



No. 16-1(47)/2019-CCOACR

Dated 20.12.2019

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors of all CSIR Labs/Instts

Sub : Proper Maintenance of O-APARs of CCOs - reg.

Sir,

I am directed to state that on consideration of the O-APARs of some of the CCOs at the stage of appeal against remarks/gradings, DG, CSIR has observed that O-APARs are not properly scrutinized administratively by respective Labs/Instts before accepting and sending the same to CSIR Hqrs for further necessary action. The following common shortcomings in O-APARs have been noted:-

- (i) O-APARs are maintained very casually.
- (ii) O-APARs are filled so carelessly by the individual that important information/columns also left unfilled.
- (iii) As no dates are mentioned in the relevant columns, there is no record as to when O-APAR was submitted by the individual, written by Reporting Officer and/or by the Reviewing Officer.
- (iv) At times only signature are appended but name and/or designation of Reporting and/or Reviewing Officers are not mentioned in the O-APAR.
- (v) The mandatory date of submission of Annual Property Return is not mentioned.
- (vi) Multiple O-APARs of the same year are submitted by the Officer concerned meaning thereby that the individual has not even bothered to see for which year that O-APAR pertains.
- (vii) O-APARs of Heads of Administration/Finance & Accounts/Stores & Purchase are reported as well as reviewed by the Director concerned whereas these are to be reviewed by DG, CSIR.
- (viii) The time lines for self-appraisal/reporting/reviewing are not adhered to due to which O-APARs are sent very late at CSIR Hqrs.
- (ix) O-APARs duly completed in all respects i.e. Reported and Reviewed at Lab/Instt level are not communicated.

2. Accordingly, DG, CSIR has directed that O-APARs must be maintained, as per CSIR instructions issued from time to time, properly, meticulously and administratively scrutinized before these are accepted by the Administration of the respective Lab/Instt and communicated timely. These should be taken on record only after proper scrutiny.

3. Sr. COA/COA/AO/Custodian of O-APARs shall be accountable in case of any lapse and strict action may be taken against them.

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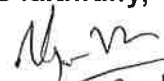
4. Accordingly, all Labs/Instts/CSIR Central Office are requested that for proper maintenance of O-APARs, the following action may kindly be taken:-

- (i) O-APARs of Heads of Administration/Finance & Accounts/Stores & Purchase are to be reported by the respective Director and the same shall be reviewed by DG, CSIR.
- (ii) Lists of Reporting and Reviewing Officers of all the CCOs may be sent in the month of April for the preceding Reporting Year.
- (iii) In the case of Group 'B' CCOs where both Reporting and Reviewing is done at Lab/Instt level, entire O-APAR be communicated to the concerned CCO by the respective Lab/Instt/CSIR Central Office, before sending the O-APAR to CCO ACR Cell, CSIR HQ.
- (iv) All the columns of the O-APAR should be filled up as per the guidelines and no column should be left blank.
- (v) **Name and Designation of Reporting and Reviewing Officers and date of submission** of O-APAR should be clearly mentioned by the CCO concerned, Reporting Officer and Reviewing Officer, respectively **with stamp of the Officer concerned.**
- (vi) All the O-APARs, duly completed in all respects, upto the Reporting Year 2018-2019 i.e. upto 31.03.2019 may be sent to CCO ACR Cell, CSIR Hqrs, along with a copy of OM whereby O-APAR has been communicated.

5. O-APARs which are incomplete or not in conformity with CSIR instructions issued from time to time and instructions stated at Para 4 above, will not be accepted by the CCO ACR Cell, CSIR HQ and returned to the respective Lab/Instt.

All concerned may kindly note and comply with the above instructions.

Yours faithfully,


29/11/2019

(Rohit Gupta)

Deputy Secretary

Copy for information and necessary action to:-

1. Heads – HRDG/HRDC/IPU/URDIP/4PI/TKDL
2. US to DG, CSIR
3. PS to JS (Admn.), CSIR
4. PS to FA, CSIR
5. PS to CVO, CSIR
6. Sr. DS (HR), CSIR
7. DS (CO), CSIR
8. LA, CSIR
9. O&M and Vigilance Section, CSIR
10. CCO ACR Cell, CSIR
- ✓ 11. IT Division - with the request to host this OM on CSIR website.
12. All CCOs (through CSIR Website)
13. Guard File
14. Office copy