



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन : नई दिल्ली
KRISHI BHAVAN : NEW DELHI

F.No.2-10/2010 – CR(A)&RTI (vol. II)

Dated: July 23, 2012

CIRCULAR

Subject : Timely completion and proper maintainance of Annual Performance Appraisal Reports (APAR) (formerly known as ACR) – communication of all entries/ below benchmark gradings etc. for fairness and transparency in public administration reg.

As you are aware APARs (previously known as ACRs) play an important role in the efficiency and morale of the services. The object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. On the subject mentioned above, DoP&T vide O.M. dt.16.02.2009, 14.05.2009, 13.04.2010 and 19.05.2011 has issued instructions / guidelines which have already been circulated as well as uploaded on Council's website for information / guidance / necessary action of all concerned. Besides this, a brochure on preparation & maintenance of APAR for civil services has also been issued by DoP&T which has been uploaded vide Council's circular No.2-1/2010 – CR(A) & RTI dt. 02.03.2010 for information and guidance of all concerned.

However, it has been observed that the instructions / guidelines issued by DoP&T/ ICAR are not being strictly followed by some of the concerned. Therefore, it is requested that the aforesaid instructions may be followed / adhered to strictly by all concerned.

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Distribution:-

1. The Directors of all the ICAR Institutes/ Bureaux/ PDs/ NRCs/ ZPDs.
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4. All Officers/ Sections at ICAR Hqrs. at KB, KAB – I, KAB – II and NASC Complex.
5. ARIC, ICAR for placing this letter under Circulars on the Council's website.