



ICAR-Central Tobacco Research Institute

Dr.N.C.Gopalachari Road, Bhaskar Nagar, Sriram Nagar Post

RAJAHMUNDRY - 533 105, A.P., INDIA

[Web-site:https://ctri.icar.gov.in](https://ctri.icar.gov.in)

PBX Phones: 0883-2449871-74; FAX: 0883-2448341; Director (O): 0883-2448995

Director FAX: 0883-2410555; SAO (O): 0883-2448341; E-mail: ctri_ap@nic.in

(An ISO 9001:2015 Certified Institute)



No.F.2(4)(APARS-Tech.)/2019-2020

Date: 20-04-2019

C I R C U L A R

Sub:- Annual Performance Appraisal Reports to Technical 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 Category-I, II & III Technical Personnel working in the Divisions/Sections/Stations concerned are sent herewith (List enclosed). The remaining specimen forms Part-2 to 5 for Cat.I (Blue Colour Paper), Cat.II (White colour Paper) and Cat.III (Pink Colour Paper) 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.

In this connection, attention of all the Heads of Divisions/ Sections/Units/ 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 Government of India regarding Confidential Reports (Preparation/ Reporting/ Review etc.) has been circulated. Hence, they are requested to complete the reports in respect of Technical Personnel at the earliest but not later 20 days from the date of receipt of this Circular.

The reports may 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 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.

Contd..2/-

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 Technical Personnel should fill up Part-2 of their 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 alongwith 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.
11. The Reporting and Reviewing Officers of Technical Personnel will be as under :

S.No.	Grade	Reporting Officer	Reviewing Officer
1	Category-III (Sr. Technical Officer (T-6) to Chief Technical Officer (T-9)	Head of the Division/Section/Station	Director
2	Category-II (Technical Assistant(T-3) to Technical Officer (T-5)	Scientist as decided by the Head of Division/ Unit/ Station concerned	Head of the Division/Station
3	Category-I (Technician (T-1) to Sr. Technician (T-2)	Scientist as decided by the Head of Division/Station concerned	Head of the Division/Station

B. Due to appointment of Heads of Divisions, attachment of sections and units to the Divisions, Reporting and Reviewing Officer will be as detailed hereunder:

Sl. No.	Name of the Section/Unit	Reporting Officer	Reviewing Officer
1.	Technical Staff (Cat.I & II) working in CTRI Black Soil Research Farm, Katheru, M.S. Unit, AKMU, Library, WBTRC. And Agril. Extension.	Concerned Officer-in-charge or Scientist as decided by the Head of Division concerned	Head, Division of Crop Production
2.	Technical Staff working in the Seed Production Section	Concerned Officer-in-charge or Dr. K. Prabhakara Rao S.P.O..	Nodal Officer, PME Cell
3.	Technical Staff (Cat.I) working in the AINRP(T).	Smt. B. Krishna Kumari, Sr.Technical Officer (Lab Computers)	Pr. Scientist & Nodal Officer, AINPT
4	Technical Staff (WS-Driver) working in the Staff Car Driver, (Director's Personal Section)	Sri K.T.R.Singh, PS to Director.	Sr. Administrative Officer
5	Technical Staff (Cat.I) working in CTRI Res.Stn., Dinhata (WB)	Sri S.K. Dam, Senior Technical Officer(FF).	Dr. A. Srinivas, Scientist & Officer-in-charge, CTRI Research Station, DINHATA(WB)

::3::

The period of absence from duty, Pay etc. during the period under report in Part-I of the APAR Form, wherever is not filled-in by this office in respect of Technical Staff working at Research Stations etc., may please be filled-in from the details available at the Stations, before issue of the forms to be concerned.

In terms of DoP&T instructions issued vide O.M. dated 16.2.2009 the Reporting Officer and Reviewing Officer should invariably complete the APARs of the officer reported upon by the 30th June and 31st August respectively following the annual reporting period. 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. The contents of the Circular was endorsed to all vide this Office Endt.No.F.9(8)/2012-13/Adm.I, Dated 19.06.2012.

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.

(B. SWARNA KUMARI)
SR.ADMINISTRATIVE OFFICER

Encl: as above

To

1. Dr.(Mrs.) S. Kasturi Krishna, HOD, Crop Production, ICAR-CTRI, Rajahmundry.
 2. Dr. C. Chandrasekhara Rao, HOD, Crop Chemistry & Soil Science, ICAR-CTRI, Rajahmundry
 3. Dr. (Mrs.) K. Sarala, Head, Div. of Crop Improvement, ICAR-CTRI, Rajahmundry
 4. Dr. U.Sreedhar, Head, Div. of Crop Protection, ICAR-CTRI, Rajahmundry
 5. Sri K.T.R.Singh, PS to Director, ICAR-CTRI, Rajahmundry
 6. Smt. B. Swarna Kumari, SAO, ICAR-CTRI, Rajahmundry
 7. Dr. P. Venkateswarlu, Pr.Scientist & Head I/c, ICAR-CTRI Research Station, Guntur(AP)
 8. Dr.(Mrs.) M. Anuradha, Head, ICAR-CTRI Research Station, Kandukur (AP),
 9. Dr.(Mrs.) S. Kasturi Krishna, Principal Scientist & Head I/c, ICAR-CTRI Research Station, Jeelugumilli (AP).
 10. Dr. M. Kumaresan, Pr.Scientist & Head I/c, ICAR-CTRI Research Station, Veda sandur(TN).
 11. Dr. S. Ramakrishnan, Head, ICAR-CTRI Research Station, Hunsur (Karnataka).
 12. Dr. A. Srinivas, Officer-in-charge, ICAR-CTRI Research Station, Dinahata(WB)
 13. Dr. VSGR Naidu, Programme Coordinator, ICAR-CTRI-KVK, Kalavacharla
 14. Dr. C. Chandrasekhara Rao, Nodal Officer, AINPT, ICAR-CTRI, Rajahmundry
 15. Dr. C. Chandrasekhara Rao, Nodal Officer, PME Cell, ICAR-CTRI, Rajahmundry
 16. Dr. K. Prabhakara Rao, Scientist & Officer-in-charge, Seed Production Section
- Copy to : Officer-in-charge, M.S.Unit, ICAR-CTRI, Rajahmundry/Officer-in-charge, CTRI Black Soil Research Farm Katheru
- Copy to In-charge, APARs & PS to SAO alongwith the list of Technical Staff for information and necessary action
- Copy to PS to Director/AAO(E)/AAO(Bills,Cash),AAO(Purchase) for information and necessary action.
- Copy to Adm.I(Guard file)/AAO(E)/Spare/Adm.I(Staff Maint.)/Adm.I(P.File)
- Copy to Dr. H. Ravisankar, Pr.Scientist & Officer-in-charge, AKMU with a request to upload the copy of Circular along with APAR formats of Cat.I,II & III of Technical Personnel in the ctriwebsite.

Div. of Crop Production

1	Sri Ch. Sudhakarababu	Techl. Assistant(Lab Computers)-Category-II
2	Sri G. N.Satya Ganesh	Technician (T-1) w.e.f. 28.11.2018--Category-I

B.T.R.C. (Crop Production)

1	Sri T.Krishna Reddy	Chief Techl.Officer(FF) -Category-III
2	Sri P.Janakiramayya	Technician (T-1) -Category-I w.e.f. 28.06.2018

Ag. Extension (Crop Production)

1	Sri P. Girija Sankar	Sr. Techl. Assistant (Asst. Projector Opr.Lab.) -Category-II (retd.on 28.02.2019)
2	Sri V. Parameswara Rao	Technician (T-1) w.e.f. 28.11.2018-Category-I

M.S.Unit (Crop Production)

1	Sri N. Sreedhar	Techl.Officer(WS) -Category-II
2	Sri V.V.Sivaram	Techl.Officer(WS) -Category-II
3	Sri S. Ramakrishna	Sr.Techl. Assistant (WS-Driver) -Category-II
4	Sri K.V.V.Satyanarayana	Sr. Techl. Assistant (WS-Carpentar) -Category-II
5	Sri K. Malakondaiah	Sr. Techl. Assistant (WS-Electrician) -Category-II
6	Sri D. Srinivasa Rao	Technician (T-1) w.e.f. 27.11.2018-Category-I
7	Sri G. Satya Harish	Technician (T-1) w.e.f.03.12.2018-Category-I

A.K.M. Unit (Crop Production)

1	Sri M.N.P.Kumar	Sr. Techl.Officer(Lab.Comp.)-Category-III
---	-----------------	---

LIBRARY(Crop Production)

1	Sri Md. Elias	Technical Officer(Library/Information & Documentation) -Category-II
---	---------------	---

CTRI Black Soil Research Farm, Katheru (Crop Production)

1	Sri G.H.Mohana Charyulu	Techl.Officer(FF) -Category-II
2	Sri Y.V.Subramanyam	Technical Assistant(FF) -Category-II
3	Smt. P. Srilakshmi	Technical Assistant(FF)-Category-II w.e.f. 01.06.2018
4	Sri I. Arvind	Technical Assistant(FF) -Category-IIw.e.f. 16.08.2018
5	Sri Pappu Satish	Technical Assistant(FF) -Category-IIw.e.f. 10.10.2018
6	Sri Anshul Sharma	Technical Assistant(FF) -Category-II w.e.f.11.10.2018
7	Sri M. Deepak Kumar	Technician (T-1) w.e.f. 20.12.2018
8	Sri D. Balarama Reddy	Technician (T-1) -Category-I w.e.f. 28.06.2018

Div. of Crop Chemistry & Soil Science

1	Smt. Y. Ramabai	Sr. Techl.Officer (Lab.) -Category-III
2	Smt. D.V.L. Satyavathi	Chief. Techl. Officer(Lab) -Category-III
3	Smt. K. Padmaja	Sr.Techl.Officer(FF) -Category-III
4	Smt. J. Vasanthi	Sr.Techl.Officer (FF) -Category-II
5	Sri G.Srinivasa Rao	Techl.Officer (FF) -Category-II
6	Sri Nalli Jhonson (OBC)	Sr. Techl. Assistant(Lab.) -Category-II
7	Sri K. Veeranna	Technical Assistant (T-3-FF) -Category-II w.e.f.06.06.2018
8	Sri A.R.R.Phanikumar	Technician (T-1) w.e.f. 26.11.2018- Category-I

P.M.E. Cell (Crop Chemistry & Soil Science)

1	Sri C.V.K.Reddy	Chief Techl.Officer(FF) -Category-III
---	-----------------	---------------------------------------

AINP(T)

1	Smt. B. Krishna Kumari (SC)	Sr. Techl.Officer(Lab.-Comp.) -Category-III
2	Sri R. Satyanarayana	Sr.Technician(FF) -Category-I (Retirement on 31.08.2018)

Div. of Crop Improvement

1	Smt. K. Santhinandivelu	Asst.Chief Techl.Officer(FF)-Category-III
2	Sri M. Trinadh	Tech.Officer (FF)-Category-II
3	Sri K. Sravana Kumar	Technical Assistant(FF) w.e.f. 01.06.2018 Category-II
4	Sri M.M. Ali	Sr. Techl. Assistant(FF)-Category-II
5	Sri S. Rama Raju	Sr.Technician(FF)-Category-I
6	Sri M. Srinivas	Sr. Technician (Lab.Comp.)(Lab.)-Category-I
7	Sri A. Mutyam.	Sr. Technician(FF)-Category-I
8	Sri B. Yesu	Sr. Tecchnician(FF)-Category-I

Seed Production Section

1	Sri B.V.Srinivas	Sr. Techl. Assistant (FF) -Category-II
2	Sri M.S.Asokan	Sr.Technical Assistant (WS) - Category-II
3	Sri N. Endayya	Sr. Technician(FF) -Category-I

Div. of Crop Protection

1	Sri K.Sesha Sai	Asst. Chief Techl.Officer (FF)-Category-III
2	Sri G. Adinarayana	Asst.Chief Techl.Officer(FF) -Category-III Retirement on 30.09.2018
3	Sri S. Bhaskar Naik	Technical Assistant-Category-II w.e.f. 01.06.2018
4	Sri P. Krishna	Technician (T-1) -Category-I w.e.f. 30.11.2018

DIRECTOR'S PERSONNEL SECTION

1	Sri Y.Yesu	Technical Officer (WS-Driver) -Category-II
---	------------	--

Adm.I Section

1	Sri N. Sambasiva Rao	Technical Officer (Gestetener Operator)(WS) -Category-II
---	----------------------	---

CTRI Research Station., Guntur

1.	Sri M.V.Jayakrishna	Techl.Officer(FF) -Category-II
2.	Sri Shaik Ameer Ali	Sr. Techl. Assistant (Curer)(FF) -Category-II
3.	Sri A.Suresh Babu	Sr. Technl. Assistant(FF) -Category-II
4.	Sri V.Subba Rao	Techl. Assistant (Tr.Driver)(WS) -Category-II
5.	Smt.T.Nagamani	Sr. Technician(FF) -Category-I
6.	Sri E. Veerabhadra Rao	Sr.Techn.(Electrician)(WS) -Category-I

CTRI Research Station , Kandukur

1.	Sri G. Nagesh Kanth Rao	ACTO(WS) -Category-III
2.	Sri T.Venkata Rao	Technical Officer (Curer)(FF) -Category-II
3.	Sri K. Vidyasagar	Technical Assistant -Category-II w.e.f. 01.06.2018
4.	Ms. Assi Divya	Technical Assistant -Category-II w.e.f. 25.08.2018
5.	Sri Manda Mathaiah	Sr. Techl. Assistant (Tr.Driver)(WS) -Category-II
6.	Sri K.Sudhakar	Sr.Technician(FF) -Category-I
7.	Sri Ch. Lakshmana Rao	Technician (FF) -Category-I
8.	Sri M. Mohana Rao	Technician(Lab.) -Category-I
9.	Sri K. Venkateswarlu	Technician(Lab.) -Category-I Retd. on 31.07.2018
10.	Smt. O. Rattamma	Technician(T-1 FF) w.e.f. 28.06.2018
11.	Sri T. Ramesh	Technician (T-1) w.e.f. 03.12.2018
12.	Smt. V. Jayamma	Technician (T-1FF) w.e.f. 28.06.2018

CTRI Research Station , Jeelugumilli

1.	Sri Garaga S.N.Murthy	Techl.Officer(FF) -Category-II
2.	Sri S. Simhachalam	Technical Assistant(FF) -Category-II w.e.f. 01.06.2018
3.	Ms. K. Sridevi	Technical Assistant(FF) -Category-II w.e.f. 01.06.2018
4.	Sri T. Srinivasa Rao	Sr. Techl. Assistant(FF) -Category-II
5.	Sri D.V.Prasad	Sr. Techl. Assistant (Curer)(FF) -Category-II (Retirement w.e.f.30.11.2018)
6.	Sri Y.Venkateswara Rao	Sr.Techl. Assistant (WS-Electrician) -Category-II
7.	Sri A.L.Narasimha Murthy	Techn. Asst.(FF) -Category-II
8.	Sri B. Durga Rao	Techn. Asst.(FF) -Category-II
9.	Sri G. Govinda Raju	Techn. Asst.(FF) (Tractor Driver)(WS) -Category-II
10.	Sri D. Yesuratnam	Sr.Technician(FF) -Category-I
11.	Sri P. Kumar	Technician(Lab.) -Category-I (Retirement w.e.f. 31.08.2018)
12.	Sri P.V. Ramana	Technician(Lab.) -Category-I (Retirement w.e.f. 31.07.2018)
13.	Sri G.V. Ramana	Technician (T-1) -Category-I w.e.f. 30.06.2018
14.	Smt. G. Annapurna	Technician (T-1) -Category-I w.e.f. 03.12.2018

CTRI Research Station, Vedasandur

1	Sri R.Rajendran	Asst.Chief Techl.Officer(FF) -Category-III
2	Sri P.S. Shameer	Technical Assistant(T-3) w.e.f.10.10.2018
3	Sri C.Muruganantham	Sr. Techl.Officer(FF) -Category-III
4	Sri V. Annadurai	Sr. Techl.Officer(FF) -Category-III
5	Smt. R. Indrani	Technician(Lab.) -Category-I
6	Sri Kshitish Kumar Mishra	Technician (T-1) -Category-I w.e.f. 27.12.2018

CTRI Research Station, Hunsur

1.	Dr. C.Mahadeva	Chief Techl.Officer(FF) -Category-III
2.	Dr. P. Nagesh	Chief Techl.Officer (FF) -Category-III
3.	Dr.S.S.Srinivas	Chief Techl.Officer (FF) -Category-III
4.	Sri N.D. Suresh	Asst.Chief Techl.Officer (WS) -Category-III
5.	Sri. T.Venkatesh	Asst.Chief Techl.Officer (FF) -Category-III
6.	Sri Sambu Gowda	Techl.Officer (FF) -Category-II
7.	Sri Chikkanna Setti	Techl.Officer (FF) -Category-II
8.	Sri Sanna Swamy	Techl.Officer (FF) -Category-II Retd. on 31.07.2018
9.	Sri D.K.Eswara	Sr.Techl. Assistant(FF) -Category-II
10.	Sri Gopalarao	Sr.Techl. Assistant(FF) -Category-II
11.	Sri B.Suresh Kumar	Sr.Techl. Assistant(FF) -Category-II
12.	Sri C.Puttamalliah	Sr. Techl. Assistant(FF) -Category-II
13.	Sri Md. Shariff	Technical Assistant (T-3) -Category-II w.e.f. 22.06.2018
14.	Sri P. Trinadh	Technical Assistant (T-3) -Category-II w.e.f. 24.08.2018

CTRI Research Station, Dinhata

1	Dr. S.K. Dam	Sr. Techl.Officer (FF) -Category-III
2	Sri N. Ramu	Technical Assistant(T-3-FF) -Category-II w.e.f.26.09.2018
3	Sri J.K. Roy Barman	Sr. Technician(FF) -Category-I
4	Smt. A. Usha Angel	Technician (T-1) w.e.f. 01.12.2018
5	Kolli Satyanarayana	Technician (T-1) w.e.f. 24.12.2018

CTRI-KVK, Kalavacharla

1	Smt.V.V.Lakshmi Kumari	Chief Techl.Officer(FF) -Category-III Retirement on 31.07.2018
2	Dr. B.John Babu	Chief Techl.Officer (FF) -Category-III
3	Sri R.Sudhakar	Chief Techl.Officer (FF) -Category-III Retirement on 31.03.2019
4	Smt.J.V.R.Satyavani	Chief Techl.Officer (FF) -Category-III
6	Dr.P.V.V. S.Siva Rao	Chief Techl.Officer (FF) -Category-III
7	Sri D.Balakrishna(ESM)	Techl.Officer (FF) -Category-II
8	Sri P.Eswara Rao (OBC)	Techl.Officer (WS-Driver) -Category-II
9	Sri Y.Udaya Kumar	Technical Assistant (Tractor Driver)(WS) - Category-II

