

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI
(ACR/APAR Cell)**

F. No. 17-22/2016/Cir./ACR Cell/Estt.I

Dated:18.01.2017

CIRCULAR

Subject: Forfeit of writing of ACR/APAR up to the period 2015-16 in respect of faculty member and non-faculty staff at AIIMS, New Delhi-reg.

The undersigned is directed to refer to guidelines containing in DoPT O.M. bearing No.21011/02/2009-Estt.(A) dated 16th February, 2009 and No.21011/1/2005-Estt.(A)(Pt.II) dated 23rd July, 2009 on the **preparation, maintenance and time schedule for completion of APAR** of every Reporting Year-Financial year has already been circulated from this office vide O.M. bearing F.No.17-10/2016/FM/ACR/Estt.I dated 11.06.2016 and circular bearing F.No.17-22/2016/Cir./ACR/Estt.I dated 18.11.2016 for **accomplishment of the ACR/APAR of Faculty and Non-faculty staff of Group A, B & C latest by 31st August, 2016 for faculty and 31st December, 2016 for non-faculty respectively** at this Institute for compliance the same, which is as under:

S.N.	Nature of action	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given).	31 st March. (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 th April
3.	Submission of report by Reporting Officer to Reviewing officer.	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration of CR Section/Cell or accepting authority. Wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	1 st September
	(b) Disclosure to the officer reported upon where there is accepting authority.	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representation to the competent authority.	
	(a) Where there is no accepting authority	21 st September
	(b) Where there is accepting authority for APAR.	06 th October
9.	Disposal of representation by Competent Authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 th November

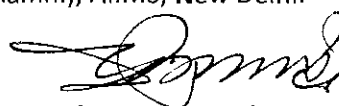
Further, it is intimated that **the same accomplishment period of ACR/APAR of the Reporting, Reviewing & Accepting Authority has already been elapsed.**

As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts etc., could not be considered in time because of non-availability of ACRs/APARs for the relevant period, the matter of timely completion of ACRs/APARs was further reviewed in this Institute and it has been found necessary to prescribe a time limit after which the Reporting/Reviewing Officer shall forfeit his right to record the ACR/APAR. It has been decided that while the time-limits prescribed in the aforesaid O.M. dated 23.9.1985 should be adhered to as far as possible, in case the ACR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the ACR/APAR of the officer to be reported upon and he shall submit all ACRs/APARs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the ACR beyond 31st August of the year in which the financial year ended. The Section entrusted with maintaining the ACRs shall, while forwarding the ACRs for self-appraisal with copy to the Reporting/Reviewing Officers, also annex the schedule of dates as was enclosed herewith. It shall also bring to the notice of the Officers/Head of the Departments/ Sections/Units of this Institute attached and subordinate offices, the names of those Group A, B and Faculty, Reporting Officers and Reviewing Officers in the month of October after receiving the completed CRs who have failed to initiate/review the ACRs even by 30th June or 31st August as the case may be. The Competent Authority of this Institute may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the ACRs within the due date and in the absence of proper justification direct that a written warning for delay in completing the ACR be placed in the ACR folder of the defaulting officer concerned.

In the light of above, the Competent Authority has decided to **forfeit of writing of ACR/APAR up to the period 2015-16 in respect of faculty member and non-faculty staff at AIIMS, New Delhi of the Reporting, Reviewing Officer & Accepting Authority.** Further, the Competent Authority has directed to all concerned Reporting, Reviewing Officers & Accepting Authority to accomplish the ACR/APAR within the time frame prescribed by the DaP&T from 2016-17 onwards.

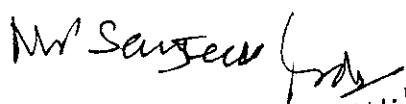
All the concerned Reporting/Reviewing Officers & Accepting Authority may kindly notice for strict compliance.

This issues with the approval of the Dy. Director (Admn.), AIIMS, New Delhi.


(LALIT ORAON)

ADMINISTRATIVE OFFICER

1. PPS/PS to the Director
2. PS to the Dy. Director (Admn.)
3. The Dean (Acad./Research/Examination)
4. All Chief of Centre's/ Head of the Departments.
5. Sr. Financial Advisor/ Financial Advisor/Finance Division.
6. Superintendent Engineer, ESD Department.
7. All Sr. Administrative Officers/Administrative Officers/Asstt. Administrative Officers
8. Establishment Sections (DO/CNC/CDER/Dr. BRA IRCH/Dr. RPC/JPNATC/NDDTC)
9. All Notice Boards.
10. Hindi Section : kindly translate into Hindi language.
- ✓ 11. Prof. in-charge, Computer Facility : for uploading on AIIMS portal


24.1.17