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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

F.No.16/65/2017-Admn II-(Part-I)/E.office-191880

Dated: 03.07.2025

**OFFICE MEMORANDUM**

**Sub:- Revised Timelines for submission of self appraisal by the Scientific Staff in the Revised Format of APAR-reg.**

In continuation to this office OM No. 16/65/2017-Admin Dated 15.05.2025 on the subject cited above, the following revised time lines for completion of APAR & AWR for the Scientific Staff of ICMR, in the Revised Format, available in Sparrow Portal, is hereby conveyed:-

(i) Submission of Self-appraisal along with AWR to Reporting Officer by the officer to be reported upon:	10-07-2025
(ii) Submission of report by reporting officer to the Reviewing Officer:	15-07-2025
(iii) Report to be completed by the Reviewing Officer and to be sent to the respective administration:	31-08-2025

2. All concerned are requested to submit their respective APARs and AWR for the year 2024-25 in the Revised Format only, strictly in accordance with the above Time lines.

3. This issues with the approval of the Competent Authority.

Digitally signed by

Safal Chetri

Date: 03-07-2025

15:47:13

(Safal Chetri)

Sr. Administrative Officer (Admin)

To,

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

Copy to:

1. PS to DG/ Addl. DG/ Sr. DDG (A)
2. Heads of all Divisions, ICMR Hqrs.
3. DDG/ADGs
4. Dr. M.S Chalga, Sci.- 'D', ICMR Hqrs. to upload in ICMR website
5. Shri R. Muniasamy, PTO, ICMR Hqrs - for information and needful action.

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