

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES
DR. K.S. KRISHNAN MARG, NEW DELHI-110012 &
14, SATSANG VIHAR MARG, NEW DELHI-110 067**

No. 2(50)/2018-ACR

3rd July 2018

CIRCULAR

All the Heads of Division/Sections are requested to provide the list of Reporting Officers and Reviewing Officers of the Technical and Administrative Staff posted in their respective Sections/Divisions for the period from 1 April, 2018 to 31st March, 2019 to the undersigned positively by 15th July 2018.

While preparing the list of Reporting/Reviewing Officers the following points may be kept in mind:-

1. The minimum level for Reporting on APAR/O APAR shall be as per instructions contained in CSIR O.M. No. 15-3/1/71-O&M (2006) dated 27.07.2006.
2. The Reporting officer should normally be one rank higher than that of the assessee instead of the existing position that "the Reporting officer should be at least one rank higher than that of the assessee and the Reviewing officer should be senior and wherever possible should be of a rank higher than that of the Reporting Officer. The report should be written by the immediate supervisor of the employee concerned and the reporting and reviewing should not be done by same person, save in exceptional circumstances (CSIR O.M. No. 17/66/7/94-PPS dated 05.12.2003).
3. ACRs of Common Cadre staff will be reported and reviewed upon as per extant CSIR guidelines.



Controller of Administration

Copy to:

1. All Heads of Division
2. PS to Director
3. PA to COA
4. Head it for posting on NISCAIR website
5. Hindi version follows