

**CSIR- Indian Institute of Integrative Medicine, Jammu.**

No: IIM/APAR/Gen/2019

Dated: 14.05.2021

**OFFICE MEMORANDUM**

**Subject:** Timely completion of O-APAR/APAR/PMS.

It is for the information of staff members of CSIR-IIM, Jammu and IIM (Br.) Srinagar that the O-APAR/APAR/PMS forms are available on CSIR website [www.csir.res.in](http://www.csir.res.in). The staff members are requested to download the forms from the website and submit 'self-appraisal report' to this section latest by 30<sup>th</sup> of May, 2021, for recording the necessary entries relating to leave etc. and forwarding to the concerned Reporting/Reviewing Officers.

The Performance evaluating system devised for Group IV Scientists is available on CSIR website along with detailed instructions. All Group IV Scientist are requested to go through it and submit their appraisals accordingly to office for further necessary action vis-à-vis reporting and reviewing. The Office will record necessary entries related to leave etc. before taking action regarding evaluation of their PMS.

In case any staff member does not submit the self-appraisal within the specified date, it would be presumed that no self-appraisal is being submitted by the individual concerned. In such cases, the concerned Reporting Officer may initiate the O-APAR/APAR/PMS of the individual at his/her own level.

  
(Rajesh Gupta)  
**SECTION OFFICER**

**Copy to:-**

1. All Sectional/ Divisional Heads.
2. PS to Director
3. PS to COA
4. Notice Board
5. IT Division with the request to post this OM on the official website of CSIR-IIM, Jammu.
6. Office Copy.