

[Signature]

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(Dr. K. Sankar)
Research Coordinator

ATTESTED

CCO, WII, Rajkot
CCO, WII, Rajkot

To,

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
P.O. BOX # 18, CHANDRABANI, DEHRA DUN

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant for the year 2008 - regarding.
Ref. : A/2-1/2008-WII dated 25th November 2008.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2008 is hereby submitted for further extension:

[Signature]
Administrative Officer
Wildlife Institute of India
Dehradun

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Dated: 8th December 2008

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Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assisting in engagement and insurance of research fellows at WII. 5. Preparation of agenda notes pertaining to research for TRAC, GB & Finance Committee meetings. 6. Database management related to research projects.	His performance has been outstanding.	Besides attending to various duties as mentioned in Col.2, the services of Sh. Gyanesh Chhibber are essentially required for monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings and for the engagement of research fellows at WII. Over the years, he has shown good administrative and computer skills. Since, Shri Chhibber has a long experience of assisting the research activities of the Institute, his services are extremely important with the Research Coordinator. He provides latest updated information on the research activities to WII website, Admin Section and Finance Section for Audit purposes. He also assists Research Coordinator regarding the fund allocations to	At least a year.	Recommended for further extension.

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Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
7. Day-to-day correspondences related to O/o The Research Coordinator. 8. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun. 9. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute. 10. Also assisting for engagement, insurance, maintenance of files and records for Tiger based research programs/projects.		research projects and handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI University, D. Dun. It is important to mention that Sh. Chhibber has been handling all his official tasks very efficiently and working in a single capacity, where at least two persons are required.		

[Signature]
 Administrative Officer
 Wildlife Institute of India
 Dehradun

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 CPIO, Wildlife Institute of India, Dehradun

[Signature]
 (Dr. K. Sankar)
 Research Coordinator

(81)

CONFIDENTIAL

Dated: 11th December 2007

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRA DUN

[Signature]
Administrative Officer
Wildlife Institute of India
Dehradun

ATTESTED

[Signature]
CPJO, Wildlife Institute of India, Dehradun

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant for the year 2007 - regarding.
Ref.: A/2-1/2007-WII dated 3rd December 2006.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2007 is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none"> 1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assisting in engagement and insurance of research 	Outstanding	Besides attending to various duties as mentioned in Col.2, the services of Sh. Gyanesh Chhibber are essentially required for monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings and for the engagement of research fellows at WII. Over the years, he has shown good administrative and computer skills. Since, Shri Chhibber has a long experience of assisting the research activities of the Institute,	At least a year.	Recommended for further extension.

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
	<p>fellows at WII.</p> <p>5. Preparation of agenda notes pertaining to research for TRAC, GB & Finance Committee meetings.</p> <p>6. Database management related to research projects.</p> <p>7. Day-to-day correspondences related to O/o The Research Coordinator.</p> <p>8. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI Deemed University, D. Dun.</p> <p>9. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute.</p> <p>10. Also assisting for engagement, insurance, maintenance of files and records for WII-Project Tiger Monitoring Programme.</p>		<p>his services are extremely important with the Research Coordinator. He provides latest updated information on the research activities to Database Management Cell, Admin Section, Finance Section for Audit purposes, Policy Research Cell and PIs of the projects. He also assists Research Coordinator for the financial allocations to the research projects and handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI Deemed University, D. Dun.</p>		

ATTESTED

Administrative Officer
Wildlife Institute of India

Dehradun

CPD, Wild Life Institute of India, Dehradun

(Dr. K. Sankar)
Research Coordinator

THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRA DUN

[Signature]
Administrative Officer
Wildlife Institute of India
Dehradun

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[Signature]

CPJO, Wildlife Institute of India, Dehradun

Dated: 1st December 2006

CONFIDENTIAL

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant for the year 2006 - regarding.
Ref.: A/2-1/2005-WII dated 13th November 2006.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator for the year 2006 is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none"> 1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assisting in engagement and insurance of research 	Outstanding	Besides attending to various duties as mentioned in Col.2, the services of Sh. Gyanesh Chhibber are essentially required for monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings and for the engagement of research fellows at WII. Over the years, he has shown good administrative and computer skills. Since, Shri Chhibber has a long experience of assisting the research activities of the Institute.	At least a Year.	Recommended for further extension.

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WII

Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
<p>fellows at WII.</p> <p>5. Preparation of agenda notes pertaining to research for TRAC, GB & Finance Committee meetings.</p> <p>6. Database management related to research projects.</p> <p>7. Day-to-day correspondences related to O/o The Research Coordinator.</p> <p>8. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI Deemed University, D. Dun.</p> <p>9. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute.</p> <p>10. Also assisting for engagement, insurance, maintenance of files and records for WII-Project Tiger Monitoring Programme.</p>		<p>his services are extremely important with the Research Coordinator. He provides latest updated information on the research activities to Database Management Cell, Admin Section, Finance Section for Audit purposes, Policy Research Cell and PIs of the projects. He also assists Research Coordinator for the financial allocations to the research projects.</p>		<p>(Dr. K. Sankar) Research Coordinator</p>

Joint Director, Office of
WII Institute of India
Dednath

ATTESTED
Joint Director, Office of
WII Institute of India, Dednath

(Dr. K. Sankar)
Research Coordinator

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[Signature]

WILDLIFE INSTITUTE OF INDIA
Dehradun

ATTESTED

CCO, Wildlife Institute of India, Dehradun

Dated: 6/12/2005

CONFIDENTIAL

To,
THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA,
CHANDRABANI, DEHRA DUN

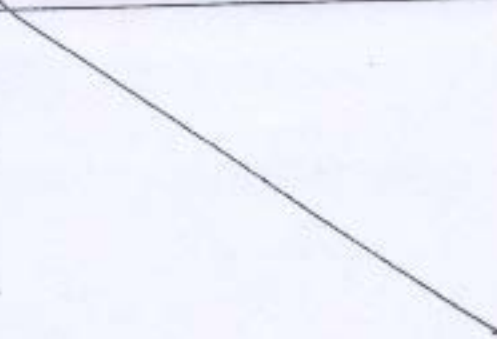
Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant for the year 2005 - regarding.
Ref. : A/2-1/2005-WII dated 23rd November, 2005.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the O/o The Research Coordinator is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	1. Secretarial Assistance in the O/o The Research Coordinator. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and TRAC meeting including despatch of invitations. 4. Assisting in recruitment and insurance of research fellows at WII.	Outstanding	Besides attending to various duties as mentioned in Col.2, the services of Sh. Gyanesh Chhibber are essentially required for monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminars (ARS) and TRAC meetings and for the recruitment of research fellows at WII. He has shown good administrative and computer skills during the conduct of recently held interviews for recruitment of researchers. Since, Shri Chhibber has a long experience of eight years in assisting the research activities of	At least a year.	Recommended for further extension. <i>[Signature]</i>

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Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
<ol style="list-style-type: none"> 5. Preparation of agenda notes pertaining to research for TRAC, GB & Finance Committee meetings. 6. Database management related to research projects. 7. Day-to-day correspondences related to O/o The Research Coordinator. 8. Handling matters related to Ph.D. registrations of WII scholars with Saurashtra University, Rajkot and FRI Deemed University, D. Dun. 9. Maintaining of Final and Annual Project Reports of various completed and ongoing research projects of the Institute. 10. Also assisting for recruitment, insurance, maintenance of files and records for WII-Project Tiger Monitoring Programme. 		<p>the Institute, his services are extremely important with the Research Coordinator. He provides latest updated information on the research activities to Database Management Cell, Admin Section, Finance Section for Audit purposes, Policy Research Cell and PIs of the projects. He also assists Research Coordinator for the financial allocations to the research projects.</p>		

[Signature]
 Administrative Officer
 Wildlife Institute of India
 Chandrapur

ATTESTED
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 C/o O. Wild Life Institute of India, Dehradun

[Signature]
 21/12/10
 (Dr. K. Sankar)
 Research Coordinator

**THE ADMINISTRATIVE OFFICER
WILDLIFE INSTITUTE OF INDIA,
CHANDRABANI, DEHRA DUN**

Sub.: Performance report of Shri Gyanesh Chhibber, Sect. Assistant for the year 2004 - regarding.
Ref.: A/2-1/2005-WII dated 20th December, 2004.

With reference to the above, the performance report of Sh. Gyanesh Chhibber, Secretarial Assistant in the 'Research Cell and Captive Breeding & Zoo Management Cell' is hereby submitted for further extension:

Name	Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
Gyanesh Chhibber	<ol style="list-style-type: none"> 1. Secretarial Assistance in Research Cell and additional duties with Captive Breeding & Zoo Management Cell. 2. Coordination, monitoring and maintenance of files and records pertaining to various research activities. 3. Assisting in conduct of the WII's Annual Research Seminar and 	Outstanding	Besides attending to various duties as mentioned in Col.2, the services of Sh. Gyanesh Chhibber are essentially required for 'monitoring the activities of all ongoing and new research projects along with organizing of the Annual Research Seminar(ARS) and TRAC meetings and for the recruitment of research fellows at WII. Gyanesh has shown good administrative and computer skills during the conduct of recently held interviews for recruitment of researchers. Since, Shri Chhibber	At least a year.	In the absence of Dr. K. Sankar, Regional Coordinator, I am forwarding the performance report of Shri. Gyanesh Chhibber

Dated: 23/12/2004

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Dehradun

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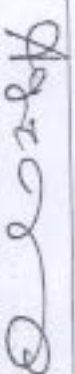
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Duties Allotted	Evaluation (Outstanding/ Very Good/ Average/Below Average)	Justification for further retention	Duration for further retention	Remarks
TRAC meeting including despatch of invitations. 4. Assisting in recruitment of researchers at WII. 5. Preparation of agenda notes pertaining to research for GB & Finance Committee. 6. Database management related to research projects. 7. Day-to-day correspondences related to Research Cell. 8. Assisting in conduct of the training programmes and workshops pertaining to Zoo Management cell including preparation of Course Material. Day-to- day functions of CBZM Cell which includes maintenance of files & database related to the CBZM Cell.		<p>has a long experience of eight years in assisting the research activities of the Institute, his services are extremely important with the Research Coordinator. He provides latest updated information on the research activities to Database Management Cell, Admin Sections, Finance Section for Audit purposes, Policy Research Cell and PIs of the projects. He also assists Research Coordinator for the financial allocations to the research projects to the tune of Lakhs of Rupees.</p> <p>Further, in addition to the above he has been assigned responsibility with the Captive Breeding & Zoo Management Cell (CBZM). Sh. Gyanesh Chhibber assists in day to day functioning of the CBZM Cell in terms of maintaining files, dealing with correspondence, maintaining database and handling enquiries. He also looks after the financial dealing during the course(s) conducted by the CBZM Cell.</p>		<p>who is intelligent, dedicated and hardworking and has formerly his duties to the entire satisfaction of his superiors.</p> <p>Agree 23/20</p>



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(Dr. A.J.T. Johnsingh)

Dean, Faculty of Wildlife Sciences