

**MOST URGENT**



भारतीय पशु-चिकित्सा अनुसंधान संस्थान  
इज्जतनगर - 243 122 (उ०प्र०) भारत  
**INDIAN VETERINARY RESEARCH INSTITUTE**  
IZATNAGAR - 243 122 (U.P.) INDIA



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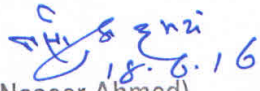
Dated the 18<sup>th</sup> June, 2016

**CIRCULAR**

In spite of the instructions issued by this department from time to time, confidential reports of the staff are not written expeditiously. The strict time schedule has been issued for various stages in the matter of writing of APARs. **The reporting officer should report the APAR of the concerned officer and submit the report to the Reviewing officer upto 30<sup>th</sup> June, for review under intimation to the C.R. Cell.**

Delay in this regard on the part of reporting officer should be adversely commented upon; if the officer to be reported upon delays submission of Self Appraisal, the reporting officer should take it upon himself to remind the officer to be reported upon in writing, to submit the Self Appraisal by the stipulated time.

If no self appraisal is received by the stipulated date, **the reporting officer can obtain another blank CR form from this section and proceed to write the report on the basis of his experience of the work and conducts** of the officer reported upon and also point out the failure of the officer reported upon to submit his self appraisal within the stipulated time.

  
(Naseer Ahmed)

ASSTT. ADM. OFFICER (CRC)

Copy to :

1. All JDs/H.Ds/Coordinators/Incharges/Unit Incharges/Comptroller/Section Officers, IVRI Izatnagar/Bangalore/Mukteswar/Palampur/Kolkata/Pune.
2. The Incharge, ARIS Cell, IVRI Izatnagar. It is requested that the said circular may kindly be uploaded on the Institute website.