

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI

F.No.4-3/2025/Misc./ACR/Estt.I

Dated: 03.02.2026

OFFICE MEMORANDUM

Subject: Circulation of Standard Operating Procedure (SOP) for Reporting, Reviewing and Accepting Authorities- regarding.

The undersigned is directed to circulate the Standard Operating Procedure (SOP) for the roles and responsibilities of the Reporting Officer, Reviewing Officer and Accepting Authorities in respect of assessment and writing of Annual Performance Assessment Reports (APARs), **as enclosed.**

2. The SOP has been prepared to ensure uniformity, transparency and timely completion of the appraisal process and to clearly define the duties and timelines of each authority involved.
3. All concerned officers are requested to **familiarize themselves with the provisions of the SOP** and ensure **strict compliance** therewith while discharging their responsibilities as Reporting Officer, Reviewing Officer and Accepting Authority.
4. This issues with the approval of the competent authority.

Enclosure: as above:



(Anil Kumar)
Sr. Administrative Officer

Distribution:

1. All Deans /Associate Deans (Academic / Research / Examination)
2. All Chiefs of the Centres / Heads of Departments / Units / Sections
3. Medical Superintendents (Main & RPC)
4. The Senior Financial Advisor/ Financial Advisor
5. The Superintendent Engineer
6. Deputy Secretary /Chief Administrative Officer/ All Sr. Administrative Officers/ Administrative Officers/Assistant Administrative Officers
7. Chief Nursing Officer/All NS/DNS/ANS
8. All Associations / Unions / Faculty / Officers / Staff of AIIMS
9. All Notice Boards
10. **Computer Facility:** with request to upload the same on AIIMS portal and circulate in AIIMS content provider.
11. **Dr. Angel Ranjan Singh, Addl. Prof. of Hosp. Admn. & Convener, PMU:** with request to upload on the APAR Portal.
12. **The Hindi Section:** with request to provide the Hindi version of the same for uploading on the AIIMS Website.

Copy to:

1. The PPS/PS to Director/ Additional Director (Administration)

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Standard Operating Procedure (SOP)

on

Assessment and Writing of Annual Performance Assessment Reports (APARs)

1. Purpose and Rationale

The Annual Performance Assessment Report (APAR) is a critical instrument for evaluating the performance, conduct, and potential of employees and plays a significant role in matters relating to career progression, promotion, financial upgradation, deputation, awards, and other service-related decisions.

The purpose of this Standard Operating Procedure (SOP) is to ensure that APARs are written in a **fair, transparent, objective, and uniform manner**, in accordance with extant Government of India/DoPT instructions.

This SOP seeks to consolidate and reiterate the principles already laid down by DoPT and to provide structured procedural guidance to Reporting, Reviewing, and Accepting Authorities, so as to minimise subjectivity, inconsistency, and avoidable grievances. 1.3

2. Applicability

This SOP shall be applicable to:

- All employees of AIIMS, irrespective of cadre, post, pay level, or nature of appointment; and
- All Reporting Officers, Reviewing Officers, and Accepting Authorities responsible for assessment and recording of APARs.

The SOP shall be applicable to APARs recorded through the **e-APAR system** as well as through any other system prescribed by the Institute in conformity with DoPT instructions.

3. Governing Instructions and Legal Basis

This SOP is framed in accordance with the following instructions, as amended from time to time:

- DoPT Brochure on "Preparation & Maintenance of Annual Performance Assessment Reports for Central Civil Services";
- DoPT O.M. No.21011/1/2005-Estt.(A) dated 14.05.2009 (Disclosure of APARs and representations);
- C.S. O.M. No.51/5/72-Ests.(A) dated 20.05.1972; and
- Para 174(9) of the P&T Manual, Volume-III.

This SOP does not create any new rules or modify existing provisions and shall be treated as **supplementary and explanatory** to the above instructions.

4. Nature, Objective, and Philosophy of APAR

The APAR system is intended to be a **developmental mechanism**, aimed at:

- Objectively assessing performance and conduct;
- Identifying strengths and areas requiring improvement;
- Providing constructive feedback and guidance; and
- Enhancing overall institutional efficiency.

The APAR should not be treated as an instrument for routine criticism, control, or punishment, except to the extent that factual performance-related deficiencies are required to be recorded. 4.2

The emphasis of assessment should be on 4.3 **performance during the entire reporting period**, keeping in view the nature of duties and responsibilities assigned to the employee.

5. General Principles Governing Assessment

All assessments shall be:

- Fair, impartial, and objective;
- Based on verifiable facts, records, and observed performance; and
- Free from personal bias, preconceived notions, or extraneous considerations.

The assessment should be balanced, covering both achievements and shortcomings, where applicable.

Narrative remarks should be **clear, reasoned, and specific**, avoiding vague or cryptic expressions.

The overall grading shall be consistent with the detailed remarks recorded under various parameters and should logically flow from the assessment made.

6. Responsibilities and Duties of the Reporting Officer

The Reporting Officer, being the immediate superior, shall be primarily responsible for making an honest, fair, and comprehensive assessment of the employee's performance during the reporting year.

The Reporting Officer shall:

- Evaluate the employee's work output, professional competence, conduct, and sense of responsibility;
- Consider the employee's performance over the entire reporting period;
- Consult relevant records, where necessary, while forming the assessment.

The Reporting Officer shall avoid:

- Remarks based on suspicion, hearsay, or unverified complaints;
- Use of intemperate or ambiguous language.

Where adverse remarks or lower grading are proposed:

- The same shall be supported by specific instances or factual material;
- Due care shall be exercised, particularly where the employee has a consistently good past record.

Reporting Officers shall ensure that APARs are written with due care and attention and not in a hurried or mechanical manner.

7. Responsibilities and Duties of the Reviewing Officer

The Reviewing Officer occupies a crucial role in ensuring fairness and balance in the assessment process and shall not function merely as a confirming authority.

The Reviewing Officer shall: 7.2

- Apply independent judgment to the assessment made by the Reporting Officer;
- Assess whether the remarks and grading are fair, justified, and consistent.

The Reviewing Officer may:

- Agree with, modify, or differ from the Reporting Officer's assessment;
- Record additional remarks, particularly where the report is brief, vague, or incomplete.

In cases involving adverse remarks or lower grading, the Reviewing Officer shall apply heightened scrutiny, and his/her opinion shall be construed as the final and correct assessment.

8. Recording of Adverse Remarks and Lower Grading

Adverse remarks or lower grading shall be: 1

- Based on established facts;
- Proportionate to the deficiencies observed; and
- Clearly articulated to avoid ambiguity.

Sudden or significant decline in grading compared to previous years shall ordinarily be accompanied by cogent reasons and factual justification.

Care shall be taken to ensure that adverse remarks are not influenced by isolated incidents unless such incidents have a direct and material bearing on performance.

9. Disclosure of APAR and Representation by Employee

The complete APAR, including the final overall grading, shall be disclosed to the employee in accordance with prescribed timelines.

The employee shall be entitled to submit a representation against any entry or grading within the time stipulated under DoPT instructions.

All representations shall be dealt with objectively, expeditiously, and in a reasoned manner.

10. Examination of Representations and Role of APAR Review Committee

Representations received shall be forwarded to the concerned Reporting and Reviewing Officers for comments.

Thereafter, the case shall be placed before the APAR Review Committee, which shall:

10.2

- Examine the matter in a quasi-judicial manner;
- Consider all relevant material on record;
- Make reasoned recommendations to the Competent Authority.

The decision of the Competent Authority, taken on the recommendations of the Review Committee, shall be final and shall be communicated to the employee.

11. Advisory Character of SOP

This SOP is intended to serve as a **guidance document** and does not curtail the statutory powers or discretion of the Reporting, Reviewing, or Accepting Authorities.

The SOP seeks to promote transparency, consistency, and institutional harmony, while safeguarding the interests of both the Institute and its employees.

11.2

12. Circulation, Awareness, and Compliance

This SOP shall be

- Circulated to all Departments/Sections; and
- Hosted on the Institute's intranet/e-APAR portal for ready reference.

All concerned authorities shall familiarise themselves with the contents of this SOP and adhere to the principles contained herein while recording APARs.

Issued with the approval of the Competent Authority
