



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAWAN: NEW DELHI**

**F.No.2 (3)/1996-Per.IV**

**Dated: 29th March, 2019**

**Office Order**

In continuation of the Office order of even no. dated 20/06/2017, the APAR Form for Scientists of all cadres posted in ICAR Head Quarters has been revised with the approval of the Competent Authority. The revised APAR has been annexed for further necessary action.

**( Sujit K. Mitra)**

Director on Special Duty (Pers.)

**Distribution:**

1. All DDGs, ICAR Headquarters
2. PSO to DG, ICAR & Secretary, DARE
3. Secretary, ICAR & AS, DARE
4. FA, ICAR & AS, DARE
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6. DS(DARE)
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8. All officers and section at ICAR Hqrs., Krishi Bhavan/KAB-I&II
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**Revised Annual Performance Assessment Report (APAR) Form**

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**

**Annual Performance Assessment Report for Scientists of all Cadres posted in ICAR Headquarters**

**Report for the Year / Period ending.....**

**PART -I : General Particulars (to be filled in by the Administrative Office)**

1. Name of the Scientist: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Date of Entry in the ICAR service: \_\_\_\_\_
4. Present designation: \_\_\_\_\_
5. Date of Joining the Present Grade: \_\_\_\_\_
6. Present Pay: \_\_\_\_\_
7. Research Station /Institute in Which Working: \_\_\_\_\_
8. Details of service in difficult/remote/backward areas/disadvantaged areas:

Period	Station	Designation

9. Academic qualification acquired during the year reported upon (in case no academic qualification has been acquired, the highest degree along with specialization need be given):

Degree	Year	Subject(s)	Institute

10. Period on leave during the year:
11. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given:
12. Please attach Annual Health Check-up report for the assessment year.

**PART – 2 : Self Assessment (to be filled in by the Scientist reported upon)**

**2.1 Activities and Achievements :**

(Information to be filled in by the Scientists/ Senior Scientists/ Principal Scientists posted at the ICAR Headquarters )

S. No	Activity	Time Spent(%)	Achievements	Constraints, If any
1.	Research/ Research Management (Administration/Management/ Coordination activities related to SMDs including Extension, Education and Sections/ Units; Data Management; Evaluation and Monitoring; IP Management; Technology Management, Skill development, Human Resource Management Knowledge management, e-governance, e-portal, publicity, etc			
2.	Training/ Entrepreneurship Development, other relevant activity (if any)			
3.	Policy/ Data support provided to Council/ Subject Matter Divisions (SMDs)/ Section/ Unit			
4.	Support in formulation/ evaluation of foreign and externally funded projects(including international funding agencies, R&D and of other Ministry/ Department)			
5.	Support provided in formulation and processing of EFC/ SFC memo, cabinet notes, etc			
6.	Preparation of agenda/ Action taken report for AGM/ GB/Directors' Conference/ Vice Chancellors'/ SFC/RCM/IMC/QRT/ Mission, etc			
7.	Support in formulation and processing of MoUs / Guidelines/ Databases/ Work Plans/ Concept Note, etc.			
8.	Support in Organization of senior-level meeting Workshops / Symposium Conference/Consultations/ Ceremony / Function ,etc.			
9.	Processing of matters pertaining to Parliament/ Cabinet, PMO and other VIP references, RTI/CPGRAM, Grievance redressed etc.			
10	Nominations/ Representation to Committees, Boards, Foreign deputations, meetings, etc.			
11.	Other Special assignment/ Activities (please specify)			

**Signature of the Scientist reported upon**

## 2.2 Peer Recognition:

S.No.	Activity	Remarks
1.	Awards and Recognition	
2.	Professional Societies activity as ( Office-Bearer, Life Member, Editor for Journals; Any other, Please specify )	
3.	Reviewer/ referee of papers/ evaluation of thesis/dissertation/ reports/ proposals, etc	
4.	Chair/co-chair in scientific sessions/ Resource person/ Lead speaker in Training/HRD programme, etc.	
5.	Any other (please specify)	

## 2.3 Publications:

S.No.	Detail	Number & Remark
1.	Research Paper	
2.	Book (including edited)	
3.	Book chapters	
4.	Popular article	
5.	Bulletin	
6.	Brochure	
7.	Abstract/Extended Summary	
8.	Any Other (please specify)	

## 2.4 Professional growth and development :

*Please give details of the programmes attended within India /abroad.*

S.No.	Programme Attended	Institute and Place	Period
1.	Training /Refresher Courses/ Summer/ Winter Schools		
2.	Seminars/Workshops/Symposia/Conferences		
3.	Any other (Please Specify)		

Place:

Date:

### PART- 3 : Assessment by the Reporting Officer

#### 3.1 Length of Service of the Scientist being reported under your supervision

#### 3.2 Comments on Part-2 :

Please make an objective comment on Part 2 as well as on the summary report made by the Scientist. While commenting, please take due note of the shortfalls/ Constraints mentioned by the scientist as well as the extent to which the resources and facilities committed at the time of setting targets were provided (Maximum of 100 words.)

#### 3.3 Assessment of Significant Achievements

Please score individually the group of indicators under each of the following parameters on a scale of 1-10, ten being highest grade and 1 the lowest. Grading on each of the parameter of assessment is the mean score of all the indicators included under it (*Please follow the guidelines given in Annexure III A& B for grading*).

Indicators	Marks (1-10 Scale)	Weightage assigned	Total obtained (W x M)
Contribution to Research Management & support (point 1 to 11 under 2.1)	M <sup>1</sup>	W <sup>1</sup>	
Professional Growth & Development (2.2, 2.3 and 2.4)	M <sup>2</sup>	W <sup>2</sup>	
Personal attributes	M <sup>3</sup>	W <sup>3</sup>	
Functional Competency	M <sup>4</sup>	W <sup>4</sup>	

Final Grading :

$$(M^1 \times W^1) + (M^2 \times W^2) + (M^3 \times W^3) + (M^4 \times W^4)$$

S.No.	Grade	Category
1.	8.5-10.0	Outstanding
2.	7.0-8.4	Very Good
3.	5.5-6.9	Good
4.	4.0-5.4	Average
5.	< 4.0	Below Average

**Note :** Against work output/ Personal attributes/ functional competence, priority work output and overall grade :

1. Any grading of 1 or 2, and 'Below Average' to be adequately justified by way of specific failures.
2. Any grading of 9 or 10, and 'Outstanding' to be justified with respect to specific accomplishments.
3. Rating should be done against a large Population of peer group of Scientists that may be currently working under the Reporting Officer.

#### 3.4 General Assessment :

- (i) Please comment on the state of health of the Scientist.
- (ii) Please comment on the integrity of the Scientist by circling one of the following options:

Beyond doubt

Nothing adverse heard against

Doubtful

**Note :** Instructions of government of India to be followed in case of adverse remarks.

- (iii) Please comment on the attitude of the Scientist towards Scheduled Caste/ Scheduled Tribe/ Weaker Sections of the Society his/her understanding and willingness to deal with them.

- |     |    |    |
|-----|----|----|
| 2   | 1  | 1  |
| 3   | 2  | 2  |
| 4   | 3  | 3  |
| 5   | 4  | 4  |
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| 7   | 6  | 6  |
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| 92  | 91 | 91 |
| 93  | 92 | 92 |
| 94  | 93 | 93 |
| 95  | 94 | 94 |
| 96  | 95 | 95 |
| 97  | 96 | 96 |
| 98  | 97 | 97 |
| 99  | 98 | 98 |
| 100 | 99 | 99 |

Outstanding/ Very Good/ Good/ Average/ Below Average  
(Based on the overall grade obtained at 3.3)

Name (in Block Letters) .....

**Place:**

Date:

3.6      Remarks and Overall Grading by the Reviewing Officer.

3.6.1    Length of Service of the Scientist under your supervision and guidance.

3.6.2    Do you agree with the comments made by the Reporting Officer in 3.2?  
Is there anything you wish to modify? Please give reasons.

Section	Yes	No	Remarks
3.2			
3.3			
3.4			
3.5			

3.6.3    Grading

Outstanding/ Very Good/ Good/ Average/ Below Average

Justification if different from Reporting Officer.

Signature of Reviewing Officer.....

Name (in Block letters) .....

Place :

Date :

## Annual Performance Assessment Report (APAR) Scientists of all Cadres of ICAR Hqrs

### **Guidelines**

#### **Annexure I. Filling of Annual Performance Assessment Report (APAR) Form**

1. The Annual Performance Assessment Report (APAR) form for the Scientific Personnel is to be filled by the concerned Administrative Office, the Scientist reported upon, the Reporting Officer and the Reviewing Officer.
2. Part-1 of the APAR is to be filled by the Administrative Office of the Institute/ Headquarters where the Scientist has been working in the period reported upon. Since this part involves details of the service of the scientist at various Institutes, his/her academic qualification and the nature of leave availed by him/her, he/she is required to submit all such information to the concerned Administrative Office from time to time.

While filling up these items, scientists may match them with what they have indicated in their six-monthly targets and achievements that are submitted on-line.

3. Part-2 of the APAR Performa endeavours at the self-assessment of the Scientist reported upon. The targets set and the achievements made, along with time spent, against each activity should be given. Also, the constraints faced in accomplishing these targets, if any, should be highlighted.
4. The Scientist being reported upon is required to submit a summary report in about 400 words on the most significant accomplishments during the year reported upon.
5. In Part-3.1 of the APAR Performa, the Reporting Officer is required to write the grade (score) on 1 – 10 scale against each of the listed indicators under the three parameters in order to more objectively assess the achievements of the Scientist reported upon using weighted average method. The final cumulative weighted average can thus be arrived and reported.
6. Additionally, the Reporting Officer has to offer his/her comments on general assessment for the Scientist reported upon.
7. In Part-3.2 of the APAR Performa, the Reviewing Officer shall express his/her agreement or suggest modifications on the assessment made by the Reporting Officer and then indicate his/her final grading.

# Annual Performance Assessment Report (APAR) Scientists of all Cadres of ICAR Hqrs

## Annexure II: Grading of Scientists by Reporting and Reviewing Officers

### A. Weight Factors for Various Categories of Scientists

Indicators	Weightage ( $W^1$ to $W^4$ )		
	Scientist	Sr. Scientist	Pr. Scientist
1. Contribution to Research Management & Coordination	60	60	60
2. Professional growth & development	10	10	10
3. Personal attributes	15	15	15
4. Functional competency	15	15	15

B. Grading: Following guidelines may be observed to award grade (score) against each of the indicators included under the three major parameters considered for assessment.

### B.1 Contribution to Research Management & Coordination

i) Accomplishment of planned work / work allotted as per objects allotted (*level of meeting expected output*).

Far Below expectation		→		Meets Expectation		→		Consistently exceeds expectation	
1	2	3	4	5	6	7	8	9	10

ii) Outputs (*quantum of various work outputs from education and extension activities like publications, academic programmes, training, , etc.*).

Very low		→		Moderate		→		Very high	
1	2	3	4	5	6	7	8	9	10

iii) Quality of output (*how well meets the objectives; accuracy and thoroughness in handling the assigned work*).

Poor Quality		→		Assignments carried out on time		→		Exceeds all measures for expected quality	
1	2	3	4	5	6	7	8	9	10

- iv) Professional knowledge and skills and analytical ability (*depth and uniqueness of knowledge and skills; ability to identify cause of the problem by reducing it to significant components in a logical and systematic manner, and use realistic approaches to solve it after systematic synthesis*).

Very low		→		Moderate		→		Very high	
1	2	3	4	5	6	7	8	9	10

- v) Accomplishment of exceptional work/ unforeseen tasks performed (*peer recognition of results of exceptional quality from tasks not included in the targets set at the beginning; special awards and rewards received*).

No recognition		→		Moderate recognition		→		Very high recognition	
1	2	3	4	5	6	7	8	9	10

## Annual Performance Assessment Report (APAR) Scientists of all Cadres of ICAR Hqrs

### B.2 Professional Growth and participation in organizational activities

1) Accomplishment of planned work/ work allotted as per the subjects allotted (*level of meeting expected output*).

- a) Data management; Evaluation and monitoring; IP Management; Technology management, Skill development, Human Resource Management Knowledge management, e-governance, e-portal, publicity, etc

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- b) Policy/Data support provided to Council/ subject Matter Divisions (SMDs)/Section/Unit

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- c) Support in formulation/ evaluation of foreign and externally funded projects (including international funding agencies, R&D and of other Ministry/Department)

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- d) Support provided in formulation and processing of EFC/SFC memo, cabinet notes, etc

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- e) Preparation of agenda/Action taken report for AGM/ GB/ Directors' Conference/ Vice Chancellors' Conference/ SFC/ RCM/ IMC/QRT/Mission, etc

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- f) Support in formulation and processing of MoUs /Guidelines/Database/Work Plans/ Concept Note, etc.

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- g) Support in organization of senior-level meetings /Workshops/Conference/ symposium/Consultations/Ceremony/ Function, etc. and preparation of their reports/proceedings/Reviews/agenda items, etc.

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- h) Processing of matters pertaining to Parliament/Cabinet, PMO and other VIP references, RTI/CPGRAM, Grievance redressed *etc.*

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

### B.3. Personal Attributes

- i) Attitude to work (*interest shown towards job; industrious and hard working, passion for excellence; readiness to accept change*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

- ii) Innovativeness and initiative (*ingenuity and creativity to evolve new ideas and concepts, and handle unusual situations; ability to recognize what needs to be done and organize things on the own to get started*).

Very Poor		—————→		Moderate		—————→		Very good	
1	2	3	4	5	6	7	8	9	10

- iii) Sense of responsibility (*commitment to institutional goals; exhibiting accountability for the assignments taken up*).

Very low commitment and accountability		—————→		Moderate commitment and accountability		—————→		Very high commitment and accountability	
1	2	3	4	5	6	7	8	9	10

- iv) Maintenance of discipline (*acceptance and delivery of assignments with a high sense of responsibility; punctuality; following institutional norms and procedures*).

Highly undisciplined		—————→		Disciplined		—————→		Very highly Disciplined	
1	2	3	4	5	6	7	8	9	10

- v) Communication skills (*ability to listen; effectively organize, present and sell ideas and information orally and by writing to others*).

Very low		—————→		Moderate		—————→		Very high	
1	2	3	4	5	6	7	8	9	10

- vi) Leadership qualities (*ability to develop vision, foresight and judgment; properly judge and delegate assignments to others; create and maintain suitable work climate to get the best out of people; maintain poise under pressure*).

Very Poor		→		Moderate		→		Exceptional	
1	2	3	4	5	6	7	8	9	10

- vii) Inter-personal relations (*tact, courtesy and sincerity in personal contacts; friendliness and helpfulness to secure cooperation from others without positional authority*).

Very Poor		→		Moderate		→		Very good	
1	2	3	4	5	6	7	8	9	10

#### B.4. Functional Competence

- i) Knowledge of rules/ regulations/ procedures in the area of function and ability to apply them correctly (*aptitude and potential for general administration*).

Very Poor		→		Moderate		→		Very good	
1	2	3	4	5	6	7	8	9	10

- ii) Managerial skills (*ability to plan, schedule and organize work by making effective use of available resources; set realistic goals and workable course of action; effectively monitor the progress and evaluate the results*).

Very low		→		Moderate		→		Very high	
1	2	3	4	5	6	7	8	9	10

- iii) Strategic planning ability (*evolving appropriate strategies, plans and schedules and making adjustments as per the emerging needs while still maintaining the overall effectiveness*).

Very low		→		Moderate		→		Very high	
1	2	3	4	5	6	7	8	9	10

- iv) Decision making ability (*developing alternative courses of action based on collection and analysis of factual information, and willingly taking decisions in a timely and effective manner*).

Very low		→		Moderate		→		Very high	
1	2	3	4	5	6	7	8	9	10

- v) Coordination ability (*coordinating various purpose-oriented activities undertaken by ensuring active participation and cooperation of people associated with them*).

Very low		→		Moderate		→		Very high	
1	2	3	4	5	6	7	8	9	10

