



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश - 249203

ALL INDIA INSTITUTE OF MEDICAL SCIENCE, RISHIKESH – 249203

F.No. 203/Admin/APAR/2025-26/ 1110

Date: 22/04/2026

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.

All Faculty and Group 'A', 'B' and 'C' officers/officials are requested to fill APAR for year 2025-26 in new APAR formats only, which is available on Institute's website & also enclosed with this circular.

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 concerned Administration/Establishment Section.	01 st April 2026
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable)	15 th May 2026
3.	Submission of APARs by Reporting Officer to Reviewing Officer	30 th June 2026
4.	APARs to be completed by Reviewing Officer and to be sent to Accepting Authority, wherever provided	31 st July 2026
5.	Appraisal by Accepting Authority, wherever provided	31 st August 2026
6.	(a) Disclosure to the Officer Reported Upon (b) Submission of representation, if any, on APAR, by Officer Reported Upon	15 th September 2026 15 days from date of disclosure of APAR
7.	Forwarding of representations to the Competent Authority	31 st 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 th November 2026
10.	End of entire APAR process, after which the APAR will be finally taken on record	30 th 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	

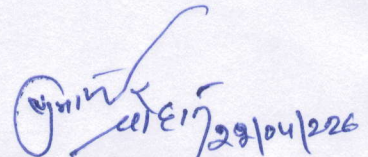
*

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

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


28/04/2026

(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



All India Institute of Medical Sciences, Rishikesh

अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश

Virbhadra Road, Rishikesh (Uttarakhand)-249203

वीरभद्र मार्ग ऋषिकेश (उत्तराखण्ड)-249203

#AIIMS/Rishi/202/DDA/O.O/2026/656.

Dated: 05-02-2026

OFFICE ORDER

Sub: - Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal – re.

With reference to Department of Health and Family Welfare letter no. File No-11033/17/2025-Trg dated 22.01.2026 (**copy attached**) on the subject cited above, all the faculties/Officers/Officials/Nursing Professionals/Non-faculty Staffs of the Institute are hereby required to complete prescribed courses on iGOT platform on time, the completion of the said courses will be reflected in their Annual Performance Appraisal Reports (APARs).

2. In this regard, DoHFW has prepared training plan comprising 6 course for assigning each of the following levels:

- (i) Joint Secretaries and above (Level 14 and above)
- (ii) DS & Director and equivalent (Level 12-13 and equivalent)
- (iii) US and equivalent (Level 11 and equivalent)
- (iv) SO/ASO and JSO/JSA and equivalent (Level 4-10 and equivalent)
- (v) MTS and equivalent (Level 1-3 and equivalent)

3. Further, out of these 6 courses, 3 courses have been identified for comprehensive assessment in the APARs 2025-26, based on the question bank in the respective module of the course. The timeline for completion of these 6 courses (including 3 comprehensive assessment course) will be 31st March 2026.

4. All the faculties/Officers/Officials/Nursing Professionals/Non-faculty Staffs of the Institute (i.e, Faculty, Group A, B & C) are requested to complete the above mentioned courses by 31st March 2026.

5. In view of the above, All HoDs/In-charge HoDs/Section Heads are requested to ensure wide dissemination of this office order and to make ensure that all employees under their supervision to complete the prescribed course on iGOT Platform.

In case of any query, please contact the nodal officer of "Mission Karmayogi" as follow:

Name-Sh. Vineet Kumar, PPS to Executive Director.

Contact-9971415336

This is issued with the approval of the Competent Authority.

(Lt. Col. Gopal Mehra)
Deputy Director (Admin.)

File No. A-11033/17/2025-Trg
Government of India
Ministry of Health & Family Welfare
Department of Health & Family Welfare
(Training Division)

Nirman Bhawan, New Delhi

Dated: 22-01-2026

OFFICE MEMORANDUM

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal - Regarding.

Pursuant to DoPT's OM No.T- 28/27/2025-iGOT dated 20.01.2026 (Copy attached) on the subject cited above and in partial modification of Training Division's O.M. of even no. dated 22.08.2025 (copy attached- vide which six (06) mandatory course for completion on the iGOT portal was circulated for employees of all the pay levels), the course on "**Improving Outreach & Communication for Vikshit Bharat**" developed by Ministry of Information and Broadcasting, has been included in place of "**Yoga Break at Workplace**" for Mandatory Course Completion for the Officers of the level of **Deputy Secretary and above (pay level of 12 and above)** of DoHFW. The other courses mentioned in aforesaid O.M. of even number dated 22.08.2025 shall remain the same. The modified list of Mandatory courses is attached herewith as **Annexure**.

2. This issues with the approval of the competent authority.

Encl: As above.

Digitally signed by

SAWRU SINGH

Date: 22-01-2026

11:10:08

(Sawru Singh)

Under Secretary to the Govt. of India

Tele: 011-24013255

To

1. All the officers of the pay level 12 and above of DoHFW through e-office notice board.

2. All the MDOs under DoHFW for information and necessary action.

Annexure

Stakeholder(s)	Pay Level	Name of the mandatory courses mentioned by Training Division	Name of the assessment courses suggested by Estt. Division
JS & Above	Level 14 and above	Workplace Well being	Public Governance Models
		Understanding and Managing Stress	
		Personal Finance	Workplace Well being
		Improving Outreach and Communication for Viksit Bharat	
		Data Science for Policy Makers	Understanding and Managing Stress
		Public Governance Models	
Directors and Deputy Secretaries and equivalents	Level 12-13 and equivalent	Public Governance Models	Overview of Viksit Bharat, 2047
		Work team Resilience	
		Understanding and Managing Stress	Understanding and Managing Stress
		Personal Finance	
		Improving Outreach and Communication for Viksit Bharat	Public Governance Models
		Overview of Viksit Bharat, 2047	
Level 11	Level 11	Understanding and Managing Stress	Leading with Clarity:
		Overview of Viksit Bharat, 2047	Swadharma in Public Service

Under Secretaries and equivalents	and equivalent	AI or Presentations	Understanding and Managing Stress
		Leading with Clarity: Swadharma in Public Service	
		Do's and Dont's of Social Media	Overview of Viksit Bharat, 2047
		Yoga Break at Workplace	
SO/ASO and equivalents	Level 4-10 and equivalent	AI or Presentations	Basics of Communication
		Self Leadership	
		Understanding and Managing Stress	Self Leadership
		Personal Finance	
		Yoga Break at Workplace	Understanding and Managing Stress
		Basics of Communication	
MTS and Equivalent	Level 1-3 and equivalent	Jan Bhagidari Program (Hindi)	Leave Rules (Hindi)
		सूर्य नमस्कार का महत्व एवं उपयोगिता	
		Do's and Dont's for Government Employees- Hindi	Do's and Dont's for Government Employees- Hindi
		Anger Management at Work Place	
		Developing Effective Soft Skills	Jan Bhagidari Program (Hindi)
		Leave Rules (Hindi)	



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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
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 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 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.