

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

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

Dated:-22.01.2018

**OFFICE MEMORANDUM**

**Sub: - Reporting / Reviewing Officers for O-APARs / APARs for the Reporting year 2017-2018**

Since 2004-2005 onwards extensive exercise is undertaken to notify the list of all Reporting and Reviewing Officers of ACRs/APARs in order to give effect to the policy contained in the CSIR letter No. 17/66/7/94-PPS dated 5.12.2003. The said letter provides that the Reporting and Reviewing should not be done by the same person, save in exceptional circumstances.

In order to avoid discrepancies and to fall in line with the prescribed procedure all HODs of various Divisions of CSIR Hqrs./ CSIR Complex / HRDG / RAB / HRDC / MBSA / MBGH / IPU / TKDL / URDIP are requested to provide the information regarding names of Reporting and Reviewing Officers in respect of the staff working under their control for the year 2017-2018 latest by 28/01/2018.

*JK Singh*  
22/1/18

(JK Singh)  
Under Secretary

**Copy to:-**

1. All the Sectional/Divisional, Heads of CSIR Complex / HRDC/ MBSA/ MBGH/ IPU/ 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/ TKDL/ URDIP
14. Office Copy