

**Reminder**

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

No. 16/22(Rep. Rev.)/2008-CR

Dated: 13.03.2023


**OFFICE MEMORANDUM**

**Sub: Reporting/Reviewing Officers for O-APARs/APARs/PMS/Integrity**  
**Certificate for the Reporting Year 2022-2023**  
**Ref: No. 16/22(Rep. Rev.)/2008-CR dated 02.01.2023**

Vide referred OM, all sections/ divisions/ Instts. of CSIR were asked to furnish list of all Reporting and Reviewing Officers in order to give effect to the policy contained in the CSIR letters Nos. 17/66/7/94-PPS dated 05.12.2003 and 16-1(47)/2019-CCO ACR dated 20.12.2019. The said letters provide that the Reporting and Reviewing of O-APARs/APARs/PMS should not be done by the same person, save in exceptional circumstances.

The said information has not been received yet. Kindly, provide necessary information by 14.03.2023 (11:00 AM), as required information is highly urgent to complete SPARROW data.

This may kindly be given **TOP PRIORITY**.

  
13/3/23  
(Daisy)  
Section Officer

**Copy to: -**

1. All the Sectional/Divisional, Heads of CSIR Hqrs., CSIR Complex/HRDC/MBSA/RAB/TMD/MBGH/IPU/TKDL/Science Centre/URDIP
2. All the Sr. DS/Sr. Dy. FA/ Dy. FA/DS of CSIR Hqrs., CSIR Complex/RAB/TMD/HRDC/MBSA/MBGH/IPU/TKDL/Science Centre/URDIP
3. PS to CVO
4. Sr. DS (CO)
5. Head, IT with the request to upload this OM on CSIR Website
6. All Notice Boards of CSIR Hqrs., CSIR Complex/ HRDC/MBSA/MBGH/ IPU/TKDL/URDIP/TMD/RAB
7. Office Copy

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NEW DELHI-110001

No. 16/22(Rep. Rev.)/2008-CR

Dated: - 02.01.2023


OFFICE MEMORANDUM

Sub: - Reporting/Reviewing Officers for O-APARs/APARs/PMS/Integrity Certificate  
for the Reporting Year 2022-2023

Since 2004-2005 onwards, extensive exercise is undertaken to notify lists of all Reporting and Reviewing Officers in order to give effect to the policy contained in the CSIR letters Nos. 17/66/7/94-PPS dated 05.12.2003 and 16-1(47)/2019-CCO ACR dated 20.12.2019. The said letters provide that the Reporting and Reviewing of O-APARs/APARs/PMS should not be done by the same person, save in exceptional circumstances.

In order to avoid discrepancies and to fall in line with the prescribed procedure all HODs of Divisions of CSIR Hqrs. /CSIR Complex/RAB/HRDC/Science Centre/MBSA/MBGH/IPU/TKDL/URDIP/TMD are requested to provide the information regarding Reporting and Reviewing Officers in respect of staff working under their controls for the Reporting year 2022-2023 in the preforma enclosed as Annexure-I.

This may kindly be given **TOP PRIORITY**.

  
(Ram Kumar Singh)  
Under Secretary (CO)

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P.T.O.

## Annexure-I

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