

**CSIR-CENTRAL ELECTRONICS ENGINEERING RESEARCH INSTITUTE
PILANI – 333 031 (RAJASTHAN)**

No.COA/Misc./2024

Date : 31.12.2024

OFFICE MEMORANDUM

It has been observed that instruction issued vide this office OM No. COA/Misc./2023 dated 13.07.2023 is not being followed in letter in spirit. Now it has been decided that all regular staff including project staff and Ph.D. students shall write their work report on e-task portal weekly basis from 01/01/2025 onwards without fail. Content of the said OM is reiterated below:

“All Group Heads/Divisional Heads/Facility Heads will evaluate the assigned work of the staff working under them regularly so that performance of the employee may improve significantly. At the time of filling up of APAR/O-APAR, Reporting and Reviewing Officer shall determine the annual performance of the concerned employee on the basis of report uploaded on the e-task portal. Simultaneously PMS of the scientists may also be evaluated by Collegium and Empowered Committee on the basis of report uploaded on the e-task portal”.

Those who have not registered on e-task portal are requested to kindly register/log in on the e-task portal and start writing their report weekly with effect from 01/01/2025. Performance of Project Staff/Ph.D. Student shall also be reviewed periodically on the basis of report uploaded on e-task portal.

E-task portal is available on the CSIR-CEERI website.


31/12/2024
(Rajan Tirkey)
Section Officer

Copy to :

1. Director's Secretariat
2. All Group/Divisional/Facility Heads
3. Controller of Administration
4. Controller of Finance & Accounts
5. Section Officer (E-I, E-II, E-III/Bills)
6. Rajbhasha Cell
7. In-Charge, Chennai Centre/Jaipur Campus
8. Head, AIT Group – With a request to upload this OM on CSIR-CEERI website.
9. All Notice Board