

NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES
Dr. K.S. Krishnan Marg, New Delhi -110012

Dated: 20/03/2019

OFFICE MEMORANDUM

The Director NISTADS has been pleased to constitute "Works Committee" comprising the following officials:-

- | | |
|-------------------------|-----------------|
| 1. Dr. Naresh Kumar | Chairperson |
| 2. Dr. Yogesh Suman, | Member |
| 3. Shri A.K. Bhardwaj, | Member |
| 4. Shri Kashmiri Lal, | Member |
| 5. COA/Representative | Member |
| 6. COFA/Representative | Member |
| 7. Shri Chand Mohammad, | Member-Convener |



(Brij Bihari)
Section Officer

Copy to :-

1. P.S. to Director
2. P.S. to C.O.A.
3. P.S. to COFA
4. Dr. Naresh Kumar
5. Dr. Yogesh Suman
6. Shri A.K. Bhardwaj
7. Shri Kashmiri Lal
8. Shri Chand Mohammad
9. Rajbhasha Unit- For Hindi Version
10. I.T Division-For uploading on NISTADS website
11. Office copy

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

No. 30(9)/2019-E.I

March 25, 2019

Office Memorandum

Sub: Regarding Timely completion of APAR/O-APAR/ARPs/PMS etc. for the year 2018-19

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 hereunder 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 2018-19):

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 C.O.A.
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