

F.No. 17-12/2015/ACR Cell/Estt.-I

Dated : 18 NOV 2015

**CIRCULAR**

**Subject : Non completion of Annual Performance Appraisal Report (APAR)/Annual Confidential Reports (ACR) regarding.**

As per provisions laid down under the Govt. of India in the matter of writing of ACRs/APARs of the employees, a strict time-schedule is needed to be adhered to by all the authorities concerned. The time schedule so prescribed by the Govt. of India is as follows and is needed to be strictly complied with :-

**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 <sup>th</sup> 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 <sup>st</sup> July
05.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> September 06 <sup>th</sup> 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 <sup>th</sup> November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November

Contd.....(1-2)

  
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above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30<sup>th</sup> June following the annual reporting period.

(iv) Reviewing Officer is also requested to complete the review of the ACRs as per the schedule above. The Reviewing Officer shall have no right to enter any remarks in the CRs after 31<sup>st</sup> August following the annual reporting period.

In case any CR for the past period is pending for completion, the concerned Head of the Organization in the case of attached/subordinate offices concerned in the Departments may take appropriate measures to ensure that the CR dossier is complete within the next 6 months either with the relevant CR or the required "No Report Certificate" for valid reasons.

As per DOP&T guideline under section 55(2), the Department has been emphasizing from time to time the need to complete the APARs/ACRs of all classes in time for smooth consideration of cases pertaining to Confirmation, Promotion, MACP/ASP and deputation to ex-cadre etc.

Therefore, the Reporting/Reviewing Officers are requested to ensure prompt disposal and submission of APARs/ACRs in the prescribed time schedule.

**This issues with the approval of Director, AIIMS.**



**(LALIT ORAON)  
ADMINISTRATIVE OFFICER**

**DISTRIBUTION :**

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

**Copy to:-**

1. The P.P.S. to Director, AIIMS.
2. The P.S. to Dy. Director (Admn.), AIIMS.
3. The P.S. to Dy. Secretary, AIIMS.

