

Most Important

ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
AMRAVATI ROAD : NAGPUR-440 033

F.No.22-12/15-CR Cell/ 1995/15

Date : 3rd July, 2020

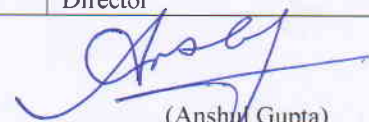
OFFICE ORDER

Subject: Writing of Annual Performance Appraisal Report – Report for the employees of NBSS&LUP HQrs, Nagpur and its Regional Centres from the year 2020-21 onwards – reg.

It has been decided with the approval of the Competent Authority that from the year 2020-21 onwards the APARs of all the employees working at NBSS&LUP HQRs. and its Regional Centres will be reported and reviewed by the Officers as per Table given below:-

Sl. No.	Name of Post	Reporting Officer	Reviewing Officer
1.	Director	DDG (NRM)	DG, ICAR
2.	Head of Division / Head of Centre	Director	DDG (NRM), ICAR
3.	Chief Administrative Officer	Director	Secretary, ICAR
4.	Senior Finance & Accounts Officer	Director	Financial Advisor, ICAR
5.	Principal Scientists / Senior Scientists / Scientists	Concerned Head of Division/ Head of Centre	Director
6.	All Technical (T/ST/TA/STA/TO/STO/ACTO/CTO)	Scientist Incharge, Regional Centre/ Division	Head, Regional Centre/ Director
7.	Asstt. Admn. Officer, Regional Centre	Head of Regional Centre	Director
8.	Assistant / UDC / LDC, Regional Centre	Asstt. Admn. Officer of Regional Centre / Section I/c	Head of Regional Centre
9.	Skilled Supporting Staff of Division / Regional Centre/ Section	Incharge under whom the staff is working	Head of Division / Centre / Section
10.	Administrative Officer, HQ	Chief Admn. Officer	Director
11.	AAO / Assistant / UDC / LDC / Technical / Skilled Supporting Staff of Administration and Store Sections / Estate, HQrs.	Chief Administrative Officer / Administrative Officer / AAO	Director / Chief Admn. Officer
12.	Assistant / UDC / Skilled Supporting Staff of Bill & Cash Section, HQrs.	DDO, HQ	Chief Admn. Officer
13.	AAO / Assistant / UDC / LDC / Skilled Supporting Staff of Audit & Accounts Section, HQrs.	Finance & Accounts Officer, HQrs.	Director
14.	PS / PA / Steno. Gr.III	Head / Incharge of Regional Centre / Division / Section	
15a.	Incharge, L&D Unit, HQrs., Nagpur	Incharge, PME Cell/Chairman, Library Committee	Director
15b.	Staff of L&D Unit	Incharge, L&D Unit	Incharge, PME Cell/Chairman, Library Committee
16.	Staff of PME Cell	Incharge, PME Cell	Director

The time frame for writing of APARs may be strictly adhered to.


(Anshul Gupta)
Administrative Officer

Distribution:-

1. The Head, Division of SRS, RSA, LUP, NBSS&LUP, Nagpur
2. The Head, Regional Centre, NBSS&LUP, Bangalore, Kolkata, New Delhi, Jorhat, Udaipur
3. The Chief Administrative Officer, NBSS&LUP, Nagpur
4. The Senior Finance & Accounts Officer, NBSS&LUP, Nagpur
5. The Administrative Officer, NBSS&LUP, Nagpur
6. The Asstt. Admn. Officer & Incharge Purchase Section, NBSS&LUP, Nagpur
7. The Incharge, PME Cell, L&D Unit, NBSS&LUP, Nagpur
8. PS to Director
9. Institute's web-site