

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI -110029.

No. F. 17-16/2018/Cir./ACR/Estt.I

Dated: 03.05.2018

CIRCULER

Subject: Guideline for timely submission/completion of ACR/APAR at AIIMS, New Delhi - regarding.

The competent authority has time to time observed that while processing the cases for confirmation, MACP, DPC the desired ACR's are quite frequently not available in the ACR Dossiers and the same issue has been discussed and it has been noted that concerned establishments are responsible for getting the ACR's completed and send the duly completed ACR to ACR Cell for safe keeping in the ACR Dossier.

To streamline timely completion of APAR/ACR & ensure of various stake holder in the process, following guidelines are proposed:-

I. Reportee Official :-

Concerned Estt. will inform all the Reportee Officials that after filing up the self appraisal part they should retain a copy of the ACR/APAR form with them and get acknowledgement from the reporting officer of having submitted the same in due time. A copy of this acknowledgement should be sent to the concerned Estt. as well as ACR Cell.

Employee should also be advised to retain a copy of the acknowledgment of having deposited their ACR/APAR form after self appraisal with themselves for future reference.

II. Reporting Officers :-

It has been observed that reporting officers do not write ACR waiting of reportee officer to submit ACR form with self appraisal part filled.

In this regard, it is to be clarified that if the reportee officer does not submit ACR/APAR form in time, the reporting officer should give one written reminder to all such officials.

In case, the reportee official still fails to submit the filled ACR/APAR form, then reporting officer should proceed to report process of ACR and send it to the reviewing officer within time limit as per prescribed by the DoPT. The reporting officer duly completed the reporting part should make mention in his forwarding note about such ACR where self appraisal part has not been filled by the concerned official despite reminder, a suitable note should be recorded by the Reporting Officer on the self appraisal part.

All reporting officers may be requested that while forwarding completed ACR/APAR Forms to the reviewing officer, a consolidated list with details of assessment period of ACR/APAR being forwarded may be sent alongwith forwarding note.

A copy of this note & the list may also be endorsed to the concerned Establishment as well as ACR Cell for further necessary action.

III. Reviewing officer :-

The reviewing officers also keep on waiting for the receipt of completed forms from reporting officer & as a result either the writing process of ACR/APAR is not completed or completion is delayed thereon.

To avoid such scenario, the reviewing officer may be requested that in case, wherever, the reporting officer does not submit completed ACR/APAR of their subordinate staff, then the reviewing officer should give one written reminder to all such officials.

In case, the reporting officer still failed to complete the report of ACR/APAR of their subordinate staff, the Reviewing Officer make a suitable note on the reporting part, then, the reviewing officer should proceed to reviewing process for writing of ACR and send it to the accepting authority for acceptance, wherever applicable or then the duly completed ACR should be send to the ACR Cell.

(IV) Accepting Authority:-

The Accepting Authority also keeps on waiting for the receipt of completed forms from reviewing officer & as a result either the writing process of ACR/APAR is not completed or completion is delayed thereon.

To avoid such scenario, the accepting authority may be requested that in case, wherever, the reviewing officer does not submit duly reviewed ACR/APAR of their subordinate staff, then the accepting authority should give one written reminder to all such officials.

In case, the reviewing officer still failed to complete the review of ACR/APAR of their subordinate staff, the accepting authority make a suitable note on the reviewing part, then, the accepting authority should proceed to writing process for acceptance of ACR and then the duly completed ACR should be send to the ACR Cell.

(V) Establishment:-

All Sr. Administrative Officer/Administrative Officer/Asstt. Administrative Officer of concerned Establishment may bring this advisory to the notice of all concerned monitor progress in this regard.

All Sr. Administrative Officer/Administrative Officer/Asstt. Administrative Officer of concerned Establishment are also advise to send the ACR/APAR to the ACR Cell along with the consolidated list of completed ACR/APAR as well as list of those ACR/APAR has not been completed.

Accordingly, a guideline is also being enclosed for ready reference and kind perusal (**Annexure-I**).

This issue with the approval of Director, AIIMS.

Hindi version will follow up

Encl. as above



(LALIT ORAON)

ADMINISTRATIVE OFFICER

Distribution:

1. The Administrative Officer (H)
2. The Administrative Officer, Dr. R.P. Centre
3. The Administrative Officer, C.N. Centre
4. The Administrative Officer, Dr. BRAIRCH
5. The Administrative Officer, NDDTC
6. The Administrative Officer, Academic Section
7. The Administrative Officer, Research Section
8. The Administrative Officer, JPNA, Trauma Centre

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.
4. All Chief of the Centers,
5. All Heads of the Deptt./Section Unit
6. Guard file
7. Prof. in charge, Computer Facilities:

to upload the same on AIIMS portal please.

Sanjeev please
Re

TIME SCHEDULE FOR PREPARATION/COMPLETION OF APAR & GUIDELINE THEREON

S.N.	Activity	Date by which to be completed
1.	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)	31 st March (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	15 th April
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to the Chief Administrative Officer or ACR Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(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	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	21 st September 06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	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.
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

- (i) The Ratee Officer (reported upon) is directed **to submit her/his Self Appraisal within the prescribed time period of DOPT to the Reporting Officer** with a copy to the ACR Cell for track her/his ACR/APAR for timely completion of writing process of the same.
- (ii) The Reporting Officer is requested to complete the ACRs as per the schedule above. The Reporting Officer shall have no right to enter any remarks in the CRs after 30th June following the annual reporting period.
- (iii) 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 31st August following the annual reporting period.
- (iv) All the Sr. Administrative Officer/Administrative Officer's and Assistant Administrative Officer of the concern Establishment Section are also requested to follow up ACR/APAR of their Centre's employees.

In case any CR for the past period is pending for completion, the concerned Head of the Department/Section/Unit 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.