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INDIAN COUNCIL OF
MEDICAL RESEARCH NATIONAL INSTITUTE OF
OCCUPATIONAL HEALTH

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/2026-27/453

17/06/2026

परिपत्र/CIRCULAR

विषय: एपीएआर के स्व-मूल्यांकन को प्रस्तुत करने की समयसीमा में संशोधन के संबंध में
Sub: Revision of timelines for submission of self appraisal of APAR—reg

आईसीएमआर मुख्यालय ने 16-06-2026 के ईमेल के ज़रिए, ऊपर बताए गए विषय पर 14/05/2026 के पिछले OM के क्रम में 16/06/2026 का OM भेजा है। इसमें बताया गया है कि ICMR स्पैरो पोर्टल में बार-बार आ रही तकनीकी दिक्कतों के कारण, स्पैरो पोर्टल पर ICMR के सभी कर्मचारियों के लिए APAR पूरा करने की समय-सीमा को नीचे दिए गए शेड्यूल के अनुसार और आगे बढ़ा दिया गया है:-

ICMR Hqrs. vide mail dated 16-06-2026 have forwarded the OM dated 16/06/2026 in continuation to earlier OM dated 14/05/2026 on the subject cited above, it is informed that due to repeated technical glitches in ICMR Sparrow portal, the time lines for completion of APAR for all staff of ICMR in Sparrow Portal has further been extended as per the following schedule:-

1	Submission of Self-appraisal of APAR along with AWR to Reporting Officer by the Officer to be reported upon:	22-06-2026
2	Submission of report by Reporting Officer to the Reviewing Officer:	31-07-2026
3	Report to be completed by the Reviewing Officer and to be sent to the respective Administration:	31-08-2026

इसलिए, सभी संबंधित लोगों से अनुरोध है कि वे ऊपर दी गई समय-सीमा के अनुसार वर्ष 2025-26 के लिए अपनी-अपनी APAR जमा करें। APAR जमा करने की समय-सीमा में आगे कोई विस्तार नहीं किया जाएगा।

All concerned are therefore requested to submit their respective APARs for the year 2025-26 following the above Time Lines. There will be no further extension for submission of APAR.

(राहुल वाधवानी)/(Rahul Wadhvani)

वरिष्ठ प्रशासनिक अधिकारी /Sr. Administrative Officer

प्रति/To:

Notice Board

Copy to:

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



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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

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

No. 16/65/2017-Admn.II(Pt.II)/E – Office No.191880

Dated: 16/06/2026

Office Memorandum

Sub:- Revised Timelines for submission of self-appraisal of APAR by the Staff of ICMR-reg.

In continuation to this office OM dated 14th May, 2026 on the subject cited above, due to repeated technical glitches in ICMR Sparrow portal, the time lines for completion of APAR for all **Staff of ICMR** in Sparrow Portal, has further been extended as per the following schedule:-

S. No.	Activity	Date
(i)	Submission of Self-appraisal of APAR along with AWR to Reporting Officer by the officer to be reported upon	22-06-2026
(ii)	Submission of report by reporting officer to the Reviewing Officer	31-07-2026
(iii)	Report to be completed by the Reviewing Officer and to be sent to the respective administration	31-08-2026

- All concerned are, therefore, requested to submit their respective APARs for the year 2025-26 following the above Time lines. There will be no further extension for submission of APAR.
- This issues with the approval of the Competent Authority.

JA
16/6/26

(Jaibir Singh)
Assistant Director General(Admn.)

To,
The Directors/ Directors-in-charge of All Institutes/ Centers of ICMR.

Copy to:

- PS to DG/Addl. DGs/Sr. DDG(A)/Sr. FA, ICMR Hqrs., New Delhi.
- All Heads of Divisions.
- DDG(A)/ADGs/ AO (Admn.), ICMR Hqrs., New Delhi.
- Sh. R. Muniasamy, PTO, ICMR, Hqrs.(For necessary action)
- Dr. M.S. Chalga, Sci-'D', ICMR Hqrs to upload in ICMR website.*