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Most Immediate
Speed Post/By hand/FAX

No. 15-3/1/71-O&M (Pt. V) Dated 30/8/2005

From

Chief Vigilance Officer

To

The Directors, All National Labs./Instts. of CSIR

Sub: Reviewing of APARs/ARPs in respect of Scientists EI/EII/F.

Sir,

From time to time, CSIR Labs./Instts. have been advised that the S & T work should be structured in such a way that the APARs/ARPs in respect of S & T staff is written by the immediate supervisor of the employee concerned and that the Reporting Officer should be at least one rank higher than that of the Officer being reported upon. Likewise, the Reviewing Officer should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

It has been observed that a large number of APARs/ARPs in respect of Scientists E.I., E.II and F are being sent to CSIR HQs. for getting them reviewed by the Director-General, CSIR on the plea that the individuals concerned are reporting directly to the Director. The matter has been considered by the DG, CSIR and it has been decided to advise all the Labs./Instts. to structure their work and activities in such a way that APARs/ARPs of Scientists up to the level of Scientist Gr. IV (5) are written and reviewed at Lab./Instt. level.

You are, therefore, requested to take necessary action accordingly and send APARs/ARPs of only Scientists 'G' for review by DG, CSIR.

Hindi version is enclosed.

Yours faithfully,

(R.S. Antil)
Chief Vigilance Officer

Copy to:

1. Sr. COAs/COAs/AOs of all National Labs./Instts.
2. All the Heads of Divisions/Sections at CSIR Hqrs./CSIR Complex
3. DS & PPS to DG, CSIR
4. US & PS to JS (Admn.), CSIR
5. PA to FA, CSIR
6. PA to Legal Adviser, CSIR
7. DS (CO), CSIR Hqrs.
8. DS (EII)
9. Dr. A. Wahid, Scientist-F, IT Division, CSIR Hqrs. for placing on the website.
10. Office Copy.