OFFICE MEMORANDUM

Sub: Submission of PMS/ APAR/ O-APAR – Reg.

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In continuation of this Circular of even No. dated 08-05-2020, on the subject, it has been observed that some of the staff members have not yet submitted their PMS/ APAR/ O-APAR. Delay in submission of PMS/APAR/ O-APAR result in non-reporting/ reviewing by the Officer concerned, if the scheduled time is not adhered.

The Director, CSIR- CLRI has been pleased to extend the time to submit PMS/ APAR/ O-APAR to 06-07-2020. Staff, who are yet to submit, are requested to submit their PMS/ APAR/ O-APAR as applicable on or before 06-07-2020.

The following guidelines may be strictly adhered to by all concerned:

i) In case of failure in submission of the APAR/ O-APAR by the stipulated date, the reports have to be written by the concerned Reporting Officer on the basis of their knowledge about the work and conduct of Officer to be reported upon.

ii) Non-observation of stipulated time schedule in submission of Reports sometimes leads to piquant situation, particularly when the employees are to be considered for assessment, promotion, confirmation etc.

III) If PMS is not available for a year/part of year/ a number of years, the officer will get zero mark for those reporting period.

To:

1. All HODs/ SICs of RCEDs – with request to circulate among all staff members
2. PS to Director
3. PA to AO
4. Intranet
5. All Notice Boards

(DVS SASTRY)
ADMINISTRATIVE OFFICER