

F. NO. 12-04/2024-ESTT./
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
ZOOLOGICAL SURVEY OF INDIA
KOLKATA

OFFICE ORDER No. 147/2026

In pursuance of the DoPT's OM vide No. 21011/1/2005-Estt. (A) (Pt-II), dated 14.05.2009 (as amended from time to time), the Government Servants in Zoological Survey of India are hereby directed to write their 'self-appraisal' at Part II in the prescribed Annual Performance Appraisal Report (APAR) for the year 2025-26 and submit the same to their respective Reporting Officers by 15.05.2026, positively.

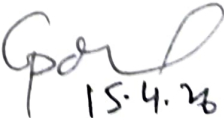
The respective Reporting Authority, in course, should be completed their assessment, taking into accounts the completed iGOT Karmayogi course(s) at PART-II written by the officer reported upon and submit the same on or before 15.06.2026 to either the respective Reviewing Authorities or the Establishment Section, as the case may be.

It may be noted that APARs are vital for proper personnel administration and it is essential that they are completed within a time-frame so that up-to date APARs are available at any given time. With this end in view, the time-schedule as prescribed above should be comply strictly and if the self-appraisal is not received by that time, Reporting Officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit his self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

The prescribed APARs in PDF and M S Word Format are hereby send through register email ID to the respect Officer-in-Charge with a request to distribute each Government Servants under his/her control and ensure that the time schedule prescribed herewith is maintained strictly.

This issue is with the approval of the Director, Zoological Survey of India. Hindi version is being issued separately.

Date: 15.04.2026


15.4.26

(DR. GURUPADA MANDAL)
SCIENTIST 'E' & HEAD OF OFFICE

Copy to:

1. The O/c through Gov Mail and e-Office.
2. The Hindi Officer, ZSI, Kolkata.
- 7827 ✓ 3. The Website of ZSI, Kolkata.
4. The PA to DZSI, Kolkata.
5. The President, ZSIEA (NG), ZSI, Kolkata.
6. The President, ZSIEA, ZSI, Kolkata.
7. The Guard File.