



Immediate

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

F.No.2(1)/2009 – CR(A)&RTI

Dated: May 05, 2010

To

- (i) **The Directors of all the ICAR Institutes¹ Bureaux/ PDs/ NRCs/ ZPDs.**
- (ii) **All Officers/ Sections at ICAR Hqrs.**

Subject:-Timely preparation/completion of Annual Performance Assessment Reports (APARs).

Sir / Madam,

As you are aware ACRs/APARs play an important role by providing the basic and vital inputs for assessing the performance of an officer. Keeping this in view, clear cut guidelines have been laid down by the Govt. of India on the issue emphasizing timely reporting and review of ACRs/APARs. You may appreciate the fact that delay in writing of reports, causes hardship to the employees whose cases for confirmation, regular promotion, appointment to sensitive posts, deputation to Ex-cadre posts etc. are due for consideration.

In order to streamline the process of recording of the ACRs/APARs, your kind attention is drawn to DOP&T's O.M. No. 21011/02/2009 – Estt. (A) dated 16th February, 2009 and O.M. No. 21011/1/2005 – Estt. (A) (pt. – II) dated 23rd July, 2009 which inter-alia prescribes a time-schedule for preparation of the confidential reports/APARs. These instructions stipulate that the Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period and the Reviewing Officer shall have no right to enter any remarks in the CRs after 31st August following the annual reporting period. It is therefore, requested that the procedure for completion of ACRs/APARs as prescribed in the schedule may be adhered to strictly.

Yours faithfully,

**(K.N. CHOUDHARY)
UNDER SECRETARY (ADMN.)
Tel. 011-23386978**