

10<sup>th</sup> April, 2006

The Directors/Heads of all National  
Laboratories/Institutes of CSIR

Sub:- Timely completion of ACRs/APARs/ARPs

Sir,

It has been observed that ACRs/APARs/ARPs of Officers and staff posted in CSIR Laboratories/Institutes are not completed in time leading to avoidable administrative problems. DG, CSIR has taken a serious view of the matter and has ordered that henceforth the following schedule be strictly followed for completion of ACRs/APARs/ARPs:-

- |       |  |   |                           |
|-------|--|---|---------------------------|
| (i)   | Distribution of ACR/APAR/ARP proforma  | - | By 10 <sup>th</sup> April |
| (ii)  | Submission of Self-Appraisal Report (SAR) in downloaded proforma to Admn.  | - | By 20 <sup>th</sup> April |
| (iii) | Forwarding of Report proforma by Admn. to Reporting Officer  | - | By 30 <sup>th</sup> April |
| (iv)  | Submission of Self-Appraisal Report (SAR) by the employee to Reporting Officer (where form has been provided by the Admn.) | - | By 30 <sup>th</sup> April |
| (v)   | Completion of report by Reporting Officer (and submission to Reviewing Officer)  | - | By 31 <sup>st</sup> May   |
| (vi)  | Completion of report by Reviewing Officer  | - | By 20 <sup>th</sup> June  |
| (vii) | Forwarding completed reports to Admn. (Scientists 'G' and Common Cadre Officers to CVO)                                    | - | By 30 <sup>th</sup> June  |

2. Director-General, CSIR has further ordered that :

- (a) The names of the Reporting and Reviewing Officers should be notified to the employees well in time.

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- (b) In order to get the process of writing the ACRs completed within the given time schedule, all the Labs./Instts. including CSIR Hqrs. may place the proforma of the reports on their website so that employees (who have not been issued blank ACR/APAR/ARP proforma by the Establishment/Administration/CR Section) can download it immediately for filling up Part-I (personal information) and submitting their Self-Appraisal Reports (SARs) to the Establishment/Administration/CR Section

of their respective Lab./Instt. so that the concerned Reporting Officers may receive these proformae latest by 30<sup>th</sup> April.

- (c) In those cases where the employee to be reported upon does not submit his/her SAR by the scheduled date, the Reporting Officer should obtain/download the proforma and fill the portion earmarked for Reporting Officer based on his/her knowledge of the work and conduct of the employee to be reported upon. **In such cases, explanation of the concerned employee should be obtained for not submitting his/her SAR by the stipulated date.**
- (d) It would be the personal responsibility of the Reporting/Reviewing Officers to ensure that no delay is caused in completing the ACRs/APARs/ARPs, as per the aforementioned schedule, due to inaction on their part.
- (e) The meetings of DPCs and Assessment Committees shall be held only after ACRs/APARs/ARPs of all the officers, who are to be considered, have been received and verified.

You are requested to ensure that the aforementioned orders of Director-General, CSIR are complied with by all the officers and staff in your Lab./Instt..

Yours faithfully,

(R. S. Antil)  
Chief Vigilance Officer

Copy to :-

- 1. COAs/AOs of all CSIR Labs./Instts. for information and necessary action
- 2. Staff Officer to DG, CSIR
- 3. US Office of JS (A)
- 4. Deputy Secretary (Central Office) ] for compliance
- 5. Deputy Secretary (CSIR Complex) ]
- 6. PA to FA, CSIR
- 7. PA to Legal Adviser
- 8. Heads of all Divisions in CSIR H'qrs./CSIR Complex.
- 9. All Deputy Secretaries, Under Secretaries and Section Officers in CSIR H'qrs./CSIR Complex.
- 10. Dr. A. Wahid, Scientist, with the request to kindly upload this circular on the CSIR website immediately.
- 11. Office Copy.