



भारत सरकार Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय Ministry of Health and Family Welfare

प्रधानमंत्री स्वास्थ्य सुरक्षा योजना PMSSY

अखिलभारतीय आयुर्विज्ञान संस्थान All India Institute of Medical Sciences

www.aiimsmangalagiri.edu.in

मंगलगिरि, आंध्रप्रदेश Mangalagiri, Andhra Pradesh

F.No: AIIMS-MG/ADMIN/EST/08/2022-23/01

Date: 17.04.2023

CIRCULAR

Sub:- Called for submission of Annual Confidential Report (ACR) / Annual Performance Appraisal Report (APAR) for the period of 2022-2023

1. All permanent staff (Group 'A', 'B' & 'C') of AIIMS Mangalagiri is called for submission of their ACR/APAR for the year 2022-2023.
2. The procedure for reporting, reviewing and accepting of ACR/APAR is as follows;

	Rank	Reporting Officer	Reviewing Officer	Accepting Officer
Teaching Personnel's	Professors Additional Professors Associate Professors Assistant Professors Tutors(Permanent)	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 Mangalagiri
Non-Teaching Personnel's	Group 'A', 'B' and 'C'	Head of the Departments / Chief of Centres	Deputy Director (Administration)	Director

3. ACR/APAR is to be written in respect of the employees who have worked under the control of the concerned reporting officer for more than three months in particular period in the concerned department/section.
4. ACR and APAR blank forms can be downloaded from the Institute website.
5. Time schedule for the recording and completion of ACR/APAR for the Year 2022-2023 is enclosed as Annexure-I:
6. This issues with the approval of Director, AIIMS Mangalagiri.

Phoshal
17/4/2023
Dean (Academic)
AIIMS Mangalagiri

To,

All the staff of AIIMS Mangalagiri

Copy to:

1. Director, AIIMS Mangalagiri - For information please.
2. FA/ DDA/MS/AO AIIMS Mangalagiri.
3. All the Heads of Departments/Chief of centers.
4. Guard file.

Dr. JOY A. GHOSHAL
Dean
All India Institute of Medical Sciences
Mangalagiri, Andhra Pradesh

**TIME SCHEDULE FOR PREPARATION/COMPLETION OF APAR/ACR
(REPORTING YEAR-FINANCIAL YEAR)**

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	17 th April (This may be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable)	16 th May
3.	Submission of report by reporting officer to reviewing officer	31 st July
4.	Report to be completed by Reviewing Officer and to be sent to the Chief Administrative Officer or ACR Cell or accepting authority, wherever provided.	31 st August
5.	Appraisal by accepting authority, wherever provided	30 th September
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the Officer reported upon where there is accepting authority	1 st September 15 th November
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
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	25 th November 15 th December
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 APAR Cell.	15 th January or obtaining of decision of the competent authority.
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th January


Dr. JOY A. GHOSHAL
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