



आरोग्यम् सुखं सम्यदा

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
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No.22/142/2019-20/Admin/७८

Date: 19 April 2022

### OFFICE MEMORANDUM

Subject : Preparation & maintenance of Annual Performance Appraisal Report (APAR) of Group 'A', 'B' and 'C' Non-Faculty Officials working on regular basis in AIIMS Raipur for the year 2021-22.

All concerned Group 'A', 'B' and 'C' Non-Faculty officials working on regular basis in AIIMS Raipur are requested to submit their Annual Performance Appraisal Report (APAR) for the year 2021-22 duly filed in the prescribed format as available in website of the Institute. A schedule for recording and completion of activities relating to the Annual Performance Appraisal Report is given in Annexure-A.

This issues with the approval of competent authority.

(V. Sitaramu)

**Senior Administrative Officer  
AIIMS, Raipur**

#### **Circulation:**

1. O/o Director, AIIMS Raipur.
2. Dean (Academics), AIIMS Raipur.
3. Deputy Director (Administration), AIIMS Raipur.
4. O/o Medical Superintendent, AIIMS Raipur.
5. Financial Advisor, AIIMS Raipur.
6. All Concerned Head/In-charge of Departments/Sections, AIIMS Raipur.
7. All Concerned Group 'A', 'B' & 'C' Non-Faculty Officials, AIIMS Raipur.
8. IT Cell, for uploading in website.
9. All Notice Boards, AIIMS Raipur.
10. Guard File.

**Annexure-A**

S.N.	Activity	Date by which to be completed
1.	Submission of Self-appraisal to reporting officer by officer to be reported upon (where applicable)	2 <sup>nd</sup> May 2022
2.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June 2022
3.	Report to be completed by Reviewing Officer and to be sent to the Establishment (Nursing) or accepting authority, wherever provided.	31 <sup>st</sup> July 2022
4.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August 2022
5.	(a) Disclosure to the officer reported upon where there is <u>no</u> accepting authority	01 <sup>st</sup> September 2022
	(b) Disclosure to the officer reported upon where there is accepting authority	15 <sup>th</sup> September 2022
6.	Receipt of representation, if any, on APAR	15 Days from the date of receipt of communication
7.	Forwarding of representation to the competent authority	
	(a) Where there is <u>no</u> accepting authority for APAR (b) Where there is accepting authority for APAR	21 <sup>st</sup> September 2022 06 <sup>th</sup> October 2022
8.	Disposal of representation by competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by the Establishment (Nursing)/APAR cell	15 <sup>th</sup> November or obtaining of decision of the competent authority.
10.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> November 2022