



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

F.No.2-16/2010 – CR(A)&RTI

Dated: June 12, 2012

To,

- (i) All DDGs, ICAR / ND (NAIP)
- (ii) The Directors of all the ICAR Institutes/ Bureaux/ PDs/ NRCs/ ZPDs.

**Subject :** Guidelines for Annual Performance Appraisal Report (APAR) in respect of the Admn./Fin. category officers/ officers of Combined Cadres of AOs and F&AOs – Reviewing Authority reg.

Sir/Madam,

Reference is invited to Council's circular of even number dated 28.03.2012 on the above mentioned subject. In this context, it is stated that the matter regarding reviewing authorities for the Annual Performance Appraisal Report (APAR) (previously known as ACR/AAR) in respect of the administrative / finance category officers/ officers of Combined Cadres of AOs and F&AOs has been further considered / examined. It has been decided with the approval of the Competent Authority of ICAR that APARs in respect of officers of Finance cadre may be reviewed by Secretary, ICAR in situations when Financial Advisor, ICAR does not have adequate opportunity i.e. for 90 days and above to review the working of an officer under his Division and his work has been supervised by the Secretary, ICAR. Similarly APARs in respect of officers of Administration cadre may be reviewed by Financial Advisor, ICAR in situations when Secretary, ICAR does not have adequate opportunity i.e. for 90 days and above to review the working of an officer under his Division and his work has been supervised by FA, ICAR. Accordingly, Council's aforesaid circular stands modified to that extent.

Yours faithfully,

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

**Copy to:-**

1. PPS to DG, ICAR/PPS to Secretary, ICAR/PPS to FA, (DARE/ICAR)/PPS to Chairman, ASRB.
2. All officers of administrative / finance category at ICAR Hqrs. / Institutes.
3. ARIC, ICAR for placing this letter under Circulars on the Council's website.
4. Per. IV Section, ICAR Hqrs.