

MOST URGENT/TIME BOUND

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110 029

F.No. 2-5/2017/ACR Cell/Estt.-I

Dated: 28-01-2017

OFFICE MEMORANDUM

Subject : Distribution of APAR forms to concerned reporting officer for the assessment period 01-04-2016 to 31-03-2017 (2016-2017).

As per provisions laid down by the Govt. of India in the matter of writing of ACRs/APARs of the Govt. employees, a time-schedule is needed to be adhered to by all the authorities concerned to accomplish the ACR/APAR of the Govt. employee. The time schedule so prescribed by the Govt. of India is as follows and is needed to be strictly complied with for the same :-

Time Schedule for Preparation of Confidential Reports.

S. No.	Nature of action	Date by which to be completed
01.	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).	31st March. (This may be completed even a week earlier).
02.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable).	15th April.
03.	Submission of report by Reporting Officer to Reviewing Officer.	30 th June
04.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
05.	Appraisal by accepting authority, wherever provided	31 st August
06.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	1 st September 15th September
07.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
08.	Forwarding of representations to the competent authority (a) Where there is not accepting authority for APAR (b) Where there is accepting authority for APAR	21 st September 06 th October
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 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

Accordingly, all the Sr. Administrative Officer/Administrative Officer/Asstt. Admn. Officers of various Establishment Sections as well as the Reporting & Reviewing Officer of the Institute are requested to please distribute the blank APAR/ACR forms of their respective staff 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) positively by 31st March, 2017, and ensure that all the APAR/ACR forms, Complete in all respect may reach the ACR Cell by scheduled date indicated above at serial point '4' of the prescribed Time Schedule.



(LALIT ORAON)
ADMINISTRATIVE OFFICER

Distribution:-

1. The Sr. Administrative Officer, Dr. R.P. Centre
2. The Administrative Officer (DO)
3. The Administrative Officer, C.N. Centre
4. The Administrative Officer(H), M.S. Office
5. The Administrative Officer, Research Section
6. The Administrative Officer, Dr. BRA IRCH
7. The Administrative Officer, NDDTC, Ghaziabad
8. The Administrative Officer, CDER
9. The Asstt. Administrative Officer, JPNATC
10. The Asstt. Administrative Officer, Faculty Cell
11. The Prof.-in-charge, Computer Facility, AIIMS for uploading the same.

Mr Santjeew Kumar

[Signature]
30.17