



A.K.M-U

ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
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CIRCULAR

This is to inform to all concerned that APAR (Annual Performance Appraisal Report) forms will be distributed for Reporting/ Reviewing of Scientists and other officials of ICAR-CRIJAF and its substations for the period 2016-17 shortly. As such, discipline-wise Reporting/ Reviewing is to be completed as below.

Therefore, all Heads of Division/Section including Scientist Incharge/ Incharge (Sub-station)/ Incharge KVK are requested to furnish the names of the employees working under them to the undersigned latest by **04.02.17** for issuance of APARs.

Sl. No.	Discipline	To be Reported by	To be Reviewed by
1.	Principal Scientist	Director	DDG(CS), ICAR
2.	Scientists (other than Pr. Scientists)	Respective Head of the Div./Sec.	Director
3.	Scientist Incharge at Sub-stations		
	Ramie Research Station	Dr. Sitangshu Sarkar, I/C Headquarter	Director
	Sisal Research Station	Dr. D. K. Kundu, I/C Headquarter	Director
	CSRSJAF, BudBud	Dr. Jiban Mitra, I/C Headquarter	Director
	Sunnhemp Research Station	Dr. Sabyasachi Mitra, I/C Headquarter	Director
4.	Scientists at Sub-stations	Respective I/C Headquarter	Director
5.	Asstt. Administrative Officer	Head of Office	Director
6.	Technical from T- 6 & onwards.	Head of the Div./Section	Director
7.	Technical (H.Q.) upto T-5	Respective Scientist/ Officer under whom assigned	Head of the Division/ Section
8.	Technical (Sub-station)		
	Sunnhemp Research Station	Dr. M.K. Tripathi	I/C Headquarter
	Sisal Research Station	Dr. A.K. Jha	I/C Headquarter
	Ramie Research Station	Dr. Amarpreet Singh	I/C Headquarter
	CSRSJAF, Bud Bud	Dr. Subrata Biswas	I/C Headquarter
9.	Administrative/Purchase/Store staff members	Respective AAO	Head of Office
10.	Accounts staff members	SFAO	Director
11.	Private Secretary /Personal Assistant/ Stenographer	Officer under whom assigned
12.	Administrative staff (Sub-Station & KVK)	Respective I/C of the Sub-Station/ PC, KVK	Head of Office
13.	Skilled Supporting Staff (H.Q. , Sub-stations & KVK)	Respective officer under whom attached.	Head of the Div/ Sec./ Scientist Incharge/ Head of Office
14.	KVK, Bud Bud		
	Programme Coordinator	Incharge, Headquarter (Dr. S. Satpathy)	Director
	SMSs	Programme Coordinator	Incharge, Headquarter (Dr. S. Satpathy)
	Technical		

Information in the following proforma, for each scientist may also be kindly furnished while forwarding the names of the officials for issue of APAR.

Name of the Scientist	Degree/Diploma/Certificate	Year	Subject(s)	Specialization

Sushma
11/1/17
HEAD OF OFFICE

DISTRIBUTION

All Heads of Divisions/Sections/Units including Scientist Incharge(Sub-stations)/I/C, KVK.