



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

F.No. 203/Admin/APAR/2022-23/1341

Date: 09-06-2023

**CIRCULAR**

In supersession to all previous orders and 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 2022-2023 for Group 'A', 'B' and 'C' officers of AIIMS Rishikesh is extended 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 <sup>th</sup> June 2023
02.	Submission of report by Reporting Office to Reviewing Officer.	15 <sup>th</sup> July 2023
03.	Report to be completed by Reviewing Officer and to be sent to Administration or accepting authority, wherever provided.	20 <sup>th</sup> August 2023
04.	Appraisal by accepting authority, wherever provided	20 <sup>th</sup> September 2023
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 <sup>th</sup> October 2023 20 <sup>th</sup> October 2023
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	20 <sup>th</sup> November 2023 30 <sup>th</sup> November 2023
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 <sup>th</sup> December 2023
10.	End of entire APAR process after with APAR will be finally taken on record.	31 <sup>st</sup> December 2023

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.)	Executive Director, AIIMS	Executive Director, AIIMS	Executive Director, AIIMS
4.	Financial Advisor			
5.	Superintending Engineer			

Contd...P/01

*[Handwritten Signature]*  
09/06/23



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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)	Executive Director
2.	Professor	Dean (Academic)	Executive Director	President, AIIMS
3.	Dean (Academic)	Executive Director	Executive Director	President, AIIMS

Reporting Channel for Nursing Staff for 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	Executive Director
3.	Senior Nursing Officers	Officer In-Charge / ANS	CNO	Medical Supdt.
4.	Nursing Officer Gd-II	Officer In-Charge / ANS	CNO	Medical Supdt.
5.	Hospital Attendant	ANS	HOD/Officer In-Charge	CNO
6.	Technical Officers/Technicians and all other paramedical staff	Officer In-Charge	Medical Superintendent	Medical Superintendent

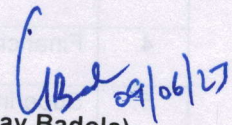
Reporting Channel for Other Officers/staff for Reporting/Reviewing and Accepting Officer will be as under

S/No	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Group 'A' Non Faculty	Concerned HoD	Executive Director	Executive Director
2.	Group 'B' Other than Nursing Officers & Technician/paramedical staff	Officer In-charge	Dy. Director (Admin)	Executive Director
3.	Group 'C' (other than Hospital Attendant)	Officer In-charge	Dy. Director (Admin)	Dy. Director (Admin)

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 Executive Director, AIIMS Rishikesh.

  
(Gaurav Badola)  
Administrative Officer  
AIIMS Rishikesh

Copy to: (For Information)

1. PS to Executive Director
2. PS to DDA/MS
3. All Departments/All Concerned Faculty/Officer and employees