

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

F.No.1-1/2024-25/e-APAR/Estt.-I

Dated: 19 MAY 2025

OFFICE MEMORANDUM

Subject: Timely generation & forwarding of e-APAR forms to concerned Ratee/Reporting/Reviewing officer for the assessment period 01.04.2024 to 31.03.2025 (2024-25) to accomplish the same in time- regarding.

In continuation to this O.M. even number dated 15.01.2025 & 12.04.2025, it has been decided, with the approval of the competent authority, to extend the existing timelines for recording e-APAR for the year 2024-25. Accordingly, the revised timelines for recording and completion of e-APAR for the assessment year 2024-25 for Group 'A', 'B', & 'C' officers including Faculty Members are as under:

S.N.	Activity	Cutt Off dates	
		Existing	Revised
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, 2025	No Change
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15th May, 2025	31st May, 2025
3.	Submission of report by reporting officer to reviewing officer.	30 th June, 2025	No Change
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, 2025	No Change
5.	Appraisal by accepting authority, wherever provided or applicable	31 st August, 2025	No Change
6.	(a) Disclosure of e-APAR to the officer reported upon where there is no accepting authority.	1 st September, 2025	No Change
	(b) Disclosure of e-APAR to the officer reported upon where there is accepting authority	15 th September, 2025	No Change
7.	Receipt of representation, if any, on e-APAR	15 days from the date of disclosure	No Change
8.	Forwarding of representation to the competent authority		No Change
	(a) Where there is no accepting authority for e-APAR	21 st September, 2025	
	(b) Where there is accepting authority for e-APAR	6 th October, 2025	

9.	Disposal of representation by the competent authority	Within one month of date of receipt of representation by the competent authority	No Change
10.	Communication of the decision of the competent authority on the representation by the ACR Cell	15 th November, 2025	No Change
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, 2025	No Change


ANIL KUMAR
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. Dr. Angel Ranjan Singh, Addl. Prof. of Hosp. Admn. & Convener, PMU: **with request to follow the time schedule as per above circular.**
4. The Hindi Section: **with request to provide the Hindi version of the same for uploading on the AIIMS Website.**
5. Faculty Association/ Officer Association/ AIIMS Nursing Union / Karmachari Union

Copy to:

1. The PPS/PS 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