



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI**



F.No. 1(07)/2010-CR Cell

Dated 21 December, 2012

**CIRCULAR**

The undersigned is directed to invite attention of all concerned to the instructions relating to time schedule for preparation/completion of Annual Performance Assessment Reports (APARs) contained in the O.M.No.21011/02/2009-Estt.(A), dated 16-02-2009 and O.M. No.21011/1/2005-Estt.(A)(Pt-I), dated 23-7-2009 issued by the Government of India, DoPT. The above OMs have already been circulated in the Council. The Council vide letter No.2(1)/2010 CR(A)&RTI Cell dated 02-03-2010 has also circulated a brochure on the subject issued by the DoPT which is available on the websites of ICAR and DoPT and is applicable to all the civil cadres including scientific cadre of ICAR.

It has been observed that some of the officers/officials of the ICAR are not strictly complying with the DoPT instructions relating to timely completion of APARs despite reminders issued to them from time to time in this regard. This has been seriously viewed by the Council. The timely completion of APARs is the essence of the DoPT instructions and any laxity on the part of officers/officials in either reporting or reviewing the APARs renders the whole process infructuous. It has, therefore, been decided with the approval of the competent authority that henceforth the APARs received after the prescribed time schedule shall not be entertained except in compelling circumstances on merits of each case with the approval of the competent authority. The concerned Establishment Section/Unit is also requested to make a specific mention of the time schedule for reporting/reviewing of APARs while issuing APARs forms to officers/officials under the respective Establishment Section/Unit.

All officers in the ICAR are requested to bring the above instructions to the notice of all concerned for information and strict compliance.

  
(V. K. Sharma)

**Deputy Secretary (Per.IV)**  
**Telefax:- 011-23074476**

**Distribution:-**

1. All Officers at ICAR Hqrs. including ASRB.
2. All Directors/Project Directors ICAR/ Zonal Project Coordinators of Institutes with the request to circulate these instructions among all concerned.
3. Per.I/II/III/IV Sec./ Estt.I/II/III/IV/V Sec./ CR(A) & RTI Cell, ICAR Hqrs.
4. Guard file.

5. ISO, DKMA for uploading at ICAR website.

  
(V. K. Sharma)

**Deputy Secretary (Per. IV)**