



No. 22/142/2019-20/Admin/296

Date : 03/06/2020

CIRCULAR

It has been observed that some faculty members and staff are sending their Annual Performance Appraisal Report (APAR) in Administrative Section at each successive level for onward transmission to respective reporting and reviewing officers. In this context, it is mentioned that APAR is to be treated as a confidential document and should be submitted to Administration only after completion. As such, the APAR is required to be submitted by the officer concerned directly to reporting officer who shall submit it further to reviewing and accepting authority as applicable, under proper receipt.


The completed APAR shall be submitted by the reviewing/accepting authority to the administration for safe custody.

It is reiterated that all that faculty members shall strictly adhere to AIIMS Raipur Circular No. Admin/APAR/2017/AIIMS.RPR/4427 dated 03/02/2017 (copy enclosed) regarding the channel of submission of APAR.

It may also be noted that in case of Group-B & C staff, the APAR is to be completed within the department, and in no case shall the APAR of Group-B and C employees be sent to Director, AIIMS Raipur for reviewing. Accordingly, the Head of the Department (Medical Superintendent in case of Hospital) shall nominate a Faculty member/Group-A Officer, depending upon the channel of reporting, as reporting officer for Group-B & C staff working in the respective department and the Head of the Department/Medical Superintendent may review the same.

This issues with approval of the Director, AIIMS Raipur.

Encl.: As above.


(Parijat Diwan)
Senior Administrative Officer
AIIMS Raipur

Copy to:

1. Director, AIIMS Raipur.
2. Dean (Academics), AIIMS Raipur.
3. Deputy Director (Administration), AIIMS Raipur.
4. Medical Superintendent, AIIMS Raipur.
5. Financial Advisor, AIIMS Raipur.
6. All concerned Head/In-charge of Departments/Sections, AIIMS Raipur.
7. IT Cell, for uploading in website.
8. Guard file.



Admin/APAR/2017/AIIMS. RPR/4427

अखिल भारतीय आयुर्विज्ञान संस्थान(छत्तीसगढ़) रायपुर ,
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in
Date: 03-02-2017

Circular

Apropos to MoHFW letter No. A.11013/1/2014-SSH dated 9th January, 2017 (copy enclosed), I am directed to inform all the faculty members of AIIMS Raipur that the following reporting channel w.r.t. APAR shall be followed in AIIMS Raipur:

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

It is also requested that the officers concerned may get their APARs reported and reviewed directly from their Reporting and Reviewing Officers.

Encl.: As above.

(R. Patel)

**Sr. Admn. Officer
AIIMS, Raipur (CG.)**

Copy to:

1. Director, AIIMS Raipur.
2. Dean, AIIMS Raipur.
3. MS, AIIMS Raipur.
4. DDA, AIIMS Raipur.
5. All faculty members, AIIMS Raipur.
6. Guard file.

20.515 / Admin / 17 / 01 / 17

3078

3443

Date: 16.1.17
AIIMS, Raipur



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

Nirman Bhawan, New Delhi- 110108
Dated: 9th 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.

[Handwritten signature]
17/1/17

Yours faithfully,
[Handwritten signature] 9/1/17
(P.A. Mini)
Director
Tel: 011- 23061288

[Handwritten initials]
Copy to:
PS to HFM

[Handwritten signature]
w/DD (A) / SAO
Pls. circulate For
SAD
1/17
1/17
needful please
1/17
4.1.2017