



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 मेट्रो पोलिटन क्षेत्र (एचएमआर), तेलंगाना- 508126, भारत

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

संख्या /No: AIIMS/BBN/Rect/APAR/654

दिनांक /Date : 15th April 2025

कार्यालय ज्ञापन /OFFICE MEMORANDUM

विषय/Subject : Submission of Annual Performance Appraisal Reports (APAR) for the year 2024-25 by Faculty/Staff of AIIMS, Bibinagar-reg

1. The Annual Performance Appraisal Report of Faculty/Staff 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/Staff for the period 2024-25 may be initiated by all the Reporting Officers. Channel for submission of APAR is mentioned in Annexure-I
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/Staff 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 and should be sent to APAR Cell as per the time schedule mentioned in Annexure-II.
 - (b) Where the Reporting Officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within a period of one month of his retirement or demission of office.
 - (c) In case it is not possible to fill in Part-I of the form by the officers reported upon. The same may be filled by the Reporting Officer under whose charge the officer is working on the basis of information available with them, to avoid delay.
 - (d) Where a reporting officer is not available to initiate a report, and if the reviewing officer was available during the period of report, then the report may be initiated by the Reviewing Officer directly and submit the same to the next higher authority for review. In case, this is also not possible, a performance certificate should be given indicating clearly the reasons for doing so by the Head of the Departments.
 - (e) The name and the designation in block letters of the Reporting and Reviewing officer under whose charge the officer is working should be written and stamped properly. The date on which reporting/reviewing was done should be indicated invariably.
 - (f) No enclosures should be attached with the APARs except a copy of appreciation letter, if any issued by appropriate authority.
 - (g) At times an officer has worked in more than one office or under more than one officer during the year under report, no action is to be taken to get the Performance Appraisal Report filled in when an officer has worked in a particular office or under a particular officer for less than three months. Separate APAR reports may be written by different Reporting Officers, subject to the condition that each Reporting Officer has at least 03 months experience of supervising

the work and conduct of the 'Officer Reported Upon' during that particular year. Head of the Department should ensure that Reporting/ Reviewing Officer are the competent authority to report/review in accordance with the instructions/orders issued in the regard by the DoP&T. APAR of faculty/Staff duly completed in all respect should only be forwarded to Administration /APAR Cell.

- (h) Similarly, if 'Officer Reported Upon' has not worked under Reporting & Reviewing Officer for a minimum period of 03 months, there is no need to initiate APAR and he/she shall send the complete details mentioning the reason for not working under any Reporting & Reviewing Officer for minimum 03 months to the undersigned through proper channel for issuance of 'No Report Certificate'.
- (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.
- (j) As per the instructions contained in DoPTs OM No 21011/02/2009-Estt.(A) dated 16th Feb 2009 and F.NO 21011/10/2025 PP(A-II) dated 09.04.2025, if a reporting officer has failed to initiate action to complete APAR before 30th June of the year in which the financial year ended. He shall forfeit 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 July 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/Staff are required, to complete their self appraisal in the given format latest by **15th May** 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.
- 5. Reporting/Reviewing Officers are requested to ensure prompt disposal and submission of APARs/ACRs in prescribed time schedule.
- 6. This issues with the approval of Competent Authority.



[Handwritten signature]

डॉ. बिपिन पी. वर्गीस / Dr. Bipin P. Varghese
उप निदेशक (प्रशासन)/Deputy Director (Admin.)
एम्स, बीबीनगर /AIIMS, Bibinagar

सेवा में/To:-

- 1. All Faculty/Non Faculty staff (Other than Nursing) of AIIMS Bibinagar.

Copy for kind information to:

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|------------------------------|---|---|
| 1. PS to Executive Director | } | - for kind information of Executive Director. |
| 2. Dean (A), AIIMS Bibinagar | | |
| 3. MS/FA/SE, AIIMS Bibinagar | } | - for kind information and necessary action. |
| 4. All HoDs | | |
| 5. Administrative Officer | | |
| 6. Office Copy | | |

Channel of submission of APARs for the year 2024-2025**Faculty :**

Sl.No.	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1	HoD	Dean (Academics)	ED	President, AIIMS
2	Professors/Addl. Professors/ Assoc. Professors/ Asst. Professors	HoD	Dean (Academics)	ED

College of Nursing :

Sl.No.	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1	Professor cum Principal	Dean (Academics)	ED	President, AIIMS
2	Associate Professor/ Assistant Professor/ Tutor	Professor cum Principal	Dean (Academics)	ED

Non Faculty Staff

Sl.No.	Category	Reporting Officer	Reviewing Officer	Accepting Officer
1	Administrative Officer	DDA	DDA	ED
2	Accounts Officer	FA	DDA	ED
3	Asst. Controller of Examinations	Associate Dean (exams)	Dean (Exams)	ED
4	Medical Physicist/Clinical Psychologist/Child Psychologist	Concerned HoD	MS	ED
5	Asst. Admin. Officer	AO	DDA	DDA
6	Dietician/ Technician Laboratory/ Laundry Supervisor/ Medical Record Technician	Officer In-Charge/ HoD	Addl. MS	MS
7	Executive Assistant (NS)	AAO	AO	DDA
8	Personal Assistant	Concerned Officer where PA is attached	Concerned Officer where PA is attached	DDA
9	Storekeeper	Stores and Procurement Officer/Officer In-Charge Stores and Procurement	DDA	DDA
10	Library and Information Assistant (Grade III)	Chairman, Library Committee	Dean (Academics)	Dean (Academics)
11	Junior Accounts Officer	Accounts Officer	FA	DDA
12	Junior Engineer	SE	SE	DDA
13	Hostel Warden	Officer In Charge	Registrar	DDA

14	Upper Division Clerk	AAO/Associate Dean/ Addl. MS	AO/ Dean (Academics)/ MS	DDA
15	Stenographer	Concerned Officer where Stenographer is attached	Concerned Officer where Stenographer is attached	DDA
16	Lower Division Clerk	AAO / Associate Dean/ Addl. MS	AO/ Dean (Academics)/ MS	DDA
17	Laundry Supervisor	Concerned Incharge of Laundry	Addl. MS	MS
1. Since Administrative Officer has recently joined the Institute in the month of March, 2025; for the FY 2024-25, Dy. Director (Admin) will act as both Reporting & Reviewing Officer and Executive Director will be Accepting Officer for Asst. Admin. Officer. 2. In case, the Reporting Officer is AAO and the post is vacant or Ratee Officer is not under the direct supervision of AAO, Concerned Officer in Charge will be the Reporting Officer. 3. In case, the Reviewing Officer is AO and the post is vacant or Ratee Officer is not under the supervision of AO, DDA will act as both Reviewing Officer and Accepting Officer.				



ANNEXURE-II

Time schedule for recording and completion of APAR for the year 2024-2025

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 May	16 th May
3.	Forwarding of report by Reporting Officer to Reviewing Officer	30 th June	01 st July
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority(wherever provided)	31 st July	1 st August
5.	Appraisal by Accepting Authority wherever provided	31 st August	01 st September
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 September 15 th September	
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 September 6 th October	
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 November	
11.	End of APAR entire process, after which APAR will be finally taken on record	30 th November	

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