

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-110029**  
(ACR Cell)

F.No.4-21/2021/Misc./ACR/Estt.I

Dated: 28.07.2023


**OFFICE MEMORANDUM**

**Subject: Advisory to faculty members for fill up self appraisal in time to avoid the cumbersome process for issuing the NRC- regarding.**

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The competent authority has noted that a number of faculty members do not fill their self appraisal and submit to the Reporting Officer in time causing non reporting of APAR for the particular year. Further, this is causing eleventh hour mess for issuance of NRCs required for their consideration for promotion and at the time of forwarding their applications for appointment in other organisations or within the institution

In view of the above, it is requested to all faculty members to fill up the self appraisal in time for the assessment year henceforth to avoid the cumbersome process for issuing "No Report Certificate (NRC)"

  
(RAJENDER SINGH)  
ADMINISTRATIVE OFFICER

**Distribution:**

1. The Dean (Academic)/Dean (Research)/Dean (Examination)
2. All Chief of the Centres/ Head of the Departments/Units
3. All the Medical Superintendent/Addl. Medical Superintendent
4. The PPS to Director/ Deputy Director (Admn.)
5. Professor-in-charge, Computer Facility: **with request to upload the same on AIIMS portal.**
6. The Hindi Section : **Kindly translate it into Hindi language and return back to the ACR Cell for circulation**
7. Faculty Association