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CIRCULAR

The Annual Performance Appraisal Report Form for the year 2021-2022 in respect of all Technical, Administrative, Skilled Support Staff are created in SPARROW and forwarded to the e SPARROW account. All Technical, Administrative, Skilled Support Staff working at ICAR-IISR Headquarters, Regional Station Appangala, Experimental Farm Peruvannamuzhi and Krishi Vigyan Kenda are requested to fill the self appraisal part and forwarded to the Reporting Officer on or before 15-05-2022. The target date for submission of self appraisal is **15-05-2022**, which may please be noted.

Senior Administrative Officer

Distribution:

1. PS to Director

- 2. All Heads of Divisions
- 3. Project Coordinator (Spices)
- 4. The Head I/C, Regional Station, Appangala
- 5. Programme coordinator, KVK
- 6. Scientist I/C, Chelavoor/Peruvannamuzhi
- 7. The Sr. Fin. & Accounts Officer I/C
- 8. DDO
- 9. OIC, Library
- 10. Intranet for the information of all Technical, Administrative, SSS