

भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ. राजेन्द्र प्रसाद रोड, नई दिल्ली-110001
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001

F.No. (Admn.)2-5/2022-CR(A)&RTI

Dated 20th January, 2023

To

The Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/ATARIs/Bureaux

Subject: Guidelines for Annual Performance Appraisal Report (APAR) in respect of the Admn. Cadre officers at ICAR institutes: Reviewing Authority Regarding

Sir/Madam,

Instructions on the issue regarding reviewing authorities for the Annual Performance Appraisal Report (APAR) in respect of the Administrative Category officers were lastly issued vide Council's Circular No. 2-16/2010-CR(A)&RTI, dated 28.03.2012. After Administrative Cadre restructuring, a need has been felt to streamline the channel of reporting/reviewing of APAR of Administrative Cadre officers.

2. In this regard, it is observed that there are some Administrative cadre officers posted at the institute who directly report to the Director of the institutes. In such cases, reporting of APAR is done by the Director of the respective Institutes. In fact in some instances at the institutes, where AAO is highest level working administrative cadre officer, his/her APAR is also reported by Director of the institute. In all such cases where Reporting is done by the Director of the institutes, Reviewing of APAR is done by the Secretary, ICAR. It has been observed that it is practically not possible for Secretary, ICAR to familiarize with & supervise work performance of each of such a large number of officers.

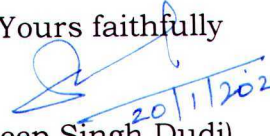
3. In this context, it has been observed that the administrative matters of the institutes & more specifically the service matters of Group A administrative officers at ICAR institutes are supervised by Secretary, ICAR through Joint Secretary (Admin) at ICAR Hqrs. **Therefore, with a view to meet the larger objective of performance appraisal system it has been decided with approval of competent authority that, henceforth, Joint Secretary (Admin) will be the Reviewing Officer in all cases of officers of Administrative cadre officers (excluding Finance, Legal & Official**

Language sub cadres) whose APAR is reported by Director of the Institutes other than Deemed Universities/equivalent National institutes.

4. The Secretary, ICAR shall continue to be the Reviewing Officer in case of APARs of administrative Cadre officers whose reporting has been done by Directors of ensuing Deemed Universities/ equivalent National Institutes i.e. IARI Delhi, IVRI Izatnagar, NDRI Karnal, CIFE Mumbai, NAARM Hyderabad, IAB Ranchi, NIBSM Raipur, NIASM Baramati as per Council's earlier circular No. 2-16/2010-CR(A)&RTI, dated 28.03.2012.

5. These instructions will apply with immediate effect & for the APARs of the year 2022-23 onwards.

Yours faithfully


(Sandeep Singh Dudi)
Under Secretary (Admn.)

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1. All Concerned officers at ICAR Institutes/ICAR HQ.
2. PSO to DG, ICAR/Sr PPS to Secretary, ICAR/PPS to FA, DARE & ICAR
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