

**CSIR - Central Electronics Engineering Research Institute,
Pilani**

No: 9/8/2021-CR

Date: 05.03.2026

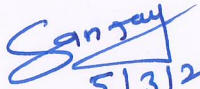
OFFICE MEMORANDUM

Sub: - Reporting/ Reviewing Officers for O-APARs/APARs for the Reporting Year 2025-26 - reg.

In order to implement the policy guidelines contained in CSIR letters No. 17/66/94-PPS dated 05.12.2003 and No. 16-1(47)/2019-CCOACR dated 20.12.2019, it is necessary to notify the list of Reporting and Reviewing Officers in respect of all employees of the Institute, excluding Scientists.

As stipulated in the above letters, the Reporting Officer should normally be one rank higher than the officer reported upon. The Reviewing Officer should be senior and, wherever feasible, of a rank higher than that of the Reporting Officer. The Annual Performance Reports are to be written by the immediate supervisor of the concerned employee. Further, reporting and reviewing functions should not be performed by the same officer, except under exceptional circumstances.

In order to avoid discrepancies and to ensure strict adherence to the prescribed procedure, all Divisional/Sectional Heads of CSIR-CEERI are requested to furnish the names of the Reporting and Reviewing Officers in respect of the staff working under their control for the reporting year 2025-26, positively by 17.03.2026.


5/3/26

(Sanjay Khangar)

Section Officer

Copy to:

1. All Divisional/ Sectional Head(s);
2. PA to Director/CoA;
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.