



सत्यमेव जयते

अखिल भारतीय आयुर्विज्ञान संस्थान, बिलासपुर
हिमाचल प्रदेश - १७४०३७

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AIIMS-BLS(A)/APAR/2023-646

30... April, 2024

OFFICE MEMORANDUM

Subject: Time Schedule for submission of Annual Performance Appraisal Reports (APARs) by Group – A (Non-faculty), Group – B and Group – C officers of AIIMS Bilaspur, H.P.

As per provisions laid down under Govt. of India in matter of writing of 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 2023-24 for Group – A (Non-faculty), Group – B and Group – C officers of AIIMS Bilaspur, H.P is extended as follows and is needed to be strictly complied with: -

Time Schedule for submission of APAR (Reporting year – 2023-24)

| S. N | 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 Nursing Officer to be reported upon (where applicable) | Through website of AIIMS-Bilaspur HP. |
| 02. | Submission of self-appraisal report, by the officer to be reported upon, to the Reporting Officer. | 15.05.2024 |
| 03. | Submission of report, by the Reporting Officer to the Reviewing Officer. | 30.06.2024 |
| 04. | Report to be completed by Reviewing Officer and to be sent to Administration or Accepting Authority, whereby provided. | 31.07.2024 |
| 05. | Appraisal by Accepting Authority, whereby provided. | 31.08.2024 |
| 06. | a. Disclosure to the officer reported upon reported upon where there is no Accepting Authority. b. Disclosure to the officer reported upon reported upon where there is Accepting Authority. | 01.09.2024 15.09.2024 |
| 07. | Receipt of representation, if any, on APAR. | 15 days from the date of receipt of communication. |
| 08. | Forwarding of representation to the competent authority. a) Where there is no Accepting Authority. | 21.09.2024 |


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|-----|--|--|
| | b) Where there is Accepting Authority. | 06.10.2024 |
| 09. | Disposal of representation by the competent authority | Within one month from the date of receipt of representation. |
| 10. | Communication of decision of the competent authority on the representation by the APAR cell. | 15.11.2024 |
| 11. | End of entire APAR process after which APAR will be taken on record. | 30.11.2024 |

2. The format of APAR in respect of Nursing Staff and others non-faculty staff is enclosed at Annexure – I and Annexure- II, respectively. The reporting channel, in respect of the concerned officers/officials/staff has been enclosed as Annexure – III. Those who are on deputation will submit their APAR in such format, as prescribed by their parent organizations. Those who do not complete, minimum 120 days, in the current reporting year, i.e. 2023-24, need to submit “No Report Certificate”.

3. 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.

4. Therefore, Reporting/ Reviewing Officers are requested to ensure prompt disposal and submission of APARs/ACRs in prescribed time schedule.

5. This issues with the approval of Executive Director, AIIMS Bilaspur.


Deputy Director (Admin)
AIIMS Bilaspur H.P.

To,

All concerned officials (non-faculty).

Copy for information to: -

1. PA to ED.
2. PA to DDA.
3. PA to Dean (Academics).
4. PA to MS.