



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 (एच एम आर), तेलंगाना – 508126, भारत

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

संख्या/No. AIIMS/BBN/Rect/ APAR/693

दिनांक /Date: 15th May, 2025

OFFICE MEMORANDUM

Sub: Timely generation & forwarding of APAR forms to concerned Reporting/Reviewing Officer for the assessment period 01.04.2024 to 31.03.2025 (2024-25) to accomplish the same in time-reg.

In continuation to O.M. of even number dated 15.04.2025, it has been decided with the approval of the Competent Authority, to extend the existing timelines for recording APAR for the year 2024-25. Accordingly, the revised timelines for recording and completion of APAR for the Assessment year 2024-25 for Group 'A', 'B', & 'C' officers including Faculty Members are as under:-

Sn	Activity	Cut Off dates			
		Existing		Revised	
		Date by which activity to be completed	Auto forward	Date by which activity to be completed	Auto forward
1.	Distribution of blank APAR forms	Through website of AIIMS Bibinagar		No Change	
2.	Submission of self appraisal to Reporting officer by Officer Reported Upon	15 th May	16 th May	31 st May	1 st June
3.	Forwarding of report by Reporting Officer to Reviewing Officer	30 th June	01 st July	No Change	
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority(wherever provided)	31 st July	1 st August	No Change	
5.	Appraisal by Accepting Authority wherever provided	31 st August	01 st September	No Change	
6.	Disclosure of APAR to the officer reported upon where there is no Accepting Authority.	1 st September		No Change	
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	15 th September			
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure		No Change	

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	No Change
9.	Disposal of representation by the competent authority	Within one month of the date of Receipt of representation	No Change
10.	Communication of the decision of the competent authority on the representation by the APAR cell	15 th November	No Change
11.	End of APAR entire process, after which APAR will be finally taken on record	30 th November	No Change



[Handwritten Signature]

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

To:-

1. All Faculty/Non-Faculty Staff (other than Nursing) of AIIMS Bibinagar.

Copy for kind information to :-

1. PA to Executive Director, AIIMS Bibinagar - For kind information of Executive Director.
2. Dean (Academics), AIIMS Bibinagar.
3. MS/FA/SE, AIIMS Bibinagar.
4. All HoDs.
5. Administrative Officer.
6. Office Copy.

} - for kind information