



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/File : AIIMS/BBN/RECT/APAR/2025/957

दिनांक/Date: 06.04.2026

OFFICE MEMORANDUM

Subject: Submission of Annual Performance Appraisal Reports (APAR) for the year 2025 - 26 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 2025-26 may be initiated by all the Reporting Officers. Channel for submission of APAR is mentioned in Annexure-1.
2. All employees are required to complete the mandatory courses and comprehensive assessment before 30.04.2026 or before sending their APAR to their Reporting Authority, whichever is earlier vide MoHFW letter No. A-11033/17/2025-Trg-Part(1)
3. 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.
4. 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 underreport, 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 atleast 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.

5. In view of above, all faculty/Staff are required, to complete their self appraisal in their 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.
6. This issues with the approval of Competent Authority.

Sd/-

उप निदेशक (प्रशासन)/Deputy Director (Admin.)
एम्स, बीबीनगर /AIIMS, Bibinagar

To:-

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

Copy to :-

1. PS to Executive Director
2. Dean(A), AIIMS Bibinagar
3. MS/FA/SE, AIIMS Bibinagar
4. All HoDs
5. Administrative Officer
6. Office Copy

Channel of submission of APARs for the year 2025-2026**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	FA	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	Officer In-Charge	DDA	DDA
6	Dietician/Technician Laboratory/ Laundry Supervisor/ Medical Record Technician	Officer In-Charge/ HoD	Addl. MS	MS
7	Executive Assistant (NS)	AAO/Officer In-Charge	Officer In-Charge/DDA	DDA
8	Personal Assistant	Concerned Officer where PA is attached		
9	Storekeeper	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	Dean(A)
14	Upper Division Clerk	Officer In-Charge/AAO/Associate Dean/Addl. MS/Registrar	AO/ Dean (Academics)/MS	DDA
15	Stenographer	Concerned Officer where Stenographer is attached		
16	Lower Division Clerk	AAO/Associate Dean/Addl.MS/Officer/ In-Charge/Registrar	AO/ Dean (Academics)/MS	DDA
17	Laundry Supervisor	Concerned Incharge of Laundry	Addl.MS	MS

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	15th May,2026	16th May,2026
3.	Forwarding of report by Reporting Officer to Reviewing Officer	30th June,2026	1st July,2026
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority (wherever provided)	31st July,2026	1st August,2026
5.	Appraisal by Accepting Authority wherever provided	31st August,2026	1st September,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.	1st September,2026 15th September,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.	21st September,2026 31st October, 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	15th November,2026	
11.	End of APAR entire process, After which APAR will be finally taken on record	30th November,2026	