

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

16/15(BF)/2008-CR

Dated:-30/03/2016

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, 2016, 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.


(Pallavi Sen Gupta)
Under Secretary

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

TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS

S.No.	Nature of Action	Date by which to be completed
1.	Distribution of blank CR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April.
3.	Submission of report by reporting officer to reviewing officer <ul style="list-style-type: none"> - Where self-appraisal by officer reported upon is prescribed. - Where self-appraisal by officer reported upon is not prescribed. - Where officer reported upon is himself a reporting officer for subordinates under him. 	7 th May. 21 st April. 22 nd May.
4.	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell.	<ul style="list-style-type: none"> • 23rd May where the due date for the reporting officer is 7th May. • 7th May where the due date for the reporting officer is 21st April. • 5th June where the due date for the reporting officer is 22nd May

Important notice:

- The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period.

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