

CSIR - Central Electronics Engineering Research Institute, Pilani

No: 9/8/2021-CR

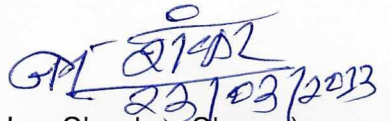
Date: 23.03.2023

OFFICE MEMORANDUM

Sub: - Reporting/ Reviewing Officers for O-APARs/APARs for the Reporting Year 2022-23 - reg.

In order to give effect to the policy contained in the CSIR letter(s) No. 17/66/94-PPS dated 05.12.2003 and 16-1(47)/2019-CCOACR dated 20.12.2019, a list of Reporting and Reviewing Officers in respect of all employees of the Institute except Scientists, is to be notified. The said letter(s) provide that the Reporting Officer should normally be one rank higher than that of assessee and the Reviewing Officer should be senior and wherever possible should be of a rank higher than that of the Reporting Officer. The reports 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.

With a view to avoid discrepancies and to fall in line with the prescribed procedure all Divisional/ Sectional Head(s) of CSIR-CEERI are requested to provide the information regarding names of Reporting and Reviewing Officers in respect of staff working under their control for the reporting year 2022-23 **latest by 29.03.2023 positively.**


(Jay Shankar Sharan)

Controller of Administration

Copy to:

1. All Divisional/ Sectional Head(s);
2. PA to Director/CoA/AO;
3. Scientist In-Charge, Chennai/ Jaipur Centre.
4. Notice Board;
5. Head, AIT Group - With request to arrange to upload this OM on CSIR-CEERI website and
6. Office Copy.