

**NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS: NEW DELHI**

No. 38-54/2014/P-II/Pt.III/ 3158

Dated: Nov., 2014

2/12

CIRCULAR

Sub: Five Yearly Assessment / Re-assessment of eligible Technical Personnel for the period ending 31.12.2014 submission of assessment forms in respect of Technical Category I, II and III.

In order to keep the assessment work up-date, it has been decided to consider the assessment/review cases of those Technical Personnel who have completed five/ten year's service.

The eligible persons who have completed five/ten years of service in the grade upto 31-10-2014 would be considered for merit promotion to the next higher grade or grant of advance increments in the existing grade as case may be whereas the cases of review would be as per rules on the subject. Accordingly, all Divisions Heads/Officer-in-Charge, Regional stations/Base Centres etc; are requested to inform all concerned Technical Staff working under their control and advise them to furnish six copies of requisite information in the prescribed forms (Specimen enclosed). In case of review, the Technical Personnel may furnish supplementary information year wise in form I. Accordingly, a few sets of prescribed assessment forms are enclosed herewith which may please be handed over to the eligible employees only, for furnishing relevant information relating to the period for which they have to be assessed/re-assessed. It may please be ensured that assessment forms in respect of all Technical Personnel as are eligible on 31.12.2014 may please be furnished by 01.01/2015.

It is, further requested that the required information/assessment forms duly completed in all respect and reviewed by the reviewer in each case may kindly be sent to this office on or before 01.01.2015 positively for further necessary action in the matter. It may also be intimated that after expiry of the stipulated date, no request would be considered.

[Signature]
20/11/14
Administrative Officer

Distribution :-

1. Incharge, NRC on DNAFP, NBPGR, New Delhi.
2. Incharge, (UU&UEP), NBPGR, New Delhi.
3. Heads of Divisions/Sections/Units/Cell, NBPGR, New Delhi.
4. All Officer-in-charge, NBPGR Regional Stations/Base Centres – Umiam (Meghalaya), Thrissur, Akola, Bhowali, Jodhpur, Shimla, Hyderabad, Ranchi, Cuttack, Srinagar.
5. Officer-in-Charge, NBPGR Experimental Station, Issapur, New Delhi-110073.
6. Secretary (Staff Side), IJSC, NBPGR, New Delhi.
7. P.A. to Director, NBPGR, New Delhi.
8. Notice Board.
9. Officer-In-Charge ARIS, Kindly E-mail to all staff.
10. Guard File/AAO.

Circular is website p1

2/12