

सीएसआईआर-राष्ट्रीय विज्ञान संचार एवं नीति अनुसंधान संस्थान (निस्पर)
CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND POLICY REASERCH (CSIR-NIScPR)
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No. 2/50/2022-32/ACR

17/04/2023

OFFICE-MEMORANDUM


In order to ensure the timely completion of APARs for the period 2022-23, it is for the information of staff members that the APAR (Technical) forms are available on Website. The staff member are requested to download the forms from the website and submit self-appraisal report to Establishment Section up to **12th May 2023** for recording the necessary entries relating to leave etc. and forwarding to the concerned reporting/reviewing Officers.

All the Reporting Officers, while submitting APAR to their respective Reviewing Officers along with their self-appraisal are required to indicate in the covering note whether they have forwarded all the forms APAR in respect of their subordinates, duly completed to the Reviewing Officers within the specified date.

The Head of Divisions is requested kindly to ensure that all the pending APAR (Technical) of 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 member 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 of the individual at his own level.

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


(Rajesh Kumar Singh Roushan)
Controller of Administration

Copy to:

1. All Divisional/Sectional Heads
2. PPS to Director
3. Finance & Accounts Officer
4. Store & Purchase Officer
5. PA to AO
6. Head IT Division, with the request to upload on website
7. All Notice Boards (Both Campus)
8. Office Copy