

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI

F.No.1-1/2023-24/e-APAR/Estt.-I

Dated: 19.04.2024

OFFICE MEMORANDUM

Subject: Timely generation & forwarding of e-APAR forms to concerned Ratee/Reporting/Reviewing officer for the assessment period 01.04.2023 to 31.03.2024 (2023-24) to accomplish the same in time- regarding.

In continuation of the O.M. of even number dated 24.01.2024, it has been decided to extend the last date for submission of self appraisal to the Reporting Officer. Accordingly, the revised timeline for recording and completion of e-APAR for the assessment year 2023-24 for Group 'A', 'B', & 'C' officers including Faculty Members are as under:

S.N.	Activity	Date by which to be completed
1.	Forwarding e-APAR forms duly filled Part-I by the concerned establish (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, 2024
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	30th April, 2024
3.	Submission of report by reporting officer to reviewing officer.	30 th June, 2024
4.	Report to be completed by reviewing officer and to be sent to Administration or ACR Cell or accepting authority (wherever provided)	31 st July, 2024
5.	Appraisal by accepting authority, wherever provided or applicable	31 st August, 2024
6.	(a) Disclosure of e-APAR to the officer reported upon where there is no accepting authority. (b) Disclosure of e-APAR to the officer reported upon where there is accepting authority	1 st September, 2024 15 th September, 2024
7.	Receipt of representation, if any, on e-APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for e-APAR	21 st September, 2024

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	(b) Where there is accepting authority for e-APAR	6 th October, 2024
9.	Disposal of representation by the competent authority	Within one month of date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the ACR Cell	15 th November, 2024
11.	End of entire e-APAR process, after which the APAR will be finally taken on record, in case of no addition/alteration.	30 th November, 2024

AT
19/4/2024

ANITA TETE
SR. ADMINISTRATIVE OFFICER

Distribution:

1. All Sr. Administrative Officer/ Administrative Officer/ Asstt. Administrative Officer
2. The Prof.-in-charge, Computer Facility, AIIMS: **with request to upload the same on AIIMS portal.**
3. Sh. Pawan Kumar, Sr. Programmer, Computer Facility, AIIMS: **with request to follow the time schedule as per above circular.**
4. The Hindi Section : **Kindly translate it into Hindi language and return back to the ACR Cell for circulation.**
5. Faculty Association/ Officer Association/ AIIMS Nursing Union / Karmachari Union

Copy to:

1. The PPS to Director/ Additional Director (Admn.)/ Deputy Secretary
2. The Dean (Academic)/Dean (Research)/Dean (Examination)/Sub- Dean
3. All the Chief of the Centre's, AIIMS
4. The Senior Financial Advisor/ Financial Advisor, AIIMS