

## Chapter -7

### 7.1 Annual Performance Appraisal Report.

The ICAR is following Govt. of India guidelines for Annual Performance Assessment Report of its employees mutatis mutandis. For Technical and Administrative personnel of the ICAR the format prescribed by the DOPT for writing of APAR has been adopted by the ICAR. However, for the scientific staff including Research Management Position the ICAR has devised a separate proforma for writing of the APAR. Proforma for Technical & Administrative staff, Scientific staff including RMP is at **Appendix-XIII**.

Detailed guidelines issued by the DOP&T regulating Annual Performance Assessment Report are at **Appendix-XIV**.

### 7.2 Guidelines specific to ICAR regarding APAR

7..2.1 As per revised guidelines of APAR of ICAR employees, different authorities for writing of AARs, Reporting Officer, Reviewing Officer and Accepting Authority have been indicated. As per these instructions, the immediate Supervisor will be the Reporting Authority and Officer senior to the reporting officer will be Reviewing Authority and the Reviewing Authority will submit the AAR to his superior for acceptance of the same directly.

Reporting & Reviewing Officers are as follows:-

	DESIGNATION/CATEGORY / GRADE	REPORTING OFFICER	REVIEWING OFFICER	ACCEPTING OFFICER
<b>A</b>	<b>SCIENTIFIC CATEGORY</b>			
1.	<b>ICAR Headquarters</b>			
i)	Dy. Director General (DDG) and other Scientists reporting to Director General (DG) directly.	Director General, ICAR	President, ICAR	President, ICAR
ii)	Project Director, NARP	DDG (Edn.)	DG, ICAR	President, ICAR
iii)	Assistant Director General (ADG), CSC/ADG(PIM)/ADG(TC)/ADG (NARP)	Secretary, ICAR P.D (NARP)	DG, ICAR DDG(Edn.)	President ICAR DG, ICAR
iv)	All ADGs except those against item (iii) above	DDG Concerned	DG, ICAR	President, ICAR
v)	All other Scientists	ADG Concerned	DDG Concerned/ Secretary ICAR	DG, ICAR

2.	ICAR Research Institutes etc.			
i)	Directors of IARI, IVRI, NDRI, NAARM & CIFE	*DDG Concerned	*DG, ICAR	President ICAR
ii)	Directors of other Institutes/Bureaus Research Centres, Project Directors	DDG Concerned	DG, ICAR	President ICAR
iii)	Project Coordinators located at ICAR Research Institutes/Directorates/Centres	Director/Project Director of the Institutes/Bureau/ Centres concerned	DDG concerned	DG, ICAR
iv)	a) Heads of Deptts./Divisions including previous Heads of Deptts./Divisions of IARI, NDRI, NAARM & CIFE	Joint Director	Director	DG, ICAR
	b) Joint Directors of IARI, IVRI, NDRI, NAARM & CIFE, etc.	Directors of the Institutes	DDG, ICAR	DG, ICAR
	c) Joint Directors of other Institutes	Director	DDG concerned	DDG
	d) Heads of Deptts./Divisions including previous Heads of Deptts./Divisions	Joint Director	Director	DDG concerned
v)	a) All other Scientists in the institutes (except IARI, IVRI, NDRI, NAARM & CIFE)	Head of Deptt./ Division concerned	Jt. Director concerned/Directors of the Institutes	DDG concerned

\*Since revised as DG, ICAR and President, ICAR will be Reporting & Reviewing Authorities respectively.

**(ICAR No. 2(1)/94-Per.IV dated 31.3.1995)**

7.2.2 In the event of any change in the hierarchy or channel for disposal of work, criteria for determining the authorities viz. Reporting/Reviewing & Accepting will remain the same i.e. the immediate superior officer will be the Reporting Authority, the officer senior to the Reporting Officer will be the Reviewing Authority and the Reviewing Authority will submit the AAR to his own superior for accepting of the same directly. In case of any problem regarding hierarchy/channel, the same will be decided by the Divisional Heads of Subject Matter Division (SMD).

**(ICAR No., 2(1)/94-Per.IV dated 8.10.96)**

7.2.3 It has been decided to dispense with the third channel i.e. the Accepting Authority for writing AARs of the ICAR employees. Accordingly, there will now be only two channels i.e. Reporting and Reviewing Authorities for writing of AAR of ICAR employees as per Govt. of India instructions

**(ICAR No., 2(1)/94-Per.IV dated 31.3.1995)**

7.2.4 Reporting/Review Authorities in respect of Officers of combined Cadre of Finance & Administration.



The following will be Reporting Officer and Reviewing Officer in respect of Finance and Account Officer Cadre both at ICAR HQ and its Institutes.:-

Designation	Reporting officer	Reviewing Officer
F&AO	Director (Finance)	FA(DARE)
Sr. Fin. & Acctts. Officer	Director (Finance)	FA(DARE)
DD(F)	Director (Finance)	FA(DARE)
Director(F)	FA(DARE)	DG, ICAR

In respect of ICAR Institutes, the Reviewing Officer in respect of Officer of Fin. & Accounts Cadre whose CRs are reported upon by the Directors of the ICAR Institutes. will be FA (DARE) except in respect of National Institutes in which case of CRs reported upon by the Director will be reviewed by the DG, ICAR.

Accordingly, it has been reiterated that all those Officers (FAO/AO) of Institutes/Project Director/Zonal Units in whose case the Director/Project Director/Zonal Coordinator is the Reporting Officer, the same should invariably be sent to the ICAR HQ for review by the Competent Authority.

**(ICAR No., 2(1)/94-Per.IV dated 15.9.1999)**

**(ICAR No. 17(1)/2009-Estt.1 dated 6.2.2009)**

**Note (1):**In case where APARs have been written/reported by the Deputy Directors General(DDGs)/ National Director, NAIP/Directors of the Deemed Universities equivalent National Institutes, the APAR will henceforth be reviewed by Additional Secretary (DARE) and Secretary, ICAR in case of officers of Administrative Service and Additional Secretary (DARE) & Financial Advisor (DARE/ICAR) in case of Finance cadre officers.

**(ICAR No., 2-16/2010-CR(A)&RTI dated 28.3.2012)**

**8. Maintenance of ACRs/APARs of Scientific Staff:**

ACRs/APARs of all Principal Scientists including that of Head of Division shall be maintained in the custody of the concerned Institute/Bureau/Project Directorate/Directorate of the ICAR. The ACRs/APARs of all RMPs and Project Coordinators shall continue to be centrally maintained in CR Cell of the ICAR Headquarters.

**(ICAR No. 1-65/2009-CRC dated 10.11.2009)**

**9. Writing of ACRs in respect of Group -D Staff:**

ACRs have to be completed for year 2008-09 onwards in respect of staff upgraded from Group 'D' to Group 'C'

**(ICAR No., 2(1)2009-CR(A) & RTI dated 7/8.9.2009)**



## 10. Communication of “Average” grading to the employees:

As per existing instructions, the contents of ACRs are not disclosed except when the ACR contains adverse entries. ‘Adverse entries’ in the ACRs, both on performance as well as on basic qualities and potential are communicated along with a mention of good points. Such a communication is required to be made within one month and representations if any, are to be disposed off in accordance with procedure laid down. Therefore, it may not be possible to communicate the ACRs grades.

In order to provide opportunity to the employees to improve their chances of promotion by taking remedial measure to improve their grade, it has been decided that if any employee is graded as ‘Average’ in the ACR, this may be communicated to him within a month. However, no representation against ‘Average’ grading shall be entertained. These instructions would apply to all categories of employees.

**(ICAR No., 2(1)/2006-Per.IV dated 16.5.2006)**

## 11. Writing of APAR:

The full APAR (erstwhile ACR) including the overall grading and assessment of integrity shall be communicated to the concerned officer after the report is complete with the remarks of the Reviewing Officer and the Accepting Officer wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officer, such communication shall be made after the reporting officer has completed the performance assessment. The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the report within a period of 15 days from the date of receipt of the entries in the APAR.

**(DOPT OM No. 21011/1/3005-Estt.(A) (Pt.II dated 14.5.2009)**

**(ICAR Endt. No. 2-23/2009-CDN dated 23.6.2009)**

Timely Reporting and Reviewing be ensured and APARs can be written only by prescribed channel. Director cannot be both Reporting and Reviewing Officer. APARs need to be written in respect of Supporting Staff also. Channels for reporting and reviewing should be reiterated and in case channels are not prescribed the same should be done.

**(ICAR No., 2(5)/2011-WS dated 28.12.2011)**

In terms of DOPT instructions issued vide OM 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 should obtain a fresh APAR form from the concerned Estt. Section for completing the relevant part of the APAR.

**(ICAR No., 1(08)/2010-CR Cell dated 15.06.2012)**