



All India Institute of Medical Sciences, Rishikesh (Uttarakhand)
अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश, उत्तराखण्ड- 249203

F.No. 203/Admin/APAR/2021-22/188

Date: 07-07-2022

CIRCULAR

As per provisions laid down under Govt. of India in matter of writing of ACRs/APARs of employees a strict time-schedule is needed to be adhered to by all authorities concerned. Time schedule for recording and completion of APAR for year 2021-2022 for Group 'A', 'B' and 'C' officers of AIIMS Rishikesh is as follows and is needed to be strictly complied with:-

Time Schedule for Preparation of Confidential of APAR (Reporting year – Financial Year)

S/No	Nature of action	Date by which to be completed
01.	Distribution of Blank APAR forms to all concerned & Submission of self-appraisal to Reporting Officer by faculty to be reported upon (where applicable)	15 th July 2022
02.	Submission of report by Reporting Office to Reviewing Officer.	31 st July 2022
03.	Report to be completed by Reviewing Officer and to be sent to Administration or accepting authority, wherever provided.	31 st August 2022
04.	Appraisal by accepting authority, wherever provided	30 th September 2022
05.	(a) Disclosure to officer reported upon where there is no accepting authority. (b) Disclosure to officer reported upon where there is accepting authority.	10 th September 2022 15 th October 2022
06.	Receipt of representation, if any, on APAR	15 days from date of receipt of communication
07.	Forwarding of representations to competent authority (a) Where there is not accepting authority for APAR (b) Where there is accepting authority for APAR	30 th September 2022 31 st October 2022
08.	Disposal of representation by competent authority	Within one month from date of receipt of representation by Competent Authority
09.	Communication of decision of competent authority on representation by APAR Cell.	15 th December 2022
10.	End of entire APAR process after with APAR will be finally taken on record.	31 st December 2022

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

S/No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1	Director	Secretary (HFW)	President, AIIMS	President, AIIMS
2.	Deputy Director (Admin.)	Director, AIIMS	Director, AIIMS	President, AIIMS
3.	Financial Advisor	Director, AIIMS	Director, AIIMS	President, AIIMS
4.	Medical Superintendent	Director, AIIMS	Director, AIIMS	President, AIIMS
5.	Superintending Engineer	Director, AIIMS	Director, AIIMS	President, AIIMS

Contd...P/02

Rajiv Kumar



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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.	Assistant Professor, Associate Professor, Additional Professor	Head of Department	Dean (Academic)	Director
2.	Professor	Dean (Academic)	Director	President, AIIMS
3.	Dean (Academic)	Director	Director	President, AIIMS

Reporting Channel for Nursing Staff vide approved on 12-04-2021 for Reporting/Reviewing and Accepting Officer will be as under:-

S/No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Nursing Officer Gd-II	Officer In-Charge / ANS	CNO/AO (Nursing)	Medical Supdt.
2.	Senior Nursing Officers	Officer In-Charge / ANS	CNO/AO (Nursing)	Medical Supdt.
3.	Assistant Nursing Superintendent	Officer In-Charge /AO Nursing	Medical Superintendent	Director
4.	Hospital Attendant	ANS	HOD/Officer In-Charge	Medical Supdt.
5.	Technical Officers, Audiologist & Medical Physicist	Officer In-Charge	Medical Supdt.	Director

Reporting Channel for Other Officers/staff vide approved on 12-04-2021 for Reporting/Reviewing and Accepting Officer will be as under

S/No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Group 'A' Non Faculty	Dy. Director (Admin.)	Director	Director
2.	Group 'B' Other than Nursing Officers & Technician	Officer In-charge	Dy. Director (Admin)	Director
3.	Group 'C' (Junior Admin Assistant & SKCC)	Officer In-charge	Dy. Director (Admin)	Director

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 time schedule.

This issues with approval of Director.

Rajni Kumar
7/7/2022
Deputy Director (Administration) (officially)
AIIMS Rishikesh

Copy to:

1. PS to Director
2. PS to DDA/MS
3. All Departments
4. PS to Dean
5. PS to FA
6. Guard file