



# अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश - 249203

ALL INDIA INSTITUTE OF MEDICAL SCIENCE, RISHIKESH - 249203

F.No. 203/Admin/APAR/2025-26/ 1054

Date: 18/02/2026

## CIRCULAR

As per extant provisions in matter of writing of ACRs/APARs of employees, a strict timeline is needed to be adhered to by all authorities concerned. Timeline for recording and completion of APAR for year 2025-26 for Faculty and Group 'A', 'B' and 'C' officers/officials of AIIMS Rishikesh is as follows and is needed to be strictly complied with: -

### Time Schedule for preparation/completion of Annual Performance Assessment Report (Reporting year – Financial Year)

S. No.	Activity	Date by which to be completed
1.	Downloading of Blank APAR Forms from Institute's website and verification of Sections A to C from <b>concerned Administration/Establishment Section.</b>	1 <sup>ST</sup> April 2026
2.	Submission of self-appraisal to <b>Reporting Officer</b> by Officer Reported Upon (where applicable)	15 <sup>TH</sup> May 2026
3.	Submission of APARs by Reporting Officer to <b>Reviewing Officer</b>	30 <sup>TH</sup> June 2026
4.	APARs to be completed by Reviewing Officer and to be sent to <b>Accepting Authority</b> , wherever provided	31 <sup>ST</sup> July 2026
5.	Appraisal by Accepting Authority, wherever provided	31 <sup>ST</sup> August 2026
6.	(a) Disclosure to the Officer Reported Upon  (b) Submission of representation, if any, on APAR, by Officer Reported Upon	15 <sup>TH</sup> September 2026  15 days from date of disclosure of APAR
7.	Forwarding of representations to the Competent Authority	31 <sup>ST</sup> October 2026
8.	Disposal of representation by the Competent Authority	Within one month from date of receipt of representation
9.	Communication of the decision of the Competent Authority on representation by the APAR Cell.	15 <sup>TH</sup> November 2026
10.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>TH</sup> November 2026



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Proposed Reporting Channel for Reporting/Reviewing and Accepting Officer will be as under: -

S.No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Executive Director	Secretary (HFW)	President, AIIMS	President, AIIMS
2.	Medical Superintendent	Executive Director, AIIMS	Executive Director, AIIMS	President, AIIMS
3.	Deputy Director (Admin.)		Joint Secretary PMSSY	Additional Secretary PMSSY
4.	Superintending Engineer			

Reporting Channel for faculty vide Ministry of Health & Family Welfare (PMSSY Division) dated 09 Jan 2017 for Reporting/Reviewing and Accepting Officer will be as under: -

S. No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Professor, Assistant Professor, Associate Professor, Additional Professor	Head of Department	Dean (Academic)	Executive Director
2.	Head of Department	Dean (Academic)	Executive Director	President, AIIMS
3.	Dean (Academic)	Executive Director		
4.	Tutors/Clinical Instructors (Nursing) (Group A)	Principal	Dean (Academic)	

Reporting Channel for Nursing Staff, Reporting/Reviewing and Accepting Officer will be as under: -

S. No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1.	CNO	Medical Superintendent	Executive Director	Executive Director
2.	ANS/DNS	Officer In-Charge / CNO	Medical Superintendent	
3.	Senior Nursing Officer	Officer In-Charge / ANS	CNO	Medical Superintendent
4.	Nursing Officer			



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5.	Hospital Attendant	ANS	HOD Concerned /Officer In-Charge	CNO
6.	Technical Officers/Technicians and all other paramedical staff	Officer In-Charge	Medical Superintendent	Medical Superintendent

Reporting Channel for Other Officers/staff for Reporting/Reviewing and Accepting Officer will be as under: -

S.No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Group 'A' Non-Faculty (other than Table-1,2&3)	HoD Concerned /DDA*	Executive Director	Executive Director
2.	Group 'B' Other than Nursing Officers & Technician/paramedical staff	Officer In-Charge/ HoD Concerned	Dy. Director (Admin)/ HoD Concerned	Dy. Director (Admin)
3.	Group 'C' (other than Hospital Attendant)	Officer In-Charge/ HoD Concerned	Dy. Director (Admin)/ HoD Concerned	

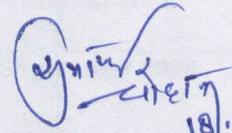
\* **The DDA will be the Reporting Channel, in case the HoD is not available / either post is vacant.**

As per DOP&T guideline under section 55(2), complete APARs/ACRs of all classes in time is required for Confirmation, Promotion, MACP/APS and deputation to ex-cadre, etc.

Therefore, Reporting / Reviewing Officers are requested to ensure prompt disposal and submission of APARs/ACRs in prescribed timeline, as per approved channel of submission of APARs issued **vide AIIMS-RISHI/203/A.O./2025/APAR/614 dated 18.02.2025. (copy enclosed)**

This issues with approval of the Executive Director, AIIMS Rishikesh.

Enclosed: As above

  
18.02.2026

(Subhash Chauhan)

Officiating Administrative Officer  
AIIMS Rishikesh

**Copy to: (For Information)**

1. PPS to Executive Director
2. PS to DDA/MS/Dean(A)
3. All Departments/All Concerned Faculty/Officers and employees/
4. IT - for uploading to the Institute's website/ Guard file



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All India Institute of Medical Sciences, Rishikesh -249203

AIIMS-RISHI/203/A.O./2025/APAR/-614

Date:- 18.02.2025

**Circular**

**Sub:- Procedure to be followed for submitting Annual Performance Assessment Reports (APARs) of Group B & C employees-reg.**

Please refer to this office's circular No. 203/Admin/APAR/2023-24/447 dated 12.06.2024 (copy enclosed), vide which all Head of Departments were requested to send the **Annual Performance Assessment Reports (APARs)** of their subordinate employees.

2. However, it has been observed that the Reporting Authorities are sending the APARs to the Administrative Officer instead of sending them directly to the Reviewing Authority. Similarly, the Reviewing Authorities are sending the APARs to the Administrative Officer instead of forwarding them to the Accepting Authority. Since APARs are frequently being routed through the Administrative Officer, it has become difficult to complete the process within the stipulated time.
3. Hence, all Reviewing & Reporting Authorities are requested to follow the prescribed channel for forwarding the APARs of their subordinate employees. The Guidelines to be followed in the entire process are enclosed in **Annexure** for reference.
4. At last, the APARs should be sent by the Accepting Authority to the Administrative Officer for Record-Keeping and consolidation.

This issues with the approval of Competent Authority, AIIMS Rishikesh.

*Gaurav Badola*  
18/2/25

(Gaurav Badola)  
Administrative Officer

**Copy to: -**

1. PPS to Executive Director for information
2. PS to DDA/ MS/ F&CAO/ Dean (A)/ SE
3. All HODs/In-Charge/ Principal (Nursing College)
4. FA/ PRO/ SAO/ Dy. CSO/ ACE/ SPCSO/ CNO
5. Law Officer/ Account Officer (s)/ Store Officer
6. IT Cell- for uploading on institute's website
7. All employees/ staffs through website/ Notice Boards
8. Guard File.

All concerned Officials/ employees are requested to adhere to following Guidelines for filling/ forwarding Annual Performance Assessment Reports (APARs):-

1. The employee should download the APARs form from the following website link:  
[https://aiimsrishikesh.edu.in/a11/?page\\_id=2282](https://aiimsrishikesh.edu.in/a11/?page_id=2282)
2. The employees shall fill **section A to C** of the APAR form and then get **section A to C** of the APAR form verified from concerned Administrative/ Establishment Section. The concerned official looking after matters of APAR will give his remarks in section D of APAR form.
3. After the above process, the employee should fill **Section E** (self-appraisal) and submit duly filled and completed APAR to their Reporting Authority within stipulated time.
4. The concerned Reporting Authority shall ensure that all his subordinate staffs have submitted duly filled APARs to them within stipulated time.
5. Then, the concerned Reporting Authority shall fill **section F to J** of the APAR of all his/her subordinate staffs and submit it to the Reviewing Authority for his/her remarks within stipulated time. The concerned Reporting Authority shall send the confirmation/ Covering Letter of submission of APARs of his/ her subordinate staffs to Reviewing Authority at [apar@aiimsrishikesh.edu.in](mailto:apar@aiimsrishikesh.edu.in) for maintaining centralized record of APAR movement in Administration.
6. After the Remarks in **section F to J** and **section K** of the APAR forms are given by the Reviewing Authority, all collected APARs should be presented to the Accepting Authority. The concerned Reviewing Authority shall send the confirmation/ Covering Letter of submission of APARs to Accepting Authority at [apar@aiimsrishikesh.edu.in](mailto:apar@aiimsrishikesh.edu.in) for maintaining centralized record of APAR movement in Administration.
7. The Accepting Authority, after his/ her comments and grading in **section L** of the APARs, should send APARs to the concerned Administrative/ Establishment Section for record keeping and compiling.
8. No incomplete APARs will be accepted by Administration in any case.