

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
**ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI-110001**

16/22(Rep. Rev.)/2008-CR

Dated:-30.01.2018

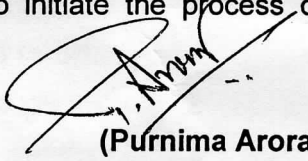
**OFFICE MEMORANDUM**

**Sub: - Reporting/Reviewing Officers for O-APARs/APARs for the Reporting year 2016-2017**

**Ref:- O.M. of even number of dated 22.01.2018**

Reference is invited to this Office Memorandum of even number dated 22.01.2018 whereby all Heads of Divisions/Sections were requested to forward names of Reporting and Reviewing Officers in respect of the staff of their Divisions/Sections for the reporting year 2017-2018. The above information, which was expected to be forwarded by 28/01/2018 is yet to be received from the various Divisions/Sections.

The Heads of the Divisions/Sections are once again requested to forward the information **by 09/02/2018 positively** to enable this office to initiate the process of writing of O-APARs.

  
(Purnima Arora)  
Section Officer

**Copy to:-**

1. All the Sectional/Divisional, Heads of CSIR Complex / HRDC/ MBSA/ MBGH/ IPU/ RPPBDD/Mission Directorate/TKDL/Science Centre/URDIP
2. All the Sr. DS / Sr. DY FA/ DY FA /DS of CSIR Complex/HRDC/ MBSA/ MBGH/ IPU/ TKDL/ Science Centre/URDIP
3. Office of VP, CSIR
4. Office of DG, CSIR
5. Office of JS (Admn.)
6. PS to FA
7. PS to CVO
8. Sr. DS (HR)
9. US (PD)
10. DS (CO)
11. Manager Cafeteria
12. Head, IT with request to upload this OM on CSIR Website
13. All Notice Boards of CSIR Complex/ HRDC/ MBSA / MBGH / IPU / RPPBDD/Mission Directorate TKDL/ URDIP
14. Office Copy