

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
ANSARI NAGAR, NEW DELHI-110 029

F.No.17-14/2014/ACR Cell/Estt.-I

Dated: 18-09-2014

**CIRCULAR**

**Subject : Revision of procedure in respect of disclosure/communication of ACRs/APARs of the employees of AIIMS.**

With a view to keep transparency, the procedure of disclosure of ACR/APAR of the employee of the Institute with reference to DOPT guidelines dated 14-05-2009, 23-07-2009 and 13-04-2010, the undersigned is pleased to order that henceforth it will be the responsibility of Reviewing Officer to show ACR/APAR to the Officer/Employee reported upon and also to provide copy thereof to them, and forward the same to the ACR Cell duly supported with the acknowledgment of the employee concerned.

ACRs/APARs endorsed without linking acknowledgement of the employee concerned shall not be entertained by the ACR Cell henceforth.

SD/-

**( M.C.MISRA )  
DIRECTOR**

**DISTRIBUTION :**

1. The Administrative Officer(H)
2. The Administrative Officer, Dr. R.P. Centre
3. The Administrative Officer, C.N. Centre
4. The Administrative Officer, Dr. BRA, IRCH
5. The Administrative Officer, NDDTC
6. The Administrative Officer, Academic Section
7. The Administrative Officer, Research Section
8. The Administrative Officer, JPNA, Trauma Centre
9. All Chief of the Centres
10. All Heads of the Deptt./Section unit
11. Guard File

**Copy to :-**

1. The P.P.S. to Director, AIIMS,
2. The P.S. to D.D.A., AIIMS,
3. The P.S. to Sr. F.A., AIIMS,
4. The P.S. to Dean, AIIMS,
5. The P.S. to Medical Superintendent, AIIMS,