

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

No.16-1(001)/2014-CCOACR

Dated: 20.01.2016

**OFFICE MEMORANDUM**

**Sub: Non-receipt of ACRs/ OPARs or folders of Common Cadre Officers from respective Labs./ Instts-reg.**

The Common Cadre Officers' ACR Cell had been set up at CSIR Hqrs to maintain the Confidential Reports of CCOs. Accordingly, all the Laboratories/ Institutes were requested to send up-to-date ACR/OPAR or folders of the Common Cadre Officers vide e-mails dated 9<sup>th</sup> July, 2014, 17<sup>th</sup> July, 2014 and 31<sup>st</sup> July 2014 and CSIR DO Letter dated 03.09.2014.

It has been observed that the \* duly completed ACRs/ OPARs and folder in respect of CCOs as on date have not been received from some of the Labs/ Instts till date. Further, in most of the cases O-PARs for the year up to 2014-15 has also been not received yet.

*It is therefore, requested to all COAs/ AOs of the Labs/ Instts kindly ensure that up-to-date ACR/O-PAR or folders of all CCOs of Labs/Instts may be sent to this office at the earliest, latest by 5<sup>th</sup> February, 2016 as it is a prerequisite for holding the forthcoming meeting of DPCs.*

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(Rajeev Sharma)  
Under Secretary  
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To

1. The Directors/ Heads of all Labs/Instts
2. All COAs/AOs of Labs/Instts.
3. Sr. Ds.(CO), CSIR Hqrs.
- ✓ 4. IT Division, CSIR Hqrs- For placing in the CSIR website
5. Office copy.

**Note:** \*Duly completed ACR folder means that all ACRs are available in the ACR folder and communicated as per CSIR instruction in the matter. In case any ACR(s) for any particular year is/are are not available, then a certificate to this effect be placed in the folder. Also that Adverse remark, if any, during the last 05 years are disposed of as per the instructions on the subject.