

अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर- 814152
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR-814152
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्त्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family Welfare)

भारत सरकार/ **Government of India**

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AIIMD/Admn/APAR/1/2026-Admin

05-06-2026

To

All employee (Faculty & Non-faculty) of AIIMS Deoghar.

Subject: Issuance of APAR forms, time schedule and guidelines for filling up the columns of APAR for the period 2025-26 -reg.

1. Issuance of APAR forms and important points to write the APARs-

Sir / Madam,

In compliance with the guidelines of APARs, the format of Annual Performance Appraisal Report to be filled by officers, are being forwarded to concerned Departments/Sections/HoDs. The photocopies of attached APAR format can be used.

Some important points for completing the APARs are given as below:

- i. The APARs grading should be written in numeric from 1 to 10. Over-writing and cutting in APARs should strictly be avoided.
- ii. The column of Integrity in the APAR form should be filled properly as per the guidelines provided herewith.
- iii. The APAR guidelines should be followed by the Reporting /Reviewing Officers, in light of the above-mentioned points.

2. Time Schedule to complete the APARs:

- i. As you are aware, an Annual Performance Appraisal Report (APAR) provides the basic and vital inputs for assessing the performance of an employee and his/ her advancement in his/ her career and also for judging his/ her fitness for promotion, confirmation, and grant of MACP etc. However, it is found that the time schedule for completion and submission of APAR is not adhered by the employees/officers of AIIMS Deoghar. Important points to be kept in view while writing APARs and the schedule for completion of APARs is given below for strict adherence and compliance.
- ii. The channel system for reporting and reviewing/accepting the APARs is provided at **Annexure-1** for strict compliance.

iii. Accordingly, the time schedule for completion of APARs for 2025-26 is given below.

Sl. No.	Activity	Date by which APAR is to be completed
1.	Distribution of blank APAR forms to all concerned	30th June
2.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable)	31st July
3.	Submission of report by Reporting to Reviewing Officer	31st August
4.	Report to be completed by Reviewing Officer and to be sent to Administrative Officer office or Accepting Authority, wherever provided	15th September
5.	Appraisal by Accepting Authority, wherever provided	30th September
6.	Disclosure of APARs to the employee reported upon:	
	i. Where there is no Accepting Authority	1st October
	ii. Where there is Accepting Authority	15 th October
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding off representation to the Competent Authority	
	i. Where there is no Accepting Authority of APAR	15 th October
	ii. Where there is Accepting Authority of APAR	01 st November
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 Administrative Officer	15 th December
11.	End of entire APAR process after which the APAR will be finally taken on record.	31 st December

3. Important points to be kept in view while writing APARs-

i. No APAR should be initiated/reported and reviewed by the same officer/officers of the same rank and designation.

ii. The name of the employee/officer should be clearly written on the top right-hand corner of each page of the APAR form.

iii. Delay in submission of self-appraisal by any employee / officer should not delay the process of writing APAR of the employee/officer. In case the employee / officer does not submit the self - appraisal by due date, the Reporting Officer should take it upon himself / herself to remind the employee / officer in writing, asking him / her to submit the self - appraisal within a stipulated time period. It should also be made clear in the reminder that if the employee / officer fails to submit the self - appraisal by the stipulated date, the report shall be written without self - appraisal. If no self - appraisal is received by the stipulated date, the Reporting Officer should obtain a fresh APAR from the concerned Officer / Section and write the report on the basis of experience of the work and conduct of the employee / officer. While doing so, the Reporting Officer may also point out the shortcomings off the officer reported upon to submit her / her self -appraisal within the stipulated time.

iv. Reporting Officer must ensure that all employee fill the column related to submission of annual property return.

v. Normally, only one APAR is required to be raised covering the complete reporting year. However, in case of transfer of the Reporting / Reviewing Officer during the course of any APAR year, more than one APAR may have to be written. It is, however, mandatory that Reporting as well as the Reviewing Officer should have at least **three months (90 days)** of experience about the work and conduct of the employee / officer during the course of the relevant reporting year. The period of three months, however, includes closed days, short spells of leave of less than 15 days duration availed by the Reporting Officer. In case the period of service is more than 90 days and the employee / officer has not served under any Officer for a minimum period of 03 months (90 days), **a Non-Initiation Certificate may be raised in lieu of the APAR for that period as per Annexure -2.**

vi. In case no Reporting Officer has the requisite experience of at least 03 months (90 days), the Reviewing Officer himself may initiate the report, provided, he /she has seen the work & conduct of the employee / officer for at least three months. The report, thus initiated, shall be reviewed by the Immediate Superior Officer to the Reviewing Officer.

vii. The APARs are required to be raised even for employees / officers who have retired / resigned from service or have expired after 30th June, 2025 thus completing the mandatory 90 days' service for raising the APAR. In such cases, the APARs may be initiated by the Reporting Officer without self-appraisal, stating the reasons for the same.

viii. The Reporting Officer should complete the APARs as per the schedule given above. The Reporting Officer shall have **no right** to enter any remarks in the APAR after due date and submit all APARs held by him / her for review to the Reviewing Officer on the next working day.

ix. Reviewing Officer is also requested to complete the review part of the APARs as per the time schedule. The Reviewing Officer shall forfeit his / her right to enter any remarks in the APAR after due date.

x. In case, both Reporting Officer and Reviewing Officer forfeit their rights to enter any remarks because off not adhering to the schedule of completion, the APAR format with the self-appraisal given by the employee / officer will be placed in his / her APAR dossier along with a certificate that the concerned Reporting / Reviewing Officer (s) have forfeited the right to enter the APAR. **A written warning shall be placed in the APAR dossier of the concerned Reporting / Reviewing Officer for not having performed the public duty of writing APAR of subordinated \within the due date.**

Officers of AIIMS Deoghar are requested to bring the contents of this circular to the notice of all concerned for strict adherence and compliance of time schedule.

Enclosures:

- Copy of APAR forms.
- Channel of Reporting / Reviewing/ Accepting Authority (Annexure -1)
- Non-initiation Certificate (Annexure -2)

Digitally signed by
Ajay Kumar Barnwal
Date: 05-06-2026
15:33:59
Administrative Officer
AIIMS Deoghar

Copy to:

- PA to Executive Director, AIIMS Deoghar.
- PA to Deputy Director (Admin.), AIIMS Deoghar.
- All Dean(s)/HoD/Faculty In-charge, AIIMS Deoghar.
- Medical Superintendent, AIIMS Deoghar.
- Principal, College of Nursing - AIIMS Deoghar
- Executive Engineer (Civil/ Electrical), AIIMS Deoghar
- Sr. Accounts Officer / Accounts Officer, AIIMS Deoghar.
- Concerned Officer/Official.
- Guard file.

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Annexure -1

Channel of submission of APARs for the period 2025-26 of the employees/officers (Faculty & Non-Faculty), AIIMS Deoghar is specified as below:

Sl. No.	Designation	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Faculty	Head of concerned Department	Dean (Academics)	Executive Director & CEO
2.	Principal College of Nursing	Dean (Academics)	Executive Director & CEO	Executive Director & CEO
3.	Executive Engineer (E/C)	Superintending Engineer	Executive Director & CEO	Executive Director & CEO
4.	Assistant Controller of Examination	Dean (Examination)	Executive Director & CEO	Executive Director & CEO
5.	Administrative Officer	Deputy Director (Admin)	Executive Director & CEO	Executive Director & CEO
6.	Assistant Administrative Officer	Administrative Officer	Deputy Director (Admin)	Deputy Director (Admin)
7.	Accounts Officer	Senior Accounts Officer	Executive Director & CEO	Executive Director & CEO
8.	Senior Accounts Officer	Executive Director & CEO	Executive Director & CEO	President
9.	Senior Nursing Officer	Concerned Faculty In - charge /HoD /DMS	Medical Superintendent	Medical Superintendent
10.	Nursing Officer	Concerned Faculty In - charge /HoD /DMS	Medical Superintendent	Medical Superintendent
11.	Librarian Gr-I	Chairperson Library Committee	Executive Director & CEO	Executive Director & CEO
12.	Librarian Gr-III	Chairperson Library Committee	Executive Director & CEO	Executive Director & CEO
13.				

	Personal Assistant (Dean Office)	Dean (Academics)	Dean (Academics)	Dean (Academics)
14.	Personal Assistant (ED Sir Office)	Executive Director & CEO	Executive Director & CEO	Executive Director & CEO
15.	Junior Administrative Officer	Immediate Reporting Officer	Deputy Director (Admin)/MS/FIP	Deputy Director (Admin)/MS/FIP
16.	Junior Store Officer/Store Keeper	Immediate Reporting Officer	Deputy Director (Admin)/MS/FIP/FIS	Deputy Director (Admin)/MS/FIP/FIS/SE
17.	Technical Assistant/Technician (OT)	Immediate Reporting Officer/ Head of Department	Medical Superintendent	Medical Superintendent
18.	Hostel Warden	Asst. Provost (Boys/Girls) Hostel	Provost	Provost
19.	Junior Engineer (Civil)	Executive Engineer (Civil)	Superintending Engineer	Superintending Engineer
20.	Junior Engineer (Electrical)	Executive Engineer (Electrical)	Superintending Engineer	Superintending Engineer
21.	Junior Engineer (AC &R)	Executive Engineer (Electrical)	Superintending Engineer	Superintending Engineer
22.	Junior Hindi Translator	Nodal Officer	Chairperson	Chairperson
23.	Technician (Radiology)	Immediate Reporting Officer	HoD	Medical Superintendent
24.	Technical Assistant (ENT)	Immediate Reporting Officer	HoD	Medical Superintendent
25.	Technician (Radiotherapy)	Immediate Reporting Officer	HoD	Medical Superintendent
26.	Lab Technician	Head of Department	<i>To be reviewed by Reviewing Officer, if applicable</i>	
27.	Pharmacist Grade -II	Medical Superintendent	<i>To be reviewed by Reviewing Officer, if applicable</i>	
28.	Cashier	Accounts Officer	<i>To be reviewed by Reviewing Officer, if applicable</i>	
29.	Senior Administrative Assistant (UDC)	Immediate Reporting Officer	<i>To be reviewed by Administrative Officer, in case of posting in Admin.</i>	
30.	Junior Administrative Assistant (LDC)	Immediate Reporting	<i>To be reviewed by Administrative Officer, in case of posting in Admin.</i>	

		Officer	
31.	Stenographer	Immediate Reporting Officer	<i>To be reviewed by Administrative Officer, in case of posting in Admin.</i>
32.	Library Attendant Grade -II	Librarian Grade -I	<i>To be reviewed by Reviewing Officer, if applicable.</i>
33.	Lab Attendant Gr-II	Concerned Head of Department	<i>To be reviewed by Reviewing Officer, if applicable.</i>
34.	Junior Warden (House Keepers)	Provost (Boys/Girls) Hostel	<i>To be reviewed by Reviewing Officer, if applicable.</i>
35.	Hospital Attendant Grade -III	Dy. Medical Superintendent	<i>To be reviewed by Reviewing Officer, if applicable.</i>
36.	OT Assistant	Dy. Medical Superintendent	<i>To be reviewed by Reviewing Officer, if applicable.</i>
37.	Medical Record Technician	Concerned Faculty In-charge/ HOD	<i>To be reviewed by Reviewing Officer, if applicable.</i>
38.	Workshop Technician Gr-II (R&AL)	Concerned Faculty In-charge/ HOD	<i>To be reviewed by Reviewing Officer, if applicable.</i>
39.	Mortuary Attendant	Concerned Faculty In-charge/ HOD	<i>To be reviewed by Reviewing Officer, if applicable.</i>

sd/-
Administrative Officer
AIIMS Deoghar

Office of Executive Director
 Dispatched... 643...
 Date.....
 Time.....
 कार्यालय निदेशक, कार्यालय



No. A. 11013/1/2014-SSH
 Government of India
 Ministry of Health & Family Welfare
 PMSSY Division

Nirman Bhawan, New Delhi- 110108
 Dated : January, 2017

To,
 The Director, AIIMS Bhopal
 The Director, AIIMS Bhubaneswar
 The Director, AIIMS Jodhpur
 The Director, AIIMS Patna
 The Director, AIIMS Raipur
 The Director, AIIMS Rishikesh

Subject : Procedure for reporting , reviewing and accepting of Annual Confidential Reports of the faculty posts in six new AIIMS

Sir,

The Competent Authority has approved the following reporting channel for the faculty posts of the six new AIIMS.

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
Head of Departments/ Medical Superintendent	Respective Chief of Centre/ Dean (Academic)	Director	President, AIIMS
Chief of Centres	Dean (Academic)	Director	President , AIIMS

2. It is also requested that the officers concerned may get their APARs reported and reviewed directly from their Reporting and Reviewing Officers. Record of the APARs should also be maintained by the respective AIIMS.

Yours faithfully,

(Signature)
 (P.A. Mini)
 Director

Tel: 011- 23061288

Copy to:
 PS to HFM

*From 09/05/17
 Mr. S2*

*AD: protup
 Sent 09/15/17
 AFO*

AD: Mages Circular to all HODs, MS office and Dean (R) & Dean (A)

*DDA/Dean (A) to DWO
 - Copy to Director's office - Engineering cell
 - DDA's office*



No. Z. 28016/6/2013-SSH
Government of India
Ministry of Health & Family Welfare
PMSSY Division

Nirman Bhawan, New Delhi- 110108
Dated : 9th August, 2016

To,
The Director, AIIMS Bhopal
The Director, AIIMS Bhubaneswar
The Director, AIIMS Jodhpur
The Director, AIIMS Patna
The Director, AIIMS Raipur
The Director, AIIMS Rishikesh

Subject : Procedure for reporting , reviewing and accepting of Annual Confidential Reports of the Project Cell posts in six new AIIMS

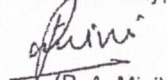
Sir,

The Competent Authority has approved the following reporting channel for the Project Cell posts of the six new AIIMS.

Post	Reporting officer	Reviewing officer	Accepting Authority
Director	Secretary (HFW)	President , AIIMS	President , AIIMS
Deputy Director (Admn.)	Director, AIIMS	Joint Secretary (PMSSY)	Additional Secretary (PMSSY)
Financial Advisor	Director , AIIMS	Joint Secretary (PMSSY)	Additional Secretary & Financial Advisor (MoHFW)
Medical Superintendent	Director , AIIMS	Additional Secretary (PMSSY)	Secretary (HFW)
Superintending Engineer	Director , AIIMS	Joint Secretary (PMSSY)	Additional Secretary (PMSSY)

2. It is also requested to the Officers that they may get their ACRs reported and reviewed directly from their Reporting and Reviewing Officers. A record of the ACRs should also be maintained by the respective AIIMS.

Yours faithfully,


(P. A. Mini)
Director

Tel: 011- 23061288

Copy to:

PS to HFM /PS to Secretary (HFW)/ PPS to AS (Health)/ PPS to AS& FA/ PPS to JS (PMSSY)

Annexure -2

NON-INITIATION CERTIFICATE

Certificate of Non-Initiation of APAR for the period with effect from ----- to -----
----- (to be rendered in case the period of service is more than 90 days and the
employee has not served under any Officer for a minimum period of 03 months (90
days)).

1. Employee Code	
2. Name in Block Letters	
3. Date of Birth	
4. Designation	
5. Place of Posting	
6. Date of entry in present post	
7. Period for which NIC being rendered	
8. Period of absence of Officer Reported upon during the period covered (on leave, training, etc.)	
9. Reason for non-initiation with period	

Authenticated by: -

Officer reported upon:

Reporting /Reviewing Officer:

Signature: -----

Signature:-----

Name:-----

Name:-----

Designation:-----

Designation:-----

Date:-----

Date:-----