



अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर, हैदराबाद

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD

"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"

हैदराबादमेट्रोपोलिटनक्षेत्र(एचएमआर), तेलंगाना- 508126, भारत

Hyderabad Metropolitan Region (HMR), Telangana-508126, India

संख्या /No: AIIMS/BBN/Fac/APAR/Est/ 424

दिनांक/Date : 22nd Mar 2024

OFFICE MEMORANDUM

Subject : Control on Annual Performance Appraisal Report (APAR) of Faculty Member's at AIIMS, Bibinagar

1. The Annual Performance Appraisal Report of Faculty Members are recorded every year for the period from 1st April to 31st March of the year, as per the general orders issued in this regard by the Department of Personnel and Training. It is requested that necessary action for completion of the Annual Performance Appraisal Report (APAR) of Faculty Members for the period 2023-24 may be initiated by all the Reporting Officers.

2. The proforma may be downloaded from the AIIMS Bibinagar website and printed on a good quality paper to complete the APAR along with the self appraisal as per the requirement of individual Faculty Member of the Institute.

3. The following points may please be borne in mind while getting the reports completed :-

(a) Guidelines for reporting , reviewing and accepting authority of ACR/APAR by the appropriate authorities to be carefully accomplished in all respects should be sent to APAR Cell as per the time schedule given below :-

Time Schedule for Preparation of APAR

S/No	Nature of action	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e. to faculty to be reported upon where self-appraisal has to be given and to Reporting Officer where self-appraisal is not to be given)	31 Mar (This may be completed even week earlier)
2.	Submission of self -appraisal to Reporting Officer by faculty to be reported upon (where applicable)	15th April
3	Submission of report by Reporting Officer to Reviewing Officer.	30th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or accepting authority, wherever provided.	31st July
5.	Appraisal by accepting authority, wherever provided	31st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	1st September
	(b) Disclosure to the officer reported upon where there is accepting authority.	15th September

(i) Reporting officer should not wait till the expiry of the time-limit as per the time schedule for submission of self appraisal of the officer to be reported upon and should remind the officer to be reported upon in writing, asking him to submit the self appraisal by the stipulated date, the reporting officer should obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon to submit his self appraisal within the stipulated date.

(ii) As per the instructions contained in DoPTs OM No 21011/02/2009-Estt.(A) dated 16th Feb 2009, if a reporting officer has failed to initiate action to complete APAR before 30th Jun of the year in which the financial year ended. He has his right to enter any remarks in the APAR and should submit all APARs to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31st August of the year in which the financial year ended. In respect of APAR which do not contain the remarks of Reporting/Reviewing Officer due to forfeiting of their rights to enter remarks in the APAR, a certificate to that should be added in the APAR for the relevant period.

4. In view of above, all faculty members are required, to complete their self appraisal in the given format latest by 31st Aug and submit to their reporting officers/HoD. Kindly note that confirmation/DPC/In situ promotion etc., shall not be processed without APAR's of the required period.



(Signature)

(डॉ बिपिन पी वर्गस / Dr Bipin P. Varghese)
उप निदेशक (प्रशासन)/Deputy Director (Administration)

प्रति/To,

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| 1. PS to Executive Director | - for kind information of Executive Director. |
| 2. Dean (A), AIIMS Bibinagar | |
| 3. Medical Supdt, AIIMS Bibinagar | |
| 4. All HoDs | - for kind information and necessary action. |
| 5. Faculty I/C Administration | |
| 6. Faculty I/C College of Nursing | |
| 7. Faculty I/C, IT Cell | - Kindly upload the blank APAR form in the Institute website. |
| 8. Office Copy. | |