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भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

By Speed Post
Urgent
Confidential

No.ICMR/CAPAR/2014-Pers.

Dated, the 10th March, 2014
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All Directors/OIC's of the
Institutes/Centres of the Council (By Name).

Sub:- Confidential Annual Performance Appraisal Report (CAPAR) for the period ending
31.3.2014 in respect of Scientific Staff- reg.

Sir/Madam,

I am to request that action regarding writing of CAPAR in respect of the Scientific staff of the rank of Scientist 'B' and above for the period ending 31st March, 2014 may please be initiated and sent to this office immediately latest by 30th April, 2014.


2. CAPAR may be witten in the revised format as circulated vide this office letter No.6/15/2003-Admn.II dated 30.3.2010. CAPAR form can also be downloaded from our website WWW.icmr.nic.in.

3. While writing CAPARs, it may please be noted that the Director/Officer-in-Charge of the Institutes/Centres are the Reviewing Authority up to the level of Scientist 'C', Director General/Addl. DG is the Reviewing Authority for Scientist 'D' and above.

4. Final competent authority to accept the recommendation of Reviewing authority is DG, ICMR (Part-V).

5. CAPARs of the Scientist for the earlier period if already not sent may also be sent by return of post.

Yours faithfully,


13/3/2014

(L.R. Dogra)
Administrative Officer
For Director General