



ICAR-Central Tobacco Research Institute

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(An ISO 9001:2015 Certified Institute)



No.F.2(4)(APARS-Tech.)/2021-2022/Adm.I

Date: 28-05-2021.

C I R C U L A R

Sub:- Annual Performance Appraisal Reports to Technical Personnel for the period from 01.04.2020 to 31.03.2021 - Regarding.

The Annual Performance Appraisal Reports Proformae for the period from 01.04.2020 to 31.03.2021 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 are 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 than 20 days from the date of receipt of this Circular.

Further, it is to inform that as per the revised guidelines of APARs in respect of concerned Technical Personnel of ICAR-CTRI, Rajahmundry (Headquarters) and its Research Stations vide ICAR letter No. F. TS/7-1/2015-Estt.IV, dated 17th March, 2021 (Flag 'A'), the reflection of utilization of Government e-Marketplace (GeM) in Annual Performance Appraisal Report (APAR) is to be incorporated.

As per the guidelines of the Under Secretary (Admn.), ICAR, New Delhi, regarding guidelines for extension of time lines for submission of Annual Performance Assessment Report (APAR) for the year 2020-21 circulated by the Council vide. Endorsement No. (Admn.)2-29/2019-CR(A)&RTI dated 28.04.21 is enclosed herewith for reference.

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 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.
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 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 (Dr. K. Prabhakara Rao, Scientist)	Nodal Officer, PME Cell
3.	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
4	Technical Staff (Cat.I) working in CTRI Res.Stn., Dinahata (WB)	Sri S.K. Dam, Asst. Chief Technical Officer(FF).	Sri S. Mandi, Scientist & Head i/c, CTRI Research Station, DINHATA(WB)

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 31st July 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.


(V. BHAGYALAKSHMI)
ADMINISTRATIVE OFFICER i/c

Encl: as above

To

1. Dr. (Mrs.) K. Sarala, Head i/c, Div. of Crop Improvement, ICAR-CTRI, Rajahmundry
 2. Dr. U.Sreedhar, Head i/c, Div. of Crop Protection, ICAR-CTRI, Rajahmundry
 3. Dr.(Mrs.) S. Kasturi Krishna, HOD i/c, Crop Production, ICAR-CTRI, Rajahmundry.
 4. Dr. C. Chandrasekhara Rao, HOD i/c, Crop Chemistry & Soil Science, ICAR-CTRI,Rajahmundry
 5. Sri K.T.R.Singh, PS to Director, ICAR-CTRI, Rajahmundry
 6. Dr. P. Venkateswarlu, Pr.Scientist & Head I/c, ICAR-CTRI Research Station, Guntur(AP)
 7. Dr.(Mrs.) M. Anuradha, Head i/c, ICAR-CTRI Research Station, Kandukur (AP),
 8. Dr.(Mrs.) S. Kasturi Krishna, Principal Scientist & Head I/c, ICAR-CTRI Research Station, Jeelugumilli (AP).
 9. Dr. P. Manivel, Pr.Scientist & Head I/c, ICAR-CTRI Research Station, Vedesandur(TN).
 10. Dr. S. Ramakrishnan, Head, ICAR-CTRI Research Station, Hunsur (Karnataka).
 11. Sri Sunil Mandi, Officer-in-charge, ICAR-CTRI Research Station, Dinhat (WB)
 12. Dr. VSGR Naidu, Programme Coordinator, ICAR-CTRI-KVK, Kalavacharla
 13. Dr. C. Chandrasekhara Rao, Nodal Officer, AINPT, ICAR-CTRI, Rajahmundry
 14. Dr. C. Chandrasekhara Rao, Nodal Officer, PME Cell, ICAR-CTRI, Rajahmundry
 15. 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 along with the list of Technical Staff for information and necessary action

Copy to PS to Director/AAO(E)/AAO(Bills&Cash),AAO(Purchases) 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.

- (a) Time schedule for generation, recording and completion of APAR for the year 2020-21 for Group 'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms	31 st May 2021
2.	Submission of self-appraisal to the Reporting Officer	30 th June 2021
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting Authority (wherever provided)	31 st August 2021
5.	Appraisal by Accepting Authority, wherever provided	30 th September 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	10 th September 2021
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	10 th October 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority	
	(v) Where there is no accepting authority for APAR.	30 th September 2021
	(vi) Where there is accepting authority for APAR.	31 st October 2021
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st Dec 2021