

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

No.16-1(001)/2017-CCOACR

Dated: 04.10.2017

OFFICE MEMORANDUM


Sub: Submission of O-APAR Folders of Common Cadre Officers-reg.

Reference is invited to this office OM/Circulars NO. 5-1(44)/2008-PD dated 29/31.03.2010 and 4-10(O-APAR)/2012-HR dated.28.05.2014 wherein the schedule for submission of ACRs' was notified for information and compliance. However, it has been observed that the ACRs folders of Common Cadre Officers, are not being forwarded by Labs/Instt to ACR Cell, CSIR HQ in time. This results in delay in convening DPC/ Screening Committee meetings, etc and consequent hardship to officers.

All Administrative functionaries are required to ensure that the O-APAR of CCOs are submitted regularly within the prescribed time schedule by the officers and are forwarded to CSIR HQ completed in all respect along with the following certificates:-

(1) that the final grading awarded during the period year has been communicated to the officer reported upon,

(2) that the representation, if any, against adverse remark, during the period year are disposed of as per the instructions on the subject.


(Anita Singh)
Under Secretary
CCO ACR Section

Copy to:-

1. Directors/Head of all CSIR Laboratories/Institutes
2. US,O/o DG,CSIR
3. US,O/o JS (Admn.), CSIR
4. PS to FA,CSIR
5. PS to CVO, CSIR
6. DS (PD)
7. DS (CO)/DS (Complex)
8. Heads, HRDG/HRDC/URDIP/RAB/IPU/ISTAD
9. Sr. COAs/COAs/AOs of all National CSIR Labs./Instts.
10. Head, IT - with the request to host this OM on CSIR website