



**Indian Council of Agricultural Research
Krishi Bhavan, Dr Rajendra Prasad Road,
New Delhi - 110 001**

F.No.TS:11(13)/13/Estt.IV

Dated: 13th Oct, 2016

To,

The Directors/Project Directors/Zonal Coordinators/Project Coordinators of ICAR
Research Institutes/PDs/NRCs/Bureaux/ZCU

**SUB: Guidelines for upgradation of APARs of Technical/Scientific/Administration
employees and the procedure for conducting review DPC- regarding**

Sir,

It has been observed that a number of representations are being received in respect of Scientists and Technical personnel from ICAR institutes for review of recommendations of assessment committee. These representations for review are primarily linked with upgradation of APAR at a later date and sometimes on lack of consideration of enough material by DPC/Assessment Committee. On several occasions proposals are received from the SMD/Institutes that representations are received for upgrading APARs although the concerned APARs with the previous gradings have already been considered by the DPC/Assessment Committee and the recommendations of the committee was not favorable to the employee.

2. The DOPT OM No.22013/1.97-Estt(D) dated 13.4.1998 have cited the reference to the DOPT OM No.22011/5/86-Estt(D) dated 10.4.1989 and stated that the provision has been made in para 6.4.2.and para 18.1 which enumerated the situation in which Review DPC may be held and which are as below:

"Where adverse remarks in the APAR were toned down or expunged after the DPC had considered the cases of the officer."

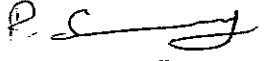
3. In respect of review of APAR, instructions of the DOPT dated 13.4.2010 provides that if an employee is to be considered for promotion in a DPC to be held in future in which APAR prior to the period 2008-09 would be reckonable for assessment of his fitness in such DPC, and if the employee's APARs contain gradings which are below the benchmark for his next promotion, then the concerned employee will be given a copy of the relevant APAR for his representation, if any, within 15 days of such communication, prior to submission of these APAR before the DPC .The Competent Authority may take a decision on the representation objectively after taking into account the views of the concerned Reporting/Reviewing Officers, and in case of upgradation of the final grading given the APARs, specific reasons thereof may also be mentioned in the order of the competent authority. If an employee does not make representation for upgradation of APARs within 15 days of the communication by the institute, then the representation for upgradation may not be entertained after the expiry of 15 days. If the APARs of the employee have been upgraded by the Competent Authority as a result of the representation which was made within 15 days, the upgraded APAR will be taken into account for the assessment for promotion only by a future DPC/Assessment Committee.

4. It has to be kept in mind that the opportunity to represent against below benchmark APARs should follow from the communication by the custodian of the ACRs in the Institute/ICAR, Hqrs., as the case may be. The time limit of 15 days from the date of such communication should be strictly adhered to. If the Competent Authority, on the basis of the representation of the employee, fails to take appropriate decision expeditiously, then the matter may be considered by the next DPC or Assessment Committee without prejudice to the right of employee concerned for promotion or otherwise w.e.f. from the relevant date the DPC/ Assessment Committee was considering the cases. And the representation for upgradation/review of APARs should pertain to a period prior to 2008-2009 and relevant year for consideration for upgradation/promotion of the official.

The representation with regard to upgradation/review of APARs for the years after 2008-2009 shall not follow the above procedure. After 2008-2009, the employees are provided the grading of their APARs and they had/have the opportunity to represent against a particular grading within the stipulated period after getting such communication informing their APAR gradings. Hence, no reviewing/accepting authority has the competency to upgrade /review the APAR unless the representation is made within the stipulated date. If a particular employee is not satisfied with the decision of the competent authority to review his APAR, he/she has to resort to the provisions in the service rules and no such further review/appeal should be entertained sans such provisions. Indiscriminate upgradation of the APAR of the employees at a later date without justification or otherwise by the Competent Authority not covered under the rules and leads to administrative/legal complications besides causing embarrassment to Council before various committees/commissions.

It is reiterated that guidelines issued by the DOPT/GOI/ICAR in this regard be followed scrupulously. Failure to adhere to the instructions would be liable to attract disciplinary action.

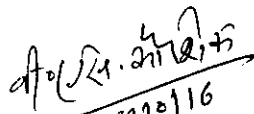
Yours faithfully,


(P.Sakthivel)
Dy.Secretary(TS)

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