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INDIAN COUNCIL OF  
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भारतीय आयुर्वेदान अनुसंधान पारिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

Most Urgent  
By email

No. ICMR/APARs/2021-Pers.

Dated, the 12<sup>th</sup> November, 2021

To,

All Director/Director-in-Charge of the  
Permanent Institutes/Centres of the ICMR

Sub: Annual Performance Appraisal Report (APAR) for the period ending 31.3.2021 in respect  
of Scientific Staff – regarding -

Sir/Madam,

I am to request that action regarding writing of APAR in respect of Scientific staff of the  
rank of Scientist 'B' and above for the period ending 31<sup>st</sup> March, 2021 may please be intimated and  
sent to this office immediately latest by 15<sup>th</sup> November, 2021.

1. While writing APARs, it may please be noted that the Director/Director-in-Charge of the  
Institutes/Centres is the Reviewing Authority up to the level of Scientist 'C' and Addl. Director  
General is the Reviewing Authority for Scientist 'D' to 'F' and Director General is the Reviewing  
Authority for Scientist-G and Director.
2. After comment of Reviewing Authority in the APARs upto the level of Scientist-C, APARs may  
be shown to Scientists and disclosure certificate may be enclosed with the APARs and sent to  
this office.
3. Director General, ICMR is the Competent Authority for final acceptance of the  
recommendation of Reporting/Reviewing Authority.

It is requested that APARs of the Scientists for previous years may also please be sent to this  
office immediately, if not sent earlier.

An early action in this regard is appreciated.

Yours faithfully,

(Jagdish Rajesh)  
Asstt. Director General (A)