



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डा0 राजेंद्र प्रसाद मार्ग, नई दिल्ली 110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001.

IMPORTANT

F.No. 1(08)/2010-CR Cell

Dated 15th June, 2012


CIRCULAR

Performance Appraisal is a key component of Human Resource Development in every organization. Government of India guidelines provide for the time schedule for the completion of Annual Performance Appraisal Report (APAR).

APARs of all the Project Coordinators, RMPs of ICAR and all Scientists posted at ICAR Hqrs. are being maintained by CR Cell of ICAR Hqrs. It has been observed from the records of CR Cell of the Council that the APARs of many scientists have not been received in the CR Cell of ICAR Hqrs. so far.

In terms of DoP&T instructions issued vide O.M. dated 16.2.2009 the Reporting Officer and Reviewing Officer should invariably complete the APARs of the officer reported upon by the 30th June and 31st August respectively following the annual reporting period. If the officer reported upon fails to submit his/her self appraisal within prescribed time, Reporting officer may obtain a fresh APAR form from the concerned Establishment Section for completion the relevant part of the APAR.

The Project Coordinators, RMPs of ICAR Hqrs/Institutes and Scientists posted at ICAR Hqrs are therefore requested to do the needful in the matter ensure that their duly reported/reviewed APAR for the period 2011-12 is forwarded to CR Cell of ICAR Hqrs well in time.



(Namrta Sharma)

Deputy Secretary (P)

टेलिफेक्स / Telefax:- 011-23386087

Distribution:-

1. All DDGs, ICAR Hqrs./ PD, DKMA, Pusa, New Delhi-12
2. All ADGs/Pr. Scientists/Sr. Scientists/Scientists, ICAR Hqrs.
3. All Directors/Project Directors ICAR/ Zonal Project Coordinators of Institutes with the request to circulate these instructions among all Project Coordinators and Joint Directors of IARI/ NDRI / IVRI.
4. Guard file.

180 2/3/10