

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI
(ACR Cell)**

F.No.1-1/2025-26/e-APAR/Estt.-I

Dated: 25.05.2026

OFFICE MEMORANDUM

Subject: Timely generation & forwarding of e-APAR forms to concerned Ratee/Reporting/Reviewing officer for the assessment period 01.04.2025 to 31.03.2026 (2025-26) to accomplish the same in time- regarding.

In continuation to this O.M. even number dated 29.01.2026 & 15.05.2026 and in pursuance of DoPT O.M. No.F.21011/09/2026-PP (A.II) dated 13th May, 2026, it has been decided, as a one-time measure, to extend the existing timelines for completion of APAR for the Reporting Year 2025-26 in respect of Group 'A', 'B', & 'C' Officers including Faculty Members, as per the schedule given below:-

S.N.	Activity	Date by which to be completed	Auto forward
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)	1 st April, 2026	—
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th June, 2026	16 th June, 2026
3.	Submission of report by reporting officer to reviewing officer.	31 st July, 2026	1 st August, 2026
4.	APAR to be completed by reviewing officer and to be sent to Administration or ACR Cell or accepting authority (wherever provided)	31 st August, 2026	1 st September, 2026
5.	Appraisal by accepting authority, wherever provided or applicable	30 th September, 2026	1 st October, 2026
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 st October, 2026 15 th October, 2026	
7.	Submission of representation, if any, on e-APAR, by Officer Reported Upon	15 days from the date of disclosure of APAR	
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 st October, 2026 6 th November, 2026	

9.	Disposal of representation by the competent authority	Within one month of date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the ACR Cell	15 th December, 2026
11.	End of entire e-APAR process, after which the APAR will be finally taken on record, in case of no addition/alteration.	31 st December, 2026

2. All concerned are requested to adhere strictly to the above timelines to ensure timely completion of the APAR process for the year 2025-26.

3. This issues with the approval of the Competent Authority.


(Anil Kumar)

Senior Administrative Officer

Distribution:

1. All Deans /Associate Deans (Academic / Research / Examination)
2. All Chiefs of the Centres / Heads of Departments / Units / Sections
3. Medical Superintendents (Main & RPC)
4. The Senior Financial Advisor/ Financial Advisor
5. The Superintendent Engineer
6. Deputy Secretary /Chief Administrative Officer/ All Sr. Administrative Officers/ Administrative Officers/Assistant Administrative Officers
7. Chief Nursing Officer/All NS/DNS/ANS
8. All Associations / Unions / Faculty / Officers / Staff of AIIMS
9. All Notice Boards
10. The Computer Facility, AIIMS: **with request to upload the same on AIIMS portal and circulate in AIIMS content provider.**
11. Dr. Angel Ranjan Singh, Addl. Prof. of Hosp. Admn. & Convener, PMU: **with request to follow the time schedule as per above circular.**
12. The Hindi Section: **with request to provide the Hindi version of the same for uploading on the AIIMS Website.**

Copy to:

1. The PPS/PS to Director/ Additional Director (Administration)