



ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR,
HYDERABAD METROPOLITAN REGION (HMR), TELANGANA - 508126, INDIA

अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर
हैदराबाद महानगरीय क्षेत्र (एचएमआर), तेलंगाना - 508126, भारत

संख्या/No. AIIMS/BBN/Prob/Non Faculty/546/11

परिपत्र / CIRCULAR

**विषय/Sub: Call for Special Confidential Report (SCR) and Vigilance Clearance
towards Completion/Extension of Probation period in respect of Non-Faculty
Group B & C Staff of AIIMS Bibinagar – Reg.**

1. The non-faculty Group B and C staff who have completed 02 years service as on 31 Mar 2026 as per enclosed list are required to be confirmed in the service/post upon completion of the probation period.
2. Special Confidential Report(s) are required to be forwarded through proper channel by the reporting Officer(s) in respect of the non-faculty Group B and C staff who have worked for a minimum period of 03 months or more during the relevant period under them in the concerned department.
3. In addition, duly filled revised proforma for seeking vigilance clearance is also required to be enclosed and the application for the same is available on this institute's website under "Forms."
4. The above may kindly be submitted within 07 working days from the date of issue of this circular.
5. This issues with the approval of Competent Authority, AIIMS Bibinagar.



Siddharth
13/5/2026
Faculty I/C Administration

Enclosed : As above

प्रति/To,
All Group B & C as per list, AIIMS Bibinagar.

Copy to :-

1. Executive Director, AIIMS Bibinagar
2. Deputy Director (Administration), AIIMS Bibinagar
3. Dean Academics/Research/Exams, AIIMS Bibinagar
4. All HoD's, AIIMS Bibinagar.
5. Medical Superintendent, AIIMS Bibinagar.
6. Office Copy.

Sl. No.	EMP ID	Name	Designation	Date of Joining
1	NFS0001	Mr Pendyala Srikanth	Library and Information Assistant	06 Oct 2023 (FN)
2	NFS0002	Mr Kishor Babu	Hostel Warden	16 Oct 2023(FN)
3	NFS0004	Mr Mohd Akbar	Hostel Warden	27 Oct 2023(FN)
4	NFS0005	Mr Jinnamwar Shravan Kumar	Assistant Administrative Officer	14 Nov 2023(FN)
5	NFS0006	Mr Chikka Prashanth Kumar	Lower Division Clerk	09 Dec 2023(FN)
6	NFS0007	Mr J Praveen Kumar	Technicians (Laboratory)	28 Dec 2023(FN)
7	NFS0008	Mr V Yashwant	Personal Assistant	13 Jan 2024(FN)
8	NFS0009	Mr Polisetty Sai Teja	Upper Division Clerk	14 Feb 2024(FN)
9	NFS0010	Mrs Kethavath Vijayashanthi	Technicians (Laboratory)	15 Feb 2024(FN)
10	NFS0011	Mr Ganta Jaya Chandra Naidu	Upper Division Clerk	15 Feb 2024(FN)
11	NFS0012	Mr Kamalakara Sarva	Technicians (Laboratory)	16 Feb 2024(FN)
12	NFS0013	Mr Pankaj	Lower Division Clerk	16 Feb 2024(FN)
13	NFS0014	Mr Gorapalli Nithin Kumar	Store Keeper	17 Feb 2024(FN)
14	NFS0015	Mr Vikas Meena	Store Keeper	19 Feb 2024(FN)
15	NFS0016	Mr Mayank Gautam	Stenographer	19 Feb 2024(FN)
16	NFS0017	Mr Marikukula Chandu	Laundry Supervisor	19 Feb 2024(FN)
17	NFS0018	Mr Kapil Kumar Singh	Lower Division Clerk	19 Feb 2024(FN)
18	NFS0019	Mr Mohit Kumawat	Lower Division Clerk	20 Feb 2024(FN)
19	NFS0020	Mr Satyendra Mohan	Junior Engineer (Electrical)	21 Feb 2024(FN)
20	NFS0022	Mr Sumit Singh	Lower Division Clerk	21 Feb 2024(FN)
21	NFS0023	Ms Roshani Lokesh Chimurkar	Lower Division Clerk	21 Feb 2024(FN)
22	NFS0024	Mr Gobu S	Medical Record Technician	21 Feb 2024(AN)
23	NFS0025	Mr Manish Sheoran	Upper Division Clerk	22 Feb 2024(FN)
24	NFS0026	Mr Deep Yadav	Stenographer	23 Feb 2024(FN)
25	NFS0027	Mr Pawara Vijay Gangaram	Technician (Prosthetics & Orthotics)	26 Feb 2024(FN)
26	NFS0028	Mr Tanmoy Ghosh	Junior Accounts Officer	26 Feb 2024(FN)
27	NFS0029	Mr Shivnarayan Choudhary	Lower Division Clerk	26 Feb 2024(FN)
28	NFS0030	Mr Gajula Vasu	Executive Assistant(NS)	27 Feb 2024 (FN)
29	NFS0031	Mr Kompilli Uttar Kumar	Stenographer	29 Feb 2024(FN)
30	NFS0032	Mr Uppu Anil	Store Keeper	01 Mar 2024(FN)
31	NFS0033	Mr N Pavan Sanjay	Store Keeper	04 Mar 2024(FN)
32	NFS0034	Mr Debayan Pramanik	Junior Engineer (Civil)	04 Mar 2024(FN)
33	NFS0035	Mr Suresh Kumar	Junior Hindi Translator	04 Mar 2024(FN)
34	NFS0036	Mr Pushkar Balkrishna Patil	Upper Division Clerk	04 Mar 2024(FN)

Siddhant
13/5/26.

35	NFS0037	Mr Jakraiah Kota	Technicians (Laboratory)	05 Mar 2024(FN)
36	NFS0038	Mr Baji Shaik	Technicians (Laboratory)	06 Mar 2024(FN)
37	NFS0039	Mr Surya Kant Kumar	Junior Engineer(A/C & R)	06 Mar 2024(FN)
38	NFS0040	Mr Hem Raj	Technicians (Laboratory)	07 Mar 2024(FN)
39	NFS0041	Mrs K Shakunthala	Technicians (Laboratory)	08 Mar 2024(FN)
40	NFS0042	Mr Deepak Yadav	Lower Division Clerk	08 Mar 2024(FN)
41	NFS0043	Ms Avantika Awasthy	Lower Division Clerk	08 Mar 2024(FN)
42	NFS0044	Mr Bathula Venkateshwarlu	Laundry Supervisor	09 Mar 2024(FN)
43	NFS0045	Mr Ginni Pavan Reddy	Technicians (Laboratory)	11 Mar 2024(FN)
44	NFS0046	Mr Avala RGS Sivanarsimharao	Technicians (Laboratory)	11 Mar 2024(FN)
45	NFS0047	Mr Sampath Kumar Adapala	Technicians (Laboratory)	15 Mar 2024(FN)
46	NFS0048	Mr Paramasivam R	Executive Assistant(NS)	15 Mar 2024(FN)
47	NFS0049	Mr Harsh Kumar Kanhaiya	Technician (Prosthetics & Orthotics)	15 Mar 2024(FN)
48	NFS0050	Mr Jaggannolla Ganesh	Technicians (Laboratory)	18 Mar 2024(FN)

Siddhant
13/5/26
Faculty In-charge Administration
All India Institute of Medical Sciences Bijnagar,
Hyderabad Metropolitan Region (HMR)
Telangana-508 126



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"

हैदराबादमेट्रोपोलिटनक्षेत्र(एचएमआर), तेलंगाना- 508126, भारत

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

परिवीक्षा अवधि का पूर्ण करने / बढ़ाने के लिए विशेष गोपनीय प्रतिवेदन (सीआर)

SPECIAL CONFIDENTIAL REPORT(CR) FOR COMPLETION / EXTENSION OF PROBATION PERIOD

1.	नाम /Name	:			
2.	पदनाम /Designation	:			
3.	जन्म तिथि /Date of Birth	:			
4.	वर्तमान पद पर कार्यभार ग्रहण करने की तिथि / Date of Joining of the Present Post	:			
5.	शैक्षणिक योग्यता /Education Qualification	:			
6.	परिवीक्षा की अवधि / Period of Probation	:	से /From		तक /To
7.	परिवीक्षाधीन अवधि पूरी होने की नियत तिथि/ Due date of completion of probationary period	:			
8.	यदि प्रतिनियुक्ति/विदेश सेवा/ धारणाधिकार पर हों / Whether on deputation / foreign service / lien	:			
9.	अनुशासन और अपील नियम और सतर्कता मामला, यदि कोई हो DAR & Vigilance case, if any	:			
10.	रिपोर्टिंग अधिकारी का नाम / Name of the Reporting Officer	:			
11.	समीक्षा अधिकारी का नाम / Name of the Reviewing Officer	:			
12.	अवधि के दौरान ली गई छुट्टी (सीएल और आरएच के अलावा) Leave availed during the period (other than CL & RH) (List may be attached if required)	:			

Assessment of the Reporting Officer

1.	सेहत की स्थिति / State of Health	:			
2.	परिवीक्षाधीन अवधि के दौरान उनके कार्य का संक्षिप्त विवरण / Brief description of his work during the probationary period	:			

3.	परिवीक्षा की अवधि के दौरान किए गए कार्य की गुणवत्ता: Quality of work performed during the period of probation: उत्कृष्ट / बहुत अच्छा / अच्छा / संतोषजनक/ खराब Outstanding / Very Good / Good / Satisfactory / Poor (Please tick mark the above, in case of any adverse finding, please state whether prior communication regarding his unsatisfactory progress has been communicated).
4.	विशिष्ट सिफारिश/ Specific Recommendation: (i) परिवीक्षाधीन अवधि को पूरा करने के लिए अनुशंसित। Recommended for completion of Probationary Period. या/or परिवीक्षाधीन अवधि के विस्तार के लिए _____ तक अनुशंसित (परिवीक्षा अवधि के विस्तार के प्रस्ताव के मामले में (डीओपीटी दिशानिर्देशों का सख्ती से पालन किया जाना चाहिए)।/Recommended for extension of Probationary Period upto _____(DOPT guidelines should be strictly followed in case of proposal for extension of probationary period).

Signature of the Reporting Officer

Name :

Designation :

Date :

Recommendation of the Reviewing Officer : _____

Signature of the Reviewing Officer

Name :

Designation :

Date :



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद
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Hyderabad Metropolitan Region (HMR), Telangana-508126, India

संख्या/No. AIIMS/BBN/326/Docu/EST/

दिनांक/Date:

REVISED PROFORMA FOR SEEKING VIGILANCE CLEARANCE FOR AIIMS BIBINAGAR

Ser No	POINT	POSITION
1.	Name of the Officer	
2.	Designation	
3.	Department	
4.	Date of Joining	
5.	Date of Superannuation	
6.	Whether on deputation or from within the organisation	
7.	Level/Group of the present post and pay band	
8.	Appointing/Disciplinary Authority	
9.	Vigilance Clearance is required with respect to	(Please tick the relevant column) (a) Empanelment /Promotion, etc) (b) Deputation (internal or Foreign) (c) Appointment (d) Assignment or training programme (e) Mandatory training (f) Obtaining Pass Port only (g) Forwarding application for outside job (h) Voluntary retirement (j) Probation Completion. (k) Change of Pay level/Pay up-gradation. (l) For other purpose not covered by above.
10.	Details of the purpose for which VC has been sought	
11.	Whether the officer has been placed under suspension	
12.	Whether any penalty imposed upon the officer in the past.(To be filled up only in case where the officer has joined this Ministry from other department and is undergoing or has undergone penalty during last five years)	
13.	Whether any disciplinary/contemplated case is pending	
14.	Whether the officer/official has submitted his annual Immovable Property Return(IPR) of the previous year as required under Rule 18 of the CCS year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within prescribed time limit.	

(Signature of the officer seeking clearance)

मुख्य सतर्कता अधिकारी/ Chief Vigilance Officer
एम्स, बीबीनगर/ AIIMS, Bibinagar