



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश - 249203
ALL INDIA INSTITUTE OF MEDICAL SCIENCE, RISHIKESH – 249203

F.No. 203/Admin/APAR/2025-26/ 12-12

Date: 01/06/2026

CORRIGENDUM

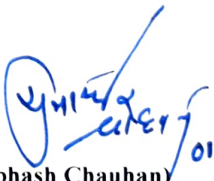
In pursuance of the Department of Personnel & Training (DoPT) Office Memorandum No. F. No. 21011/09/2026-PP (A-II) dated 13.05.2026 and refer to our previous circular No. F. No. 203/Admin/APAR/2025-26/1054 dated 18.02.2026, the timeline for completion of the Annual Performance Assessment Report (APAR) is hereby revised/extended as per the following schedule:

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 June 2026
3.	Submission of APARs by Reporting Officer to Reviewing Officer	31 st July 2026
4.	APARs to be completed by Reviewing Officer and to be sent to Accepting Authority , wherever provided	31 st August 2026
5.	Appraisal by Accepting Authority, wherever provided	30 th September 2026
6.	(a) Disclosure to the Officer Reported Upon (b) Submission of representation, if any, on APAR, by Officer Reported Upon	01 st October 2026 15 days from date of disclosure of APAR
7.	Forwarding of representations to the Competent Authority	21 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 December 2026
10.	End of entire APAR process, after which the APAR will be finally taken on record	31 st December 2026

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

Enclosed: As above


01/06/2026

(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