



F.No.16/65/2017-Admn II-(Part-I) E-File-19180 Dated 10th July, 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 and 2nd July 2025 on the subject cited above, the time lines for completion of APAR & AWR for the **Scientific Staff of ICMR**, in the Revised Format, available in Sparrow Portal, has further been extended as per the following schedule:-

(i) Submission of Self-appraisal along with AWR to Reporting Officer by the officer to be reported upon:	20-07-2025
(ii) Submission of report by reporting officer to the Reviewing Officer:	08-08-2025
(iii) Report to be completed by the Reviewing Officer and to be sent to the respective administration:	31-08-2025

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

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


10/7/2025

(Jagdish Rajesh)

Deputy Director General (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. 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.