

21 FEB 2023

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अ.भा.आ.स., नई दिल्ली / A.I.I.M.S., New Delhi-29

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI

F.No.1-1/2022-23/e-APAR/Estt.-I

Dated: 20.02.2023

**OFFICE MEMORANDUM**

**Subject: Timely generation & forwarding of e-APAR forms to concerned Ratee/Reporting/Reviewing officer for the assessment period 01.04.2022 to 31.03.2023 (2022-2023) to accomplish the same in time- regarding.**

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The undersigned is directed to invite the attention of all concerned especially in the area of Departments/Sections/Units/Centres towards the instructions laid down by the Department of Personnel & Training vide O.M. NO. 21011/02/2009-Estt. (A) dated 16.02.2009 and its subsequent O.M. of even number dated 23.07.2009 on the above cited subject in respect of timely preparation, completion and proper maintenance of e-APAR for the various purpose and to make transparent for representation for up-gradation, if any, by officer reported upon.

It has been decided to adopt the time schedule as prescribed by the Department of Personnel & Training (GOI) for the completion of yearly process of APARs of employees for the purpose of MACP/DPC and confirmation in service. Therefore, the time schedule so prescribed by the Govt. of India is needed to be strictly adhered to, which is as follows:-

S.N.	Activity	Date by which to be completed
1.	Forwarding e-APAR forms duly filled Part-I by the concerned establish (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting Officers where self-appraisal is not to be given)	31 <sup>st</sup> March (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 <sup>th</sup> April
3.	Submission of report by reporting officer to reviewing officer.	30 <sup>th</sup> June
4.	Report to be completed by reviewing officer and to be sent to Administration or ACR Cell or accepting authority (wherever provided)	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided or applicable	31 <sup>st</sup> August
6.	(a) Disclosure of e-APAR to the officer reported upon where there is no accepting authority. (b) Disclosure of e-APAR to the officer reported upon where there is accepting authority	1 <sup>st</sup> September 15 <sup>th</sup> September



7.	Receipt of representation, if any, on e-APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for e-APAR (b) Where there is accepting authority for e-APAR	21 <sup>st</sup> September 6 <sup>th</sup> October
9.	Disposal of representation by the competent authority	Within one month of date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the ACR Cell	15 <sup>th</sup> November
11.	End of entire e-APAR process, after which the APAR will be finally taken on record, in case of no addition/alteration.	30 <sup>th</sup> November

Accordingly, all the Sr. Administrative Officers/ Administrative Officers of all Establishment Sections are requested to generate the e-APAR of all employees, so that the Ratee Officer may submit the self appraisal in time for completion of writing process within the prescribed time frame as mentioned above.

*ANITA TETE*  
20/2/2023

**ANITA TETE**  
**SR. ADMINISTRATIVE OFFICER**

**Distribution:**

1. All Sr. Administrative Officer/ Administrative Officer/ Asstt. Administrative Officer
2. ✓ The Prof.-in-charge, Computer Facility, AIIMS: **with request to upload the same on AIIMS portal.**
3. Sh. Pawan Kumar, Sr. Programmer, Computer Facility, AIIMS: **with request to follow the time schedule as per above circular.**
4. The Hindi Section : **Kindly translate it into Hindi language and return back to the ACR Cell for circulation.**
5. Faculty Association/ Officer Association/ AIIMS Nursing Union / Karmachari Union

**Copy to:**

1. The PPS to Director/ Additional Director (Admn.)/ Deputy Secretary
2. The Dean (Academic)/Dean (Research)/Dean (Examination)/Sub- Dean
3. All the Chief of the Centre's, AIIMS
4. The Senior Financial Advisor/ Financial Advisor, AIIMS