

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES
DR. K.S. KRISHNAN MARG, NEW DELHI 110012

No. 30(9)/2013-E.I

March 7, 2018

Office Memorandum

Sub: Regarding Timely completion of APAR/O-APAR/ARPs/PMS etc. for the year 2017-18


All staff members are hereby informed that CSIR has been emphasizing from time to time the need to complete the APAR/O-APAR/ARPs/PMS of all cadres of employees in time. To ensure that APAR/O-APAR/ARPs/PMS are completed in time, a Time Schedule prescribed by DOPT and endorsed by CSIR in the matter of writing of APAR/O-APAR/ARPs/PMS is reproduced here under for information and compliance by all employees:-

Sl. No.	Particulars	Date
1	Distribution of ACR/APARs/ARPs proforma	By 31 st March
2	Submission of Self-Appraisal Report (SAR) to Reporting Officer by officer to be reported upon (where applicable)	By 15 th April
3	Submission of report by reporting officer to reviewing officer	21 st April
4	Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell	7 th May

It may kindly be noted that the time limit prescribed as above should be strictly adhered to failing which, the officers/officials concerned will get zero marks for APAR/O-APAR/ARPs/PMS etc.

The staff may kindly download APAR/O-APAR/ARPs/PMS etc. Proforma from the CSIR and NISTADS website as per details given below and submit the same as per the procedure prescribed above to the concerned officers for further actions (for the year 2017-18):

Sl. No.	Scientists/Employees	CR Proforma Available
1.	Group IV Scientists	Revised PMS proforma is available at CSIR website on OASIS Portal
2.	Technical staff (Group I,II and III)	Technical Staff may obtain APAR Proforma from Administration
3.	All employees of Administration/ Finance/Store & Purchase	O-APAR Proforma available at NISTADS website


(Brij Bihari)
Section Officer

Copy to:-

1. P.S. to Director
2. P.S. to A.O
3. ✓ IT Section with the request to kindly place this O.M. on the NISTADS Website for information
4. Hindi Unit – for Hindi Version
5. All notice boards