



भारत सरकार/ GOVERNMENT OF INDIA
पर्यावरण वन मंत्रालय एवम् जल वायु परिवर्तन/MINISTRY OF ENVIRONMENT
FOREST & CLIMATE CHANGE

भारतीय वनस्पति सर्वेक्षण/BOTANICAL SURVEY OF INDIA
सी.जी.ओ. कॉम्प्लेक्स, तृतीय एम.एस.ओ. भवन/CGO COMPLEX, 3RD MSO BUILDING
ब्लॉक एफ, पाँचवां और छठा तल/BLOCK F, 5TH & 6TH FLOOR
डी एफ ब्लॉक, सेक्टर १,साल्ट लेक/DF BLOCK, SECTOR I, SALT LAKE
कोलकाता – ६४/KOLKATA – 700 064



No. BSI-8/1/PS/2022

Date:- 22.06.2022

CIRCULAR / परिपत्र

The undersigned is directed to inform that as per DoPT guidelines Annual Performance Appraisal Report (APAR) of all the officials should be completed within stipulated timeframe, failing which concerned in-charge / Head of Office will be liable for non-submission of APAR. All In-charge / Head of Office are also instructed to submit “**Non-submission report of officer(s) reported upon**” for those who do not submit their APAR on time as per DOPT guideline.

Henceforth, this Directorate will not entertain any backlog APAR in connection with Reporting & Reviewing.

This issues with the approval of Director, BSI.


(C. Murugan)

Scientist E & H.o.O, BSI, Hqrs.

Distribution:

1. All Heads of Office of BSI regional centres.
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4. CR Section, BSI Hqrs., Kolkata