

ICMR | NIOH
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE OF
OCCUPATIONAL HEALTH RESEARCH

आई सी एम आर – राष्ट्रीय व्यावसायिक स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

संख्या 1/परिपत्र/2026-27/274

14/5/2026


परिपत्र/CIRCULAR

विषय: रिपोर्टिंग वर्ष 2025-26 के लिए वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (APAR) को पूरा करने की समय-सीमा में विस्तार के संबंध में। / Extension of timelines for completion of Annual Performance Assessment Report (APAR) for the Reporting Year 2025-26.—reg

ICMR मुख्यालय ने दिनांक 14-05-2026 के ईमेल के माध्यम से, DoPT द्वारा जारी दिनांक 13-05-2026 का कार्यालय ज्ञापन (OM) (संलग्न) अग्रेषित किया है। यह ज्ञापन केंद्रीय सिविल सेवाओं के संबंध में वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (APAR) को तैयार करने और पूरा करने की समय-सीमा में संशोधन से संबंधित है, और इसे सूचना तथा आवश्यक कार्रवाई हेतु भेजा गया है। ICMR Hqrs. vide mail dated 14-05-2026 have forwarded the OM dated 13-05-2026 (attached) issued by DoPT regarding the revision of timelines for the preparation and completion of the Annual Performance Assessment Report (APAR) in respect of Central Civil Services for information and necessary action.

उपर्युक्त दिनांक 13-05-2026 के कार्यालय ज्ञापन (OM) के अनुसार, वर्ष 2025-26 के लिए APARs को तैयार करने और पूरा करने की समय-सारिणी में तदनुसार परिवर्तन किया गया है। The time schedule for the preparation and completion of APARs for the year 2025-26 stands changed accordingly as per the above stated OM dated 13-05-2026

सभी स्टाफ सदस्यों को सूचित किया जाता है कि कृपया आवश्यक अनुपालन हेतु इसका ध्यान रखें।
All staff members are hereby informed to take a note of the same for necessary compliance pls.


(राहुल वाधवानी)/(Rahul Wadhvani)
वरिष्ठ प्रशासनिक अधिकारी /Sr. Administrative Officer

प्रति/To: सूचनापट्ट/Notice Board

Copy to:

- OIC, ROHC(S), Bangalore –for necessary compliance
- Dr. L K Sharma – with a request to upload the said circular on the digital display and website pls.



Annexure**Extended time schedule for completion of Annual Performance
Assessment Report for the Reporting Year 2025-26.**

Sl. No.	Activity	Date by which to be completed	Auto forward
1.	Distribution of blank APAR forms to all concerned (i.e., to Officer to be Reported Upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	1 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th June	16 th June
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	31 st July	01 st August
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or Accepting Authority, wherever provided.	31 st August	01 st September
5.	Appraisal by Accepting Authority, wherever provided.	30 th September	01 st October
6.	(a) Disclosure to the Officer Reported Upon where there is no Accepting Authority.	01 st October	
	(b) Disclosure to the Officer Reported Upon where there is Accepting Authority.	15 th October	
7.	Submission of representation, if any, on APAR, by Officer Reported Upon.	15 days from the date of disclosure of APAR	
8.	Forwarding of representation to the competent authority a. where there is no Accepting Authority for APAR.	21 st October	
	b. where there is Accepting Authority for APAR.	06 th November	
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15 th December	
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st December	
