

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI**

F.No.1-6/2020/ACR Cell/Estt.-I

Dated: 19.06.2020

**CIRCULAR**

**Subject: Extension of the timelines for recording of Electronic Annual Performance Assessment Report (e-APAR) of Group 'A', 'B', & 'C' officers including Faculty Members of AIIMS, New Delhi for the assessment year 2019-2020.**

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The undersigned is directed to say that the timeline for distribution of blank e-APAR forms and completion of self-appraisal for Group 'A', 'B', & 'C' officers including Faculty Members of AIIMS, New Delhi has been re-scheduled on account of lockdown to stop of spread of Novel Corona virus (COVID-19) in continuation of these office circulars dated 13.02.2020 & 16.04.2020 in pursuance of DoPT O.M. No.21011/02/2015-Estt(A-II)-Part II dated 11th June 2020. Accordingly, the time schedule for recording and completion of e-APAR for the assessment year 2019-2020 for Group 'A', 'B', & 'C' officers including Faculty Members of AIIMS are as under:

S.N.	Activity	Present extended date by which to be completed
1.	Distribution of blank APAR forms / online generation of APAR	By 31 <sup>st</sup> July, 2020 or earlier
2.	Submission of self-appraisal to reporting officer	31 <sup>st</sup> August, 2020
3.	Forwarding of report by reporting officer to reviewing officer.	30 <sup>th</sup> September, 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 <sup>th</sup> November, 2020
5.	Appraisal by accepting authority, wherever provided or applicable	31 <sup>st</sup> December, 2020
6.	(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	31 <sup>st</sup> December, 2020 15 <sup>th</sup> January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
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	31 <sup>st</sup> January, 2021 15 <sup>th</sup> February, 2021
9.	Disposal of representation by the competent authority	Within one month of date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which APAR will be finally taken on record	31 <sup>st</sup> March, 2021

It has further been decided that for the e-APAR assessment year 2019-20, the extended timelines specified as above shall also apply to the reporting/reviewing officer and accepting authorities, who have demitted office or retired from service on or after 29.02.2020. They shall be allowed to record their remarks till the respective extended cut-off dates.

(LALIT ORAON)

SR. ADMINISTRATIVE OFFICER

**Distribution:**

1. The PPS to Director/ Deputy Director (Admn.)/ Deputy Secretary
2. The Dean (Academic)/Dean (Research)/Dean (Examination)/Sub- Dean
3. All the Chief of the Centre's, AIIMS
4. The Prof.-in-charge, Computer Facility, AIIMS
5. All the Medical Superintendent/Addl. Medical Superintendent
6. All the Head of the Departments/ Sections/ Units, AIIMS
7. The Senior Financial Advisor/ Financial Advisor, AIIMS
8. The Superintendent Engineer, ESD, AIIMS
9. The Chief Administrative Officer / Sr. Administrative Officer/Administrative Officer
10. The Chief Nursing Officer/ All DNS/ All ANS
11. All Notice Boards
12. Sh. Satish Prasad, System Analyst, Computer Facility, AIIMS
13. The Computer Facility, AIIMS: with request to upload the same AIIMS portal.
14. The Hindi Section : Kindly convert it in the Hindi language and return back to the ACR Cell for circulation

Sh. S. S. Chandra Sh. Sanjeev K. SP  
Sh. Aman  
20/06/2020  
20/06