

A/n: Bmt. Mitale Ghosh ray

Kindly upload this order on web site
(Technical Division)

Checklist -I to letter No. TS II(20)/2001-E.IV dated 16th May, 2016.

Sl.No.	Particulars	Remarks
1	Name of the employee	
2	Name of the Institute	
3	Date of Birth	
4	Category i.e. SC/ST/OBC/Gen	
5	Date of initial appointment	
6	Details of Transfer (if any)	
7	Educational qualification on the date of appointment in ICAR with date of acquiring of each subsequent qualification, if any	
8	Functional group in which he/she was appointed	
9	Change of functional group (if any) with date	
10	Opted for old/new TSR	
11	Present grade & date of promotion to that grade	
12	Date of acquiring each promotion	
13	Full particulars of the relevant 5/7 years of APARs sent	
14	Recommendations of the Director of the Institute in 5/7 yearly Assessment proforma	
15	Advance increments granted, if any, with date	
16	No. of times assessed	
17	Whether clear from vigilance angle	
18	When was the Assessment due	
19	Whether there is delay of more than 6 months in conducting the Assessment? If yes, what are the reasons	
20	Attested copies of APARs	
21	Date of retirement/resignation/death (if applicable)	
22	Certificate to the effect that only members nominated by ASRB participated in the Assessment Committee meeting	

(Signature of Director with Seal)

P. S. J.