



AIIMS-BLS(A)/APAR/2023-639

3.0. April, 2024

OFFICE MEMORANDUM

Subject: Time Schedule for submission of Annual Performance Appraisal Reports (APARs) by Faculties and others.

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 all faculties and others senior (Group-A) officers 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. c) Where there is no Accepting Authority. d) Where there is Accepting Authority.	21.09.2024 06.10.2024

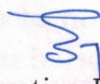
09.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of decision of the competent authority on the representation by the APAR cell.	15.11.2024
11.	End of entire APAR process after which APAR will be taken on record.	30.11.2024

* The faculty can submit requisite information in the form of Annexures if the space provided is inadequate.

2. The format of APAR in respect of Faculties and others 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.


 Executive Director (Admin)
 AIIMS Bilaspur H.P.

To:

All faculties/senior Group-A officers.

Copy for information to: -

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