



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)पुर
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

No. 22/142/2019-20/Admin/136

Date: 27 /04/2022

OFFICE MEMORANDUM

Subject : Annual Performance Appraisal Report (APAR) of Faculty members and Nursing Tutors working on regular basis in AIIMS Raipur for the year 2021-2022.

All concerned Faculty members and Nursing Tutors working on regular basis in AIIMS Raipur are requested to submit their Annual Performance Appraisal Report (APAR) for the year 2021-2022 duly filled in the prescribed format as available in website of the Institute. It is reiterated that all faculty members shall strictly adhere to Circular No. Admin/APAR/2017/AIIMS.RPR/4427 dated 03/02/2017 regarding the channel of submission of APAR. A schedule for recording and completion of activities relating to the Annual Performance Appraisal Report is given in Annexure-A.

This issues with the approval of competent authority.

Encl: As mentioned above.

**Sr. Administrative Officer
AIIMS, Raipur**

Copy to :

1. Director, AIIMS Raipur.
2. Dean (Academics), AIIMS Raipur.
3. Deputy Director (Administration), AIIMS Raipur.
4. Medical Superintendent, AIIMS Raipur.
5. All concerned Head/In-charge of Departments, AIIMS Raipur.
6. All concerned Regular Faculty members and Nursing Tutors, AIIMS Raipur.
7. IT Cell to upload format of APAR in website.
8. Guard file.



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Annexure-A

Time schedule for recording and completion of APAR for the year 2021-2022

S.No.	Activity	Date by which activity to be completed
1.	Submission of self appraisal to reporting officer	04 th May 2022
2	Forwarding of report by reporting officer to reviewing officer	15 th May 2022
3.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority(whenever provided)	30 th May 2022
4.	Appraisal by Accepting Authority wherever provided	31 st August 2022
5.	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority. (ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority.	01 st September 2022 15 th September 2022
6.	Receipt of representation, if any, on APAR	15 Days from the date of receipt of communication
7.	Forwarding of the representation to the competent authority (i) Where there is no Accepting Authority for APAR. (ii) Where there is Accepting Authority for APAR.	21 st September 2022 06 th October 2022
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by the APAR cell	15 th November or obtaining of decision of the competent authority.
10.	End of APAR entire process, after which APAR will be finally taken on record	30 th November 2022

Obhar



Admin/APAR/2017/AIIMS. RPR/4427

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Date: 03-02-2017

Circular

Apropos to MoHFW letter No. A.11013/1/2014-SSH dated 9th January, 2017 (copy enclosed), I am directed to inform all the faculty members of AIIMS Raipur that the following reporting channel w.r.t. APAR shall be followed in AIIMS Raipur:

Rank	Reporting Officer	Reviewing Officer	Accepting Officer
Assistant Professors Associate Professors Additional Professors Professors	Head of the Department	Respective Chief of Centre/ Dean (Academic)	Director AIIMS Raipur
Head of Departments/ Medical Superintendent	Respective Chief of Centre/Dean (Academic)	Director AIIMS Raipur	President, AIIMS Raipur
Chief of Centres	Dean (Academic)	Director AIIMS Raipur	President, AIIMS Raipur

It is also requested that the officers concerned may get their APARs reported and reviewed directly from their Reporting and Reviewing Officers.

Encl.: As above.

(R. Patel)

Sr. Admn. Officer
AIIMS, Raipur (CG.)

Copy to:

1. Director, AIIMS Raipur.
2. Dean, AIIMS Raipur.
3. MS, AIIMS Raipur.
4. DDA, AIIMS Raipur.
5. All faculty members, AIIMS Raipur.
6. Guard file.