

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI

F.No.1-6/2020/ACR Cell/Estt.-I

Dated: 23 SEP 2020

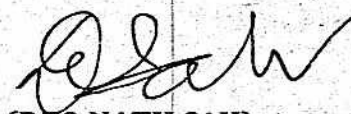
CIRCULAR

**Subject: Special provision for generation of Electronic Annual Performance Assessment Report (e-APAR) of Group 'A', 'B', & 'C' officers including Faculty Members of AIIMS, New Delhi for the assessment year 2020-2021- in case of retirement of reporting/reviewing officer between 01.04.2020 to 31.03.2021.**

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Some of the Officers/Faculty who are Reporting/Reviewing Officers for the year 2020-21 in respect of the different cadres have retired/are retiring on attaining the age of superannuation before 31.03.2021. Therefore, it has been decided to generate the e-APAR for the year 2020-21 as and when required in respect of such employees whose e-APARs are to be reported/reviewed by the Reporting/Reviewing Officers mentioned above so that the concerned reporting/reviewing officer may report/review e-APARs within one month from the date of their retirement as per DoPT guidelines. All the concerned Establishment Sections are requested to take necessary action in consultation of Computer Facility to generate the e-APAR for the year 2020-21 accordingly.

**This issue with the approval of the Competent Authority of the Institute.**



(DEO NATH SAH)

CHIEF ADMINISTRATIVE OFFICER

To,

1. Controlling Officers/ Sr. Administrative Officers/Administrative Officers of all the Establishment Sections

**Distribution:**

1. The PPS to Director/ Deputy 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 Prof.-in-charge, Computer Facility, AIIMS
5. All the Medical Superintendent/Addl. Medical Superintendent
6. All the Head of the Departments/ Sections/ Units, AIIMS
7. The Senior Financial Advisor/ Financial Advisor, AIIMS
8. The Superintendent Engineer, ESD, AIIMS
9. The Chief Administrative Officer
10. The Chief Nursing Officer/ All DNS/ All ANS
11. All Notice Boards
12. Sh. Satish Prasad, System Analyst, Computer Facility, AIIMS
13. The Computer Facility, AIIMS: with request to upload the same AIIMS portal.
14. The Hindi Section : Kindly convert it in the Hindi language and return back to the ACR Cell for circulation

Sh. Anand  
23/09/2020