

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

F.No. 2-1/2018/ACR Cell/Estt.-I

Dated: 12.12.2017

OFFICE MEMORANDUM

Subject : Timely Distribution of blank ACR/APAR forms to concerned reporting officer for the assessment period 01-04-2017 to 31-03-2018 (2017-2018) to accomplish the same in time : Regarding.

The undersigned is directed to invite the attention of the Departments/Sections/Units/Centres to the instructions contained in the Department's Office Memorandum No. 21011/02/2009-Estt. (A) Dated 16.02.2009 and O. M. of even number dated 14.05.2009 on the subject's timely preparation and proper maintained of APAR/ACR and making the APAR/ACR transparent for representation for up-gradation, if any, by officer reported upon.

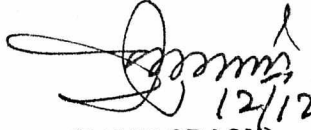
The time-schedule is needed to be adhered to by all the authorities concerned to accomplish the ACR/APAR of the Government Employee in time for the various purposes. The time schedule so prescribed by the Govt. of India is as follows and is needed to be strictly complied with for the same :-

Time Schedule for Preparation of Confidential Reports.

S. No.	Nature of action	Date by which to be completed
01.	Distribution of Blank APAR forms to all concerned (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).	31st March. (This may be completed even a week earlier).
02.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable).	15th April.
03.	Submission of report by Reporting Officer to Reviewing Officer.	30 th June
04.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
05	Appraisal by accepting authority, wherever provided	31 st August
06	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	1 st September 15th September

07	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
08	Forwarding of representations to the competent authority (a) Where there is not accepting authority for APAR (b) Where there is accepting authority for APAR	21 st September 06 th October
09	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10	Communication of decision of the competent authority on the representation by the APAR Cell	15 th November
11	End of entire APAR process, after with the APAR will be finally taken on record	30 th November

Accordingly, all the Sr. Administrative Officer/Administrative Officer of various Establishment Sections as well as the Reporting & Reviewing Officer of the Institute are requested to please distribute the blank APAR/ACR forms to their all concerned staffs in time (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) positively by 31st March, 2018, and ensure that all the APAR/ACR forms, Complete in all respect should be reach the ACR Cell by scheduled date indicated above at serial point '4' of the prescribed Time Schedule.


 12/12/17
 (LALIT ORAON)
 ADMINISTRATIVE OFFICER

Distribution:-

1. The Sr. Administrative Officer, Dr. R.P. Centre
2. The Sr. Administrative Officer, NDDTC, Ghaziabad
3. The Administrative Officer (DO)
4. The Administrative Officer, C.N. Centre
5. The Administrative Officer (H), M.S. Office
6. The Administrative Officer, Research Section
7. The Administrative Officer, Dr. BRA IRCH
8. The Administrative Officer, CDER
9. The Administrative Officer, JPNATC
10. The Administrative Officer, Faculty Cell
11. The Sr. Administrative Officer/ Administrative Officer, Jhajjar
12. The Prof.-in-charge, Computer Facility, AIIMS for uploading the same.

Mr. Anurag
12/12/17

MR. S.N. Ragu Kumar
12/12/17

Mr. Sanjeev Kumar
for N.A. P.S.
15/12/17