



भा०कृ०अनु०प० - राष्ट्रीय डेरी अनुसंधान संस्थान मानद विश्वविद्यालय
ICAR-National Dairy Research Institute (Deemed University)

करनाल, हरियाणा)भारत (पिन-132001

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APAR-cum-Disciplinary Cell

F. No. Information/SPARROW/NDRI/21-22

Dated 17th July, 2026

CIRCULAR

During the deliberations in the Zonal Meetings between ICAR Headquarters and ICAR Institutes held under the Chairmanship of the Secretary, DARE & Director General, ICAR, it was emphasized that APAR system must be utilized in its true spirit as an instrument for performance improvement, capacity development, accountability and organizational excellence.

Accordingly, all Reporting Officers are advised to comply with the following guidelines with reference to setting of annual performance goals at the beginning of the APAR Year and using it as a tool for fair assessment of the concerned staff:

- (1) At the beginning of the APAR year, each employee of Council i.e. Scientific Personnel, Technical Personnel & Administrative Personnel (Assistant/T-4 & above level) shall prepare their work plan for the year in close consultation with their Reporting Officer. The work plan should not only be relevant to the work role, specific and measurable but also be aligned to the National Priorities, Organizational Priorities, and Institutional Priorities.
- (2) The Reporting Officer shall ensure that APAR work plans in respect of all the eligible employees has been prepared and duly approved so that there is no asymmetry of information between reporting officer and the officer reported upon.
- (3) Any significant change in duties, responsibilities or work assignments during the year may be taken into account while doing mid-year reviews of the work plans so that the work plans can be suitably tuned. In cases of transfer of the reportee officer during the mid-year, a separate work plan be prepared as per change in the roles and authorities.
- (4) The approved Work plan should be utilized for fair assessment of the employees. The APAR assessment should be based on the actual work performed, achievements, quality of work, efficiency, conduct, initiative, responsiveness and overall contribution of the employee in organizational development etc. The grading of "Outstanding" should be awarded only in exceptional cases and should be supported by specific achievements and recorded reasons.

Further, it is advised that for the current APAR year 2026-27, the above exercise for setting of Annual Performance Goals shall be completed mandatory at the earliest. Action taken Report (ATR) in this regard may be sent to APAR-cum-Disciplinary Cell on or before 22.07.2026.

All Head/Incharge of Divisions/Sections/Regional Stations are requested to bring these instructions to the notice of all concerned officers/officials for completing the goal-setting exercise strictly and for sending ATR within the stipulated time limits.

This may be treated as Most Urgent.

Feb 17/2/26
Chief Administrative Officer

Copy to All Head/Incharge of Divisions/Sections/Regional Stations, ICAR-NDRI.