

**MOST URGENT
TOP PRIORITY**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
ESTABLISHMENT SECTION (HOSPITAL)**

16 JAN 2021

No.F.e-PAR/Estt.(H)/2018 (Vol.III)

Dated: 16/01/2021

**Subject: Timely generation & forwarding of blank e-APAR for the assessment period
01.04.2020 to 31.03.2021 (2020-2021) to accomplish the same in time.**

A decision has been taken by the competent authority to adopt the time schedule as prescribed by the Department of Personnel & Training (GOI) for the completion of yearly process of APARs of employees for the purpose of MACP/DPC and confirmation in service. Therefore, the time schedule so prescribed by the Govt. of India is needed to be strictly adhered to.

As per the time schedule provided by the DoP&T, the Establishment Section (Hospital) is required to generate and forward the e-APAR forms of all employees working on the strength of Hospital, before 31.03.2021.

In order to execute the above task in a time bound manner, all concerned Head of the Departments/Professor-in-charges/Officer-In-charges are requested to provide **the changes in names of Reporting and Reviewing Officers of employees working under their control for the assessment period from 01.04.2020 to 31.03.2021, to this office by 31.01.2021 to ensure timely issuance of e-APAR forms. Reply/feedback received after the stipulated date will not be entertained.**

This may kindly be treated as **Top Priority**.

[G. R. PILLAI]

SENIOR ADMN. OFFICER (H)

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