



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

No. 22/142/2019-20/Admin/108

Date: 29/04/2020

OFFICE MEMORANDUM

Subject : Preparation & maintenance of Annual Performance Appraisal Report (APAR) of Faculty members, Group 'A', 'B' and 'C' Non-Faculty Officials working on regular basis in AIIMS Raipur for the year 2019-2020.

All concerned Faculty members, 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 2019-2020 duly filled 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.


(Parijat Diwan)

Senior Administrative Officer
AIIMS Raipur

Copy to :

1. Office of the 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. All concerned Faculty members, Group 'A', 'B' and 'C' Non-Faculty Officials.
8. IT Cell, for uploading in website.
9. Guard file.



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Annexure-A

**Time schedule for recording and completion of APAR for the year 2019-2020
for Faculty, Group 'A', 'B' and 'C' Non-Faculty Officials of AIIMS Raipur.**

S.No.	Activity	Date by which activity to be completed
1	Submission of self appraisal to reporting officer	31 st May 2020
2	Forwarding of report by reporting officer to reviewing officer	30 th June 2020
3	Forwarding of report by reviewing officer to APAR Cell	31 st July 2020
4	Disclosure of APAR to the officer reported upon	10 th August 2020
5	Receipt of representation, if any, on APAR	10 days from the date of disclosure
6	Forwarding of the representation to the competent authority	31 st August 2020
7	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
8	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
9	End of APAR entire process, after which APAR will be finally taken on record	31 st October 2020