

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

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

Dated: 05.05.2016

OFFICE MEMORANDUM

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

All the Laboratories/ Institutes were requested to send up-to-date ACR/OAPAR or folders up to 2014-15 in r/o Common Cadre Officers working in their Instt./Labs. vide this office O.M. even No.16-03-2016 but It has been observed that the * duly completed ACRs/ OPARs and folder in respect of CCOs have not been received from some of the Labs/ Instts till date. **Further, in most of the cases O-PARs for the period ending 2014-15 has not been received till date.**

It is therefore, requested to all COAs/ AOs of the Labs/ Instts kindly ensure that up-to-date ACR/O-PAR or folders up to the year 2014-15 of all CCOs of Labs/Instts may be sent to this office at the earliest, latest by 15-05-2016 as it is a prerequisite for holding the forthcoming meeting of DPCs.


Rajeev Sharma
Under Secretary (HR-I)

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 and a receipt/ proof of communication of O-APAR, representation disposed if any may please be sent along with the original O-APAR.**