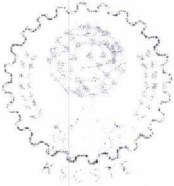


Kerala State Council for Science, Technology and Environment



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No.KSCSTE/1025/2020-C1

Thiruvananthapuram

Dated: 10/01/2022

**CIRCULAR**

Sub: KSCSTE - Assessment Promotion Scheme for Scientists - Submission of AAR  
(2021) - reg.

Ref: Council(M) Order No.132/2021/KSCSTE dated 31.12.2021.

As per the Council order cited above, KSCSTE has approved the revised guidelines for the assessment and promotion of Scientists of all cadres in KSCSTE and its R&D centres, with effect from 1st January 2022. The following clarifications are issued on the procedure to be adopted for the submission of AAR for the year 2021.

(i) The Scientists of KSCSTE and its R&D centres shall prepare AAR for the year 2021 in the earlier format. However, employees are required to fill the newly introduced Score Card (Section B of the APAR) and submit it along with the AAR-2021.

(ii) The AAR-2021 endorsed by the Reporting Officer and the Reviewing Authority shall be disclosed to the Scientist concerned as per the timeline mentioned in the revised guidelines.

(iii) Grievances and concerns, if any, from the Scientists shall be forwarded to the Appellate Authority (Executive Vice President, KSCSTE) through the Director of the R&D Centres.

(iv) These clarifications will be applicable only for the AAR for the year 2021 to be submitted in January 2022.

To

**K P SUDHEER**  
**EXECUTIVE VICE PRESIDENT**

The Director/ Executive Director  
All R& D Centres.

Copy to : All Scientific Staff of KSCSTE  
PS to EVP/ PA to MS  
Notice Board /KSCSTE Website  
SF/OC.

Approved for Issue

  
Section Officer