



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD

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

हैदराबाद मेट्रोपोलिटन क्षेत्र (एचएमआर), तेलंगाना - 508126, भारत

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

संख्या/File : AIIMS/BBN/RECT/APAR/2025/1225

दिनांक/Date: 15.05.2026

CIRCULAR

Subject: Revised Timelines for Submission/Completion of Annual Performance Appraisal Reports (APARs) for the Reporting Year 2025-26 – Reg.

1. In continuation of Office Memorandum No. AIIMS/BBN/RECT/APAR/2025/957 dated 06.04.2026 regarding submission of Annual Performance Appraisal Reports (APARs) for the reporting year 2025-26, attention is invited to DoPT OM No. F. No. 21011/09/2026-PP (A.II) dated 13.05.2026 regarding revision of timelines for preparation/completion of APARs.
2. Accordingly, the revised timelines for submission/completion of APARs for the reporting year 2025-26 are enclosed herewith as **Annexure-I**.
3. All Faculty members, Nursing Officers, Senior Nursing Officers, and Non-Faculty employees are hereby instructed to adhere strictly to the revised timelines for timely completion of the APAR process.
4. Further, all employees are advised to complete the mandatory courses and comprehensive assessment as prescribed by the Ministry of Health & Family Welfare before submission of APARs.
5. This issues with the approval of the Competent Authority.



Siddhant
15/5/2026
Faculty I/C Administration
AIIMS Bibinagar

Copy To

1. PA to the Executive Director.
2. Dean(A), AIIMS Bibinagar.
3. MS/FA/SE, AIIMS Bibinagar.
4. Chairperson Recruitment Cell.
5. Faculty In-Charge, Administration & Concerned Officials.
6. All HoDs.
7. All Faculty/Non-Faculty staff of AIIMS Bibinagar.

Time schedule for recording and completion of APAR for the year 2025-2026

S.No.	Activity	Date by which activity to be completed	Auto forward
1.	Distribution of blank APAR forms	Through website of AIIMS Bibinagar	
2.	Submission of self appraisal to Reporting officer by Officer Reported upon	15 th June, 2026	16 th June, 2026
3.	Forwarding of report by Reporting Officer to Reviewing Officer	31 st July, 2026	01 st August, 2026
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority (wherever provided)	31 st August, 2026	1 st September, 2026
5.	Appraisal by Accepting Authority wherever provided	30 th September, 2026	01 st October, 2026
6.	Disclosure of APAR to the officer reported upon where there is no Accepting Authority. {ii} Disclosure of APAR to the officer reported upon where there is Accepting Authority.	1 st October, 2026 15 th October, 2026	
7.	Receipt of representation, if any, On APAR	15 days from the date of disclosure of APAR	
8.	Forwarding of the representation to the competent authority (i) Where there is no Accepting Authority for APAR. (ii) Where there is Accepting Authority for APAR.	21 st October, 2026 06 th November, 2026	
9.	Disposal of representation by the competent authority	Within one month of the date of Receipt of representation	
10.	Communication of the decision of the competent authority on the representation by the APAR cell	15 th September, 2026	
11.	End of APAR entire process, After which APAR will be finally taken on record	31 st December, 2026	