

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110001.**

No. 16-1(50)/2022-CCOACR

Dated : 15.03.2023

OFFICE MEMORANDUM

Sub: Implementation of SPARROW system of APAR for the Non-Technical Cadres in CSIR.

Ref: CSIR letter of even number dated 16.08.2022 & dated 29.11.2022

1. In partial modification of CSIR OM No.16-1(50)/2022-CCOACR dated 29.11.2022 the Competent Authority has approved the following flow chart of Reporting Authority, Reviewing Authority and Accepting Authority of PARs (Performance Appraisal Report) in r/o Common Cadre officers.

2. General Cadre CCOs

2.1 At Labs/Instts

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|--------------------|---------------------|---------------------|---------------------|--|
| 1. | Sr. COA COA/AO* | Director | DG | DG | * Whosoever functioning as Head, Admn. at Lab/Instt., After Reporting, JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance. |
| 2. | COA | Sr. COA | Director | Director | |
| 3. | AO | COA | Sr. COA | Director | |
| 4. | AO | COA | Director* | Director | *If no Sr. COA posted/ in hierarchy |
| 5. | AO | Sr. COA* | Director | Director | *If no COA posted / in hierarchy |

2.2 At CSIR HQ

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|---------|---------------------|---------------------|---------------------|-------------------------------------|
| 1. | Sr. DS | JS (A) | DG | DG | |
| 2. | DS | Sr. DS | JS (A) | JS (A) | |
| 3. | DS | JS (A)* | DG | DG | *If no Sr. DS posted / in hierarchy |
| 4. | US | DS | Sr. DS | JS (A) | |
| 5. | US | DS | JS (A)* | JS (A) | *If no Sr. DS posted / in hierarchy |
| 6. | US | Sr. DS* | JS (A) | JS (A) | *If no DS posted / in hierarchy |

2.3 At CSIR Cx./Units/Centres/Scientific Divisions of CSIR HQ

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|------------------|---------------------|---------------------|---------------------|---|
| 1. | Sr. DS / Sr. COA | Head | DG | DG | After Reporting, JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 2. | DS/COA | Sr. DS / Sr. COA | Head | Head | |
| 3. | DS/COA | Head* | DG | DG | *If no Sr. DS/ Sr. COA posted / in hierarchy. After Reporting, JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 4. | US/AO | Head* | DG | DG | *If no Sr. DS/ Sr. COA/DS/CO A posted in hierarchy or reporting |



| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|---------|---------------------|---------------------|---------------------|--|
| | | | | | directly to the Head. After Reporting, JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 5. | US/AO | DS/COA | Sr. DS / Sr. COA | Head | |
| 6. | US/AO | DS/COA | Head* | Head | *If no Sr. DS/ Sr. COA posted / in hierarchy |
| 7. | US/AO | Sr. DS / Sr. COA* | Head | Head | *If no DS/ COA posted/ in hierarchy |

3. Stores & Purchase Cadre CCOs

3.1 At Labs/Instts

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|----------------------|---------------------|---------------------|---------------------|---|
| 1. | Sr. COSP/ COSP/ SPO* | Director | DG | DG | *Whosoever functioning as Head, S&P at Lab/Instt. After Reporting, JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 2. | COSP | Sr. COSP | Director | Director | |
| 3. | SPO | COSP | Sr. COSP | Director | |
| 4. | SPO | COSP | Director* | Director | *If no Sr. COSP posted/ in hierarchy |
| 5. | SPO | Sr. COSP* | Director | Director | *If no COSP posted / in hierarchy |



3.2 At CSIR HQ

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|----------|---------------------|---------------------|---------------------|--------------------------------------|
| 1. | Sr. COSP | JS (A) | DG | DG | |
| 2. | COSP | Sr. COSP | JS (A) | JS (A) | |
| 3. | COSP | JS (A)* | DG | DG | *If no Sr. COSP posted/ in hierarchy |
| 4. | SPO | COSP | Sr. COSP | JS (A) | |
| 5. | SPO | COSP | JS (A)* | JS (A) | *If no Sr. COSP posted/ in hierarchy |
| 6. | SPO | Sr. COSP* | JS (A) | JS (A) | *If no COSP posted / in hierarchy |

3.3 At CSIR Cx./Units/Centres/Scientific Divisions of CSIR HQ

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|----------|---------------------|---------------------|---------------------|---|
| 1. | Sr. COSP | Head | DG | DG | After Reporting, JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 2. | COSP | Sr. COSP | Head | Head | |
| 3. | COSP | Head* | DG | DG | *If no Sr. COSP posted/ in hierarchy. After Reporting, JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 4. | SPO | Head* | DG | DG | *If no Sr. COSP/COSP posted/ in hierarchy or reporting directly to the Head. After Reporting, |



| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|---------|---------------------|---------------------|---------------------|--|
| | | | | | JS (A) will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 5. | SPO | COSP | Sr. COSP | Head | |
| 6. | SPO | COSP | Head* | Head | *If no Sr. COSP posted/ in hierarchy |
| 7. | SPO | Sr. COSP* | Head | Head | *If no COSP posted / in hierarchy |

4. Finance & Accounts Cadre CCOs

4.1 At Labs/Instts

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|-----------------------------|---------------------|---------------------|---------------------|---|
| 1. | Sr. COFA/ COFA/ F&AO* | Director | DG | DG | *Whosoever functioning as Head, F&A at Lab/Instt. After Reporting, FA will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 2. | COFA | Sr. COFA | Director | Director | |
| 3. | F&AO | COFA | Sr. COFA | Director | |
| 4. | F&AO | COFA | Director* | Director | *If no Sr. COFA posted/ in hierarchy |
| 5. | F&AO | Sr. COFA* | Director | Director | *If no COFA posted / in hierarchy |

4.2 At CSIR HQ

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|------------|---------------------|---------------------|---------------------|---------|
| 1. | Sr. Dy. FA | FA | DG | DG | |
| 2. | Dy. FA | Sr. Dy. FA | FA | FA | |



| | | | | | |
|----|--------|-------------|------------|----|---------------------------------------|
| 3. | Dy. FA | FA* | DG | DG | *If no Sr. Dy. FA posted/in hierarchy |
| 4. | F&AO | Dy. FA | Sr. Dy. FA | FA | |
| 5. | F&AO | Dy. FA | FA* | FA | *If no Sr. Dy. FA posted/in hierarchy |
| 6. | F&AO | Sr. Dy. FA* | FA | FA | *If no Dy. FA posted / in hierarchy |

4.3 At CSIR Cx./Units/Centres/Scientific Divisions of CSIR HQ

| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|-----------------------|-----------------------|---------------------|---------------------|---|
| 1. | Sr. Dy. FA / Sr. COFA | Head | DG | DG | After Reporting, FA will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 2. | Dy. FA / COFA | Sr. Dy. FA / Sr. COFA | Head | Head | |
| 3. | Dy. FA / COFA | Head* | DG | DG | *If no Sr. Dy. FA / Sr. COFA posted / in hierarchy. After Reporting, FA will record comments and submit PAR to DG, CSIR for Review & Acceptance |
| 4. | F&AO | Head* | DG | DG | *If no Sr. Dy. FA / Sr. COFA/Dy.FA/COFA posted / in hierarchy or reporting directly to the Head. After Reporting, FA will record |



| Sl. | Officer | Reporting Authority | Reviewing Authority | Accepting Authority | Remarks |
|-----|---------|------------------------|-----------------------|---------------------|---|
| | | | | | comments and submit PAR to DG, CSIR for Review & Acceptance |
| 5. | F&AO | Dy. FA / COFA | Sr. Dy. FA / Sr. COFA | Head | |
| 6. | F&AO | Dy. FA / COFA | Head* | Head | *If no Sr. Dy. FA / Sr. COFA posted / in hierarchy |
| 7. | F&AO | Sr. Dy. FA / Sr. COFA* | Head | Head | *If no Dy. FA/ COFA posted / in hierarchy |

5. Other Cadres / Issues

In case of Group 'B' and 'C' Administrative staff & Stenographic Cadre and staff of other Non-Technical Cadres, APARs guidelines issued vide CSIR OM No.16-1(50)/2022-CCOACR dated 29.11.2022 will be operative as it is .

6. The new arrangement shall come into effect from 01.04.2022 (covering Report Year 2022-23 and onwards).


(L. S. Negi)
Sr. Deputy Secretary

Copy to:-

1. Directors/Heads of all CSIR Labs/institts/Centre/Units
2. Office of DG, CSIR
3. Office of JS (Admn.), CSIR
4. Office of FA, CSIR
5. Office of CVO, CSIR
6. LA, CSIR
7. Sr. DS (CO) / Sr. DS (PD)
8. IT Division - with the request to host this OM on CSIR website
9. Guard File
10. Office copy