



Fax Message No. 3773 /ICAR HQ.

Dated 10/5/10

No. of Pages 1

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI

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F.No. 11(8)/2008-Estt.IV

Dated, the 6th May, 2010

To

The Directors / Project Directors of ICAR Research Institutes / Project Directorates / NRCs / Bureaux

Sub.: Performance appraisal report of technical employees – regarding

Sir,

It has been observed that annual confidential reports of technical employees in certain places have been reported and reviewed by the same officer. In this connection, it is stated that the scheme of performance appraisal envisages at least two levels of supervisory oversight. It is requested that the reporting and reviewing officers in respect of each technical employee of the institute may be notified every year. Notification in regard to the current financial year may be issued on priority basis.

Yours faithfully,

(P. SAKTHIVEL)

Under Secretary (TS)

Copy to :

1. SPPS to Secretary, DARE & DG, ICAR
2. PPS to AS, DARE & Secretary, ICAR
3. PS to AS & FA, DARE
4. SA to Chairman, ASRB
5. All DDGs
6. ND, NAIP
7. PD, DIPA
8. ADG (Cdn.)
9. All Directors / Deputy Secretaries / Secretary, ASRB / Under Secretaries at ICAR Hqrs.
10. Shri Hans Raj, Information System Officer, (DIPA) KAB I for putting in the ICAR Web-Site.
11. All officers/sections at ICAR Hq./KAB I & II
12. Cdn. Section for giving Index Number
13. PD, DIPA, for compilation of circulars / instructions

Enclt. no. F.9(76)/09-Estt. dt. 15/05/10

Copy forwarded to : Dr. Senthosh T Eapen, Coordinator, DISC for arranging display in website

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Asst. Administrative Officer
 Indian Institute of Spices Research
 Marikunnu, P.O., Calicut-12 (Kerala)