

REMINDER

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION
RESOURCES, NEW DELHI**

No. 2/50/2016-ACR

Dated 26.08.2016

OFFICE MEMORANDUM

In continuation of OM of even No. dated 29.03.2016 regarding submission of O APAR for the year 2015-16, the duly filled in O APARs in respect of Admn.staff have not been received from the staff (list enclosed) till date.

As per rule, Reporting Officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer can obtain another blank CR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

Therefore, all Heads of Divisions/Sections may kindly take necessary action of initiating CR at their level in consonance with instructions on the subject.


SECTION OFFICER

Copy to:

- 1.All Heads of Divisions/Section Officers
- 2.PS to Director
- 3.PS to COA
- 4.Rajbhasha Unit for translation
- ✓ 5.Head, IT for posting on NISCAIR Website

List of Admn.staff APAR for the period 2015-16

1. Shri Vinod Kr.Ojha, Section Officer (F&A)
2. Shri Suresh Pasi, Section Officer
3. Shri Ramesh Chand Sai, Asstt. Gr.I
4. Mrs. Vandana Srivastava, Asstt.Gr.I
5. Shri Abhinav Sharma, Asstt.Gr.I
6. Shri Anand Vijaya Rao, Asstt.GrI
7. Mrs.Meera Devi, Asstt.Gr.I
8. Mrs.Poonam Chug, Asstt.Gr.I
9. Shri Ranbir Singh, Asstt.Gr.I
10. Smt. Varsha Dhawan, Asstt/Gr I
11. Shri Anand Vijay Rao, Asstt.Gr.I
12. Shri Vinod Kumar, Asstt.Gr.I (Stores)
13. Shri Kailash Chand Parewa, Asstt.Gr.I (S&P)
14. Shri Jagat Singh Bhatti, Asstt.Gr.I
15. Shri Prajwal Rai, Asstt.Gr.I
16. Shri Rajasekhran Nair K.S, Sr.Steno
17. Smt. Shakuntala Rani, Sr.Steno
18. Smt. K. Annapoorna, Asstt.Gr.I
19. Smt. Rajni Bhatnagar, Asstt.Gr.I
20. Smt. Rajo Devi, Asstt.Gr.I
21. Shri Jagjit Singh, Asstt.Gr.II
22. Shri A. Maria Susai, Asstt.Gr.II
23. Shri Sharabjeet Singh, Asstt.Gr.II