

MOST IMMEDIATE

BUREAU OF INDIAN STANDARDS

(HRD Department)

Our Ref: HRD/21/284)(2020-21)

18.11.2020

परिपत्र

Subject: Pending APARs(Full and part APARs) for the period 2014-15, 2015-16, 2016-17, 2017-18& 2018-19 in respect of Scientific Cadre officers of the level of Sc.B, Sc.C & Sc.D currently under zone of consideration for promotion -Reg.

The promotion exercise of the Scientific Cadre Officers of the level of Sc. B, C & D with cut-off date 01.07.2020 is being taken up on priority. As you may be aware, the APARs of the officers due for promotion are required to be screened by the Screening Committee which recommends the officers on the basis of their APAR ratings besides other criteria as laid down in Modified Flexible Complementing Scheme(MFCS) for being called for interview by the Assessment Committee.

2. The writing of APAR is a public trust and responsibility. As cases continue to occur where regular promotion, could not be considered in time because of non-availability of APARs for the relevant period, the Competent Authority from time to time had decided the time limits for submitting the APAR including Annual Work Report by the respective authorities and circulars were hosted on BIS Intranet for compliance of all concerned. It was also informed to take timely actions regarding initiation/reporting/reviewing by the concerned authorities failing which action as per DoPT Office Memorandum No. 21011/02/2009-Estt.(A) date 16th February, 2009 would be initiated against defaulting officers. Further, it was also intimated that the submission of APAR including Annual Work Report at every stage may please be informed to HRD Department for records and to ensure proper monitoring of APAR by HRD Department.

3. In spite of repeated request, the timelines prescribed for completion of APARs are not being strictly followed and till date, HRD Department has not received duly filled APARs(part and full APARs) of many BIS Scientific Cadre Officers (currently under consideration for promotion) for the period 2014-2015, 2015-16 & 2016-17,2017-18 & 2018-19. The status of pending APARs of the level of Sc. B, C & D currently in the zone of consideration for promotion is attached at **Annex-I**. The reason may be non-submission of self-appraisal by the officer reported upon or delayed/pending action by the Reporting/Reviewing Officer. Absence of even one APAR of any officer in any of the year in the residency period at times may lead to blocking the entire process.

4. All concerned are hereby informed that NRC (No Report Certificate) would not be recommended by HRD for any Officer unless and until he/she proves that his/her APAR (self-assessment) was duly filled in by him/her and it was submitted to his/her Reporting Officer as per timelines, duly substantiated by documentary evidence, failing which it will be construed as non-submission of APAR by the officer reported upon.

5. All concerned are therefore requested to take necessary actions on the pending APARs latest by 25.11.2020 under intimation to HRD Department along with their comments/inputs/remarks, if any.

6. This may please be accorded **TOP PRIORITY.**

Encl: As above

(Deepak Kumar Aggarwal)
Head (HRD)

To all concerned

Annex-I

Sl.No.	Emp.No.	Name	Designation	Period (s) of pending APAR
1.	60585	B Rajagopal	Scientist-D	2018-19 No information of submission
2.	61557	P.N. Murali	Scientist-D	2014-15 No information of submission
				2016-17 No information of submission
				2017-18 No information of submission
3.	62642	Vibha Rani	Scientist-D	2016-17 No information of submission
4.	62928	Parijat Shukla	Sc.D	2016-17 (01-04-2016 to 01-11-2016) No information of submission
				2017-18 (01-04-2017 to 25-07-2017) No information of submission
5.	51101	Surender Yadav	Sc.C	(01-10-2018 to 31-03-2019) No information of submission
6.	63592	Jainendra Kumar	Sc.C	2015-16 (01-04- 2015 to 01-10-2015) No information of submission
				2016-17 No information of submission
				2018-19 No information of submission
7.	63622	Sakuram Gugulothu	Sc.C	2016-17 (01-04-2016 to 31-08-2016) No information of submission
				2017-18 ((01-12-2017 to 31-03-2018) No information of submission
8.	55310	Ram Niwas Rai	Sc.C	2016-17 No information of submission
				2017-18 No information of submission
				2018-19 No information of submission
9.	64297	Karem Raja Shekar	Sc.C	2016-17 (01-04-2016 to 31-08-2016) No information of submission
10.	55425	Subrata Mukherjee	Sc.C	2017-18 No information of submission
				2018-19 (01-04-2018 to 17-12-2018) No information of submission

Annex-I

Sl.No.	Emp.No.	Name	Designation	Period (s) of pending APAR
11.	65285	Shikha Dawar	Sc.C	2016-17 (01-04-2016 to 31-08-2016) No information of submission
12.	65296	Manoj Baliram Chavan	Sc.C	2017-18 (01-04-2017 to 30-06-2017)No information of submission
13.	65161	Adbhut Singh	Sc.C	2016-17 (01-04-2016 to 30-11-2016) No information of submission
14.	65037	Srinivas Mohan Shankar	Sc.C	2016-17 No information of submission
				2017-18 No information of submission
				2018-19 No information of submission
15.	65048	Sudipt Kumar	Sc.C	2017-18(01-04-2017 to 31-09-2017) No information of submission
16.	64882	Kanan Govindaraj	Sc.C	2018-19(01-04-2018 to 30-06-2018) No information of submission
17.	64997	Deepak Patra	Sc.C	2017-18 No information of submission
				2018-19 (01-04-2018 to 07-12-2018) No information of submission
18.	64904	Kumar Manish Raja	Sc.C	2016-17 (01-04-2016 to 30-11-2016) No information of submission
19.	66125	Rajiv Rajan	Sc.B	2016-17 (01-09-2016 to 31-03-2017) No information of submission
20.	67571	Neelam Singh	Sc.B	2017-18 (01-04-2017 to 10-07-2017) No information of submission