



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ राजेंद्र प्रसाद रोड, नई दिल्ली - 110001
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F.No.TS-11(05)/2018-Estt. IV

Dated: 19 June, 2018

To

The Directors/Project Directors/Zonal Coordinators of ICAR
Research Institutes/Project Directorates/National Research
Centres/Bureaux/Zonal Coordinating Units

Subject: Issuing of instructions regarding the direct submission of representation against the gradings given in the APAR to the respective DDG of the SMD - regarding

Sir/Madam,

The Council receives the cases of merit promotion in respect of the technical employees (Assistant Chief Technical Officer onwards) of ICAR Institutes for seeking the approval of the Competent Authority. While processing such proposals, it has been observed that at times, the representation of the technical employees against the gradings in their APARs, given by the Director of the respective institute in his capacity as the Reviewing Authority, are either not forwarded or not forwarded within the prescribed time limit, to the Deputy Director General (DDG) of the concerned Subject Matter Division (SMD) of the Council. This causes delay in the assessment of the concerned employee.

In order to prevent such avoidable delays, a provision is being made for sending the representation against the grading given in the APARs, directly to the DDG of the concerned SMD, in cases, where the Director of the respective institute is the Reviewing Authority and is not forwarding the representation to the SMD, for review of the grading given in the APAR. Accordingly, the following steps are prescribed for the technical employees for making representation directly to the concerned DDG for upgradation of gradings of APARs:

Step 1- The technical employee is to be given a copy of the APAR as contained in DoPT's OM NO. 21011/1/2010-Estt. A dated 13.04.2010.

Step 2- For the cases where the reviewing officer is the Director of the Institute, the representation, if received within the prescribed time limit of 15 days from the employee against the gradings in

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his/her APAR, is to be forwarded to the DDG of the concerned SMD. This is to be done within a period of one month from the date of timely receiving of representation from the employee, under intimation to the respective employee.

Step 3-In case, the employee does not receive this information within a month's time of submission of his/her representation, the employee may send the representation directly to the DDG of the concerned SMD, under intimation to the Director of the Institute.

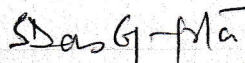
Step 4- On receiving the representation of the employee, the SMD may call for comments of the Reporting Officer and Reviewing Officer (if they are still in service). The DDG of the SMD may take a decision on representation of the employee in accordance with the instructions contained in DOPT's OM dated 13.04.2010 and reiterated in Council's letter No. TS/11(13)/13/Estt. IV dated 13.10.2016.

Step 5- In case, the DDG decides to upgrade the final grading given by the Reviewing Officer in APAR, specific reasons therefor are to be given and a speaking order is to be issued to the Director of the Institute under intimation to the concerned employee.

All the institutes are, therefore, requested to follow the above steps while considering the representations against the gradings given in APARs by the Director of the institute, for the technical employees of that institute.

This issues with the approval of the Competent Authority.

Yours faithfully,


(Suparna Dasgupta)
Under Secretary(TS)

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Sh. Deepak Kaul, Secretary(SS), CJSC for information.