

NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
INFORMATION RESOURCES, NEW DELHI

No. 2/50/2017-ACR

02/05/2017

OFFICE MEMORANDUM

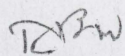
In order to ensure timely completion of APARs for the period 2016-17, it is for the information of staff members that the O-APAR/APAR forms are available at Website www.csir.res.in/staff.niscair.res.in. The staff members are requested to download the forms from the website and submit 'self-appraisal report' to Estb. Section upto 20th May 2017 for recording the necessary entries relating to leave etc. and forwarding to the concerned reporting/reviewing Officers.

All the Reporting Officers, while submitting APAR (Tech)/O APAR (Admn.) to their respective Reviewing Officers alongwith their self appraisal are required to indicate in the covering note whether they have forwarded all the forms APAR (Admn.) in respect of their subordinates, duly completed to the Reviewing Officers within the specified date.

The Head of Divisions are requested kindly to ensure that all the pending APAR (Tech) O APAR (Admn.) or the previous years still pending with them may be sent to CR Cell immediately as their non-submission leads to various administrative complications.

In case, any staff members does not submit the self appraisal within the specific date, it would be presumed that no self-appraisal is being submitted by the individual concerned. In such cases, the concerned Reporting Officer may initiate the APAR/O/APAR of the individual at his own level.

In case any staff member has been transferred to some other Division/Section, the correct period upto which the report is relevant may be indicated against his/her name. The time schedule indicated above is required to be followed scrupulously.

FOS 
Administrative Officer

Copy to:

1. All Divisional/Sectional Heads
2. PS to Director
3. PS to AO
- ✓ 4. Head IT Division, with the request to upload in NISCAIR website