

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

16/15(BF)/2007-CR

4<sup>th</sup> May, 2007

**OFFICE MEMORANDUM**

It is for information of the all concerned staff of the Council that the ARP/APAR/ACR form earlier issued by CR Cell, are now available at CSIR Website ([www.CSIR.nic.in](http://www.CSIR.nic.in)).

All the staff/officers of the Council are requested to get the proforma downloaded relating to their respective Post and fill the personal data and Self Appraisal report and submit the same to their respective Reporting/Reviewing officers as per Time Schedule given below:-

- \* Submission of Self Appraisal Report (SAR) : 17<sup>th</sup> May, 2007  
in downloaded Proforma.
- \* Forwarding of Report Proforma : 25<sup>th</sup> May, 2007  
to the concerned Reporting Officer
- \* Submission of Self-Appraisal Report (SAR) : 4<sup>th</sup> June, 2007  
by the Reporting Officer/Reviewing Officer
- \* Completion of report by Reviewing Officer : 13<sup>th</sup> June, 2007
- \* Forwarding the completed reports to CR Cell : 25<sup>th</sup> June, 2007

All the Reporting Officers while submitting their own self-appraisal to their respective Reporting Officers, may please mention in the covering note whether they have forwarded all the ARP/APAR/ACR forms in r/o their subordinates, duly completed, to the Reviewing Officers within the specified data.

Heads of Divisions are requested to ensure that all the pending ACR/APAR/ARP for the previous years still pending with them are sent to CR Cell immediately as non-submission of ACR/APAR/ARP leads to various administrative problems.

If any staff member does not submit the self-appraisal within the specified date, it will be presumed that no self-appraisal is being submitted by the individual concerned, and the Divisional Heads may report the same to CR Cell for necessary action as per the existing rules.

In case any staff member has been transferred to some other Division/Section, the correct period upto which the report is relevant may please be indicated against their name. The time-schedule indicated above may therefore kindly be adhered to scrupulously. It is reiterated that the ARP/APAR/ACR forms are available through the CSIR's Website and may be downloaded for immediate action.



(Prithvi Shah)  
Under Secretary (CO/CR)

To :

All Heads of Division/Sections in CSIR Hqrs./CSIR CX/ ESD/ RAB/  
HRDC/ IPMD/ M3SA/ Science Centre.