

ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE
RAJAHMUNDRY-5 A.P.

F.No.2(4)PS (APARs)/2018-19

Dated: 08.05.2018.

C I R C U L A R

Sub:-Revised Annual Assessment Reports in respect of Scientific Personnel for the period from 01-04-2017 to 31-03-2018—
Regarding .

As per the instructions received from the Council under Office Order F.No. 2(3)/1998-Per.IV, dated 20th June, 2017 and in continuation of this office Circular F.No. 2(4)/PS(APARs)/2018-19, dated 14.04.2018, the Competent Authority has decided to fill-up the APARs of all the Scientific Personnel of this Institute and its six Research Stations including KVK, Kalavacharla as per Annexures mentioned therein.

Hence, all the scientists are requested to down load the following detailed forms from CTRI website and to complete the reports at the earliest but not later than 10 days from the date of receipt of this Circular and to send the same in a sealed cover addressed to the Director (by name).

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8-5-18

S.No.	APAR format for Scientific positions	Annexure
1	Deputy Director Generals and Asstt. Director Generals	Annexure-I
2	Directors, Joint Directors of Deemed Universities/National Institutes	Annexure-II
3	Scientists of ATARI	Annexure-III
4	Head of Divisions	Annexure-IV
5	Scientists of ICAR Head Quarters	Annexure-V
6	Scientists of ICAR Institutes	Annexure-VI
7	Senior Scientists & In-charge of KVKs	Annexure-VII
8	Project Coordinators of AICRPs	Annexure-VIII


SR. ADMINISTRATIVE OFFICER

To

All the Scientists at ICAR-CTRI, Rajahmundry and its 6 Research Stations including KVK, Kalavacharla through their immediate controlling officers.

✓ Copy to Officer-in-Charge, AKM Unit with a request to upload the above circular alongwith Revised APAR Forms available at ICAR website. **This may please be treated as Time-Bound pl.**

Copy to PS to Director, Director's Personal Section, ICAR-CTRI, Rajahmundry for information.

Copy to PS to S.A.O. (APARs) for information and necessary action.

Copy to A.I (Guard File).