



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific and Industrial Research
अनुसंधान भवन, 2-रफी मार्ग नई दिल्ली 110001
Anusandhan Bhawan, 2-Rafi Marg, New Delhi-110001

No. 3-3(b)/2012-EI

Dated: 18th January, 2013

The Heads of all National Labs./Instts.

**Sub: Non-completion of ACRs/OAPARs in respect of
Common Cadre Officers (CCOs) – reg.**

Sir,

During the process of recent DPC meetings for Gr.'A' CCOs' posts, it has been observed that ACRs/-APARs of some of the Officers for the residency period were not available till the last moment. In order to avoid recurrence of such a situation in future, Heads of Administration (i.e. Sr. COA/COA/AO) of the Labs./Instts. may be advised to ensure that ACRs/O-APARs of the CCOs are completed (i.e. reported and reviewed) at the Lab./Instt., latest by 30th September every year. A certificate to the effect that ACRs/O-APARs of all CCOs posted in the Lab./Instt. have been completed and received in the CR Cell of the Lab./Instt., is required to be sent to JS(Admn.), CSIR by the end of October every year.

All Sr. COAs/COAs/AOs are requested to comply with the aforementioned schedule of completion of ACRs/OAPARs.

Yours faithfully,

(R.S. Artil)
Sr. Deputy Secretary
(H.R. Admn.)

Copy to:

1. All Sr. COAs/COAs/AOs of CSIR Labs./Instt.
2. DS(CO)
3. CVO
4. PS to JS(A)
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- ✓ 7. Head, IT- for uploading on CSIR website