

**ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE
RAJAHMUNDRY - 533 105**

No.F.2(4)(ADMN)/2019-20/Adm.I

Date:22.04.2019

C I R C U L A R

**Sub: Annual Performance Appraisal Reports of Administrative Personnel for the
period from 01.04.2018 to 31.03.2019 – Regarding.**

The Annual Performance Appraisal Reports / Proformae for the period from 01.04.2018 to 31.03.2019 with the relevant columns under Part-I duly filled in by this office, in respect of Administrative Personnel working in the Sections / Stations concerned are sent herewith (List enclosed). The remaining specimen forms Part - 2 to 5 as received from the ICAR are enclosed herewith and the same may please be downloaded from www.icar.gov.in or ctri.icar.gov.in and submit the same duly filled in all respects.

The New (revised) APAR forms have been issued as per the instructions issued vide Council's letter No.19(3)/2010-Estt.IV, dated 4th May, 2010.

In this connection, attention of all the Heads of Sections/Stations is invited to this Office Endorsement No.F.2(3)/06-Admn.I, dated 27th June, 1986, 17th December, 1987 and 22nd March, 1995 wherein a time schedule and strict instructions of Govt. of India regarding confidential reports (Preparation / reporting / review etc.) have been circulated. Hence, they are requested to complete the reports in respect of Administrative personnel at the earliest as per the guidelines and send the same in a sealed cover as per the following Time Schedule which may be adhered to scrupulously.

In this connection, attention of all the Heads of Sections/Sections is invited to this Office Endorsement No.F.9(8)/2012-13/Adm.I, dated 19.06.2012 wherein if the officer reported upon fails to submit his/her self appraisal within prescribed time, Reporting Officer may obtain a fresh APAR form from the concerned Establishment Section for completion the relevant part of the APAR.

Sl. No.	Schedule	Due Date
1)	Submission of Self-appraisal to Reporting Officer by the Officer to be reported upon.	6th May, 2019
2)	Submission of Report by Reporting Officer to the Reviewing Officer.	30th June, 2019
3)	Report to be completed by the Reviewing Officer and to be sent to the Director in a sealed cover duly super scribing the reference of the above Circular.	31st July, 2019

Contd..2/-

The reports may please be written on the following guidelines.

1. The reporting officer need not write reports on persons who have worked under him for a period of less than three months during the year.
2. If the officer reported upon fails to submit his/her self appraisal within prescribed time, Reporting Officer may obtain a fresh APAR form from the concerned Establishment Section for completion of the relevant part of the APAR.
3. Attempt should always be made to arrive at dispassionate evaluation.
4. Evaluation of Research work should form an important part of the Character Rolls of Research Staff. The proforma of Character Rolls includes a column for critical assessment of Research work done during the period under report.
5. Remarks pointing out the defects of the officer reported upon and all adverse remarks should, without fail, be substantiated with recorded proof of incidents. In the absence of substantiation with incidents, the remarks will be treated as baseless.
6. All the Administrative Personnel should fill up Part-2 of the forms precisely. As regards the work-done reports the required information should be furnished in the column under part-II itself in brief terms.
7. The Officers who are required to submit work done reports along with their APARs should submit their reports as per time Schedule failing which their lapse will be pointed out by the Reporting Officer concerned.
8. The scorings if any should be attested by the Reporting Officer.
9. The Integrity Column should be filled as per the instructions issued under MHA's O.M.No.51/4/84-Estt.(A), dated 21.06.1965 and the instructions issued from time to time in writing the APARs may also please be kept in mind. The Integrity Column may be filled in by the words "BEYOND DOUBT" or "DOUBTFUL" but not with the words of Good, Very Good, etc.
10. Overall numerical grading should be given on the basis of weightage given in Section A, B and C in Part -3 of the Report.

Contd..3/-

11. The Reporting and Reviewing officers for Administrative personnel will be as under:

Sl. No.	Grade	Reporting Officer	Reviewing Officer
01	Senior Administrative Officer	Director	Addl. Secretary (DARE) & Secretary, ICAR, New Delhi
02.	Administrative Officer	Senior Administrative Officer	Director
03.	i) Asst. Admn. Officer (Head Quarters) ii) A.A.O of K.V.K	Senior Administrative Officer Prog. Co-ordinator, KVK	Director
04.	Sr.Finance & Accounts Officer	Director	Addl. Secretary & F.A. (DARE) , ICAR, New Delhi
05.	Asst. Finance & Accounts Officer	The Head i/c., CTRI RS, Guntur	Director
06.	Admn. Staff working in Admn. Sections	Assistant Administrative Officers concerned	Senior Admn. Officer
07.	Admn. Staff working in dispatch Section	Private Secretary	Senior Admn. Officer
08.	Admn. Staff working in Finance & Accounts.	Sr. Finance & Accounts Officer	Senior Admn. Officer
09.	Private Secretary (DTR Cell)	Director	-----
10.	Private Secretary (SAO Cell)	Sr.Admn. Officer	-----
11.	Personal Assistant (PME Cell)	Nodal Officer, PME Cell	-----
12.	Admn. Staff working at Black Soil Farm, Katheru.	As nominated by the Head, Divn. of Crop Production	Senior Admn. Officer
13.	A.A.Os, AFACO working in Research Stations	Head of Research Station	Director
14.	Admn. staff working in Research Stations and where AAO exists	Asst.Admn. Officer of the Research Station	Head of the Research Station
15.	Admn. staff working in Research Stations and where no AAO exists	As nominated by the Head of the Research Station	Head of the Research Station

The period of absence from duty, during the period under report in Part-I of the APAR Form may be checked and confirmed from details available in the Section/Division before issue of the forms to the concerned. In respect of the Admn. personnel of the Research Stations, the Head of Station may please arrange to indicate the same (availed leave) against the appropriate columns, in Part I, before issue.

In the forms for the performance of Self-appraisal, sufficient spaces have been allotted for making necessary entries both by the officer reporting upon and by the Reporting and Reviewing Officer. It was envisaged that the space allotted would only be used for making any entries and that no extra sheets would be attached. It has been observed that some of the officers, while preparing the self appraisal are in the habit of attaching additional sheets and exceeding the spaces allotted. Hence, Self appraisal to be confined in the space allotted and no additional sheet by way of self-appraisal shall not be accepted. The Department of Personnel and Training have taken strong objection to the enclosing of additional pages and have issued instructions to all Ministries and Departments.

The contents of the circular may please be brought to the notice of staff working under them.

(P.V. SATYANARAYANA)
ASST ADMINISTRATIVE OFFICER (E)

Encl: As above

To

- 1) Dr. D. Damodar Reddy, Director, ICAR-CTRI, Rajahmundry.
- 2) Senior Administrative Officer, ICAR-CTRI, Rajahmundry.
- 3) Smt. V. Bhagyalakshmi, AAO (B&C) ICAR-CTRI, Rajahmundry. The APARs may be reported as Reporting Officer and send in a sealed cover addressed (by name) to Sr. Admn. Officer, ICAR-CTRI, Rajahmundry.
- 4) Sri S.V. Ramana, AAO (P&S), ICAR-CTRI, Rajahmundry. The APARs may be reported as Reporting Officer and send in a sealed cover addressed (by name) to Sr. Admn. Officer, ICAR-CTRI, Rajahmundry.
- 5) Sri P.V. Satyanarayana, A.A.O.(Estt.), ICAR-CTRI, Rajahmundry The APARs may be reported as Reporting Officer and send in a sealed cover addressed (by name) to Sr. Admn. Officer, ICAR-CTRI, Rajahmundry.
- 6) Dr. Y. Subbaiah, Sr. FACO i/c, ICAR-CTRI, Rajahmundry. The APARs may be reported as Reporting Officer and send in a sealed cover addressed (by name) to Sr. Admn. Officer, ICAR-CTRI, Rajahmundry.
- 7) Dr. C. Chandra Sekhara Rao, Nodal Officer, PME Cell, ICAR-CTRI, Rajahmundry.
- 8) The Officer-in-charge, CTRI Black Soil Farm, Katheru.
- 9) Dr. V.S. Gopal Rao Naidu, Programme Coordinator, KVK, Kalavacharla.
- 10) Dr. P. Venkateswarlu, Head-in-charge, CTRI Research Station, Guntur.
- 11) Dr. (Smt.) M. Anuradha, Head, CTRI Research Station, Kandukur.
- 12) Dr. S. Ramakrishnan, Head, CTRI Research Station, Hunsur.
- 13) Dr. M. Kumaresan, Head-in-charge, CTRI Research Station, Vendasandur.
- 14) Dr. (Smt.) S. Kasturi Krishna, , Head i/c., CTRI Research Station, Jeelugumilli.
- 15) Dr. A. Srinivas, Head-in-charge, CTRI Research Station, Dinhat
- 16) PS to DTR/PS to SAO/AAO(E) for information and necessary action.

Copy to PS to SAO & In-charge, (APARs), CTRI, Rajahmundry alongwith the list of Administrative Staff working at Head-quarters and Stations for information and necessary action.

