

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-1

16/15(BF)/2008-CR

Dated:-09.03.2018

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OFFICE MEMORANDUM

Sub:- Timely completion of O-APAR/APAR/PMS

In order to ensure timely completion of O-APAR/APAR/PMS an OM was issued by this office on 28/03/2013 giving in detail the time limits and other instructions issued by DoPT on the subject (copies enclosed with this OM).

It is for the information of staff members of CSIR Hqrs. /CSIR Complex/ HRDC/HRDG/ MBSA/ MBGH/ IPU/RAB/ESD/TKDL/URDIP/Science Centre that the O-APAR/APAR/PMS forms are available on CSIR Website www.csir.res.in. The staff members are requested to download the forms from the website and submit 'self-appraisal report' to this section latest by 15th April, 2018, for recording the necessary entries relating to leave etc. and forwarding to the concerned Reporting/Reviewing Officers.

The performance evaluating system devised for Group IV Scientists is available on CSIR website along with detailed instructions. All Group IV Scientists are requested to go through it and submit their appraisals accordingly to office for further necessary action vis-à-vis reporting and reviewing. The Office will record necessary entries related to leave etc. before taking action regarding Reporting and Reviewing.

In case any staff member does not submit the self-appraisal within the specified date, it would be presumed that no self-appraisal is being submitted by the individual concerned. In such cases, the concerned Reporting Officer may initiate the O-APAR/APAR/PMS of the individual at her/his own level.

(Signature)
(J K Singh)
Under Secretary (CO)

Copy to:

1. All Sectional/Divisional Heads of CSIR Hqrs. /CSIR Complex/ HRDC/HRDG/ MBSA/ MBGH/ IPU/ RAB/ESD/TKDL/URDIP/Science Centre
2. All the Sr. DS/Sr. DY FA/ DY FA /DS of CSIR Hqrs. /CSIR Complex/ HRDC/ MBSA/ MBGH/ IPU/RAB/ESD/TKDL/URDIP/Science Centre
3. PS to VP, CSIR
4. US, O/o DG, CSIR
5. PA to JS (Admn.)
6. PS to CVO, CSIR
7. PS to FA, CSIR
8. PS to Sr. DS (HR)
9. PS to Legal Adviser, CSIR
10. Manager, CSIR Cafeteria
11. PA to DS(CO)
12. All Notice Board of CSIR Hqrs./CSIR Complex / HRDC HRDG / MBSA / MBGH / IPU/ RAB/ESD/TKDL/URDIP/Science Centre
13. IT Division-with the request to host this OM on the official website of CSIR Hqrs,
14. Office Copy

कृपया उचित कार्यवाही करें,
विभागाध्यक्ष (अनुसंधान)
14/03/18