

INDIAN COUNCIL OF MEDICAL RESEARCH
ANSARI NAGAR, NEW DELHI-120 029

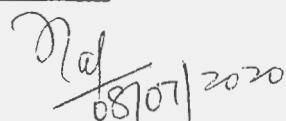
No.19/2/2019-Admn.I
Dated: 8.7.2020

OFFICE MEMORANDUM

Subject: Time schedule for completion of Annual Confidential Reports/ Confidential Annual Performance Appraisal Reports – reg. –

In pursuance of O.M.No. 21011/02/2015-Est(A-II)-Part II dated 11.6.2020 issued by DoPT, all officials of ICMR Hqrs. and its Institutes/centers are hereby informed that Annual Performance Appraisal Reports (APAR) for the year ending 31st March, 2020 may be submitted to concerned Reporting Officer/Reviewing Officer as per schedule given below :-

S. No.	ACTIVITY	Date by which activity to be completed.
(1)	(2)	(3)
1	Submission of Self – appraisal to reporting	31 st August, 2020
2	Forwarding of report by reporting officer to reviewing officer	30 th September 2020
3	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 th November, 2020
4	Appraisal by Accepting Authority, wherever provided	31 st December, 2020
5	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	31 st December, 2020 15 th January, 2021
6	Receipt of representation, if any, on APAR	15 days from the date of communication
7	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	31 st January, 2021 15 th February, 2021
8	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
9	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
10	End of entire APAR process, after which APAR will be finally taken on record	31 st March, 2021


(Jagan Lal)
Sr. Administrative Officer

Copy to:-

1. PS to DG
2. PS to Addl. DG
3. PS to Sr. DDG
4. PS to Sr. FA
5. PS to All Division head
6. Head of office
7. All Sections
8. ISRM for upload in ICMR website.