

# All India Institute of Medical Sciences, Jodhpur

## CIRCULAR

As per provisions laid down under the Govt. of India in the matter of writing of ACRs/APARs of the employees a strict time -schedule is needed to be adhered to by all the authorities concerned. The time schedule so prescribed by the Govt. of India is as follows and is needed to be strictly complied with:-

### Time Schedule for Preparation of Confidential Report.

S/No	Nature of action	Date by which to be completed
01.	Distribution of Blank APAR forms to all concerned (i.e. to faculty to be reported upon where self-appraisal has to be given and to Reporting Officer where self-appraisal is not to be given)	31 <sup>st</sup> March  (This may be completed even a week earlier)
02.	Submission of self -appraisal to Reporting Officer by faculty to be reported upon (where applicable)	15 <sup>th</sup> April
03	Submission of report by Reporting Officer to Reviewing Officer.	30 <sup>th</sup> June
04.	Report to be completed by Reviewing Officer and to be sent to Administration or accepting authority, wherever provided.	31 <sup>st</sup> July
05.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
06.	(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 <sup>st</sup> September  15 <sup>th</sup> September
07.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
08.	Forwarding of representations to the competent authority (a) Where there is not accepting authority for APAR (b) Where there is accepting authority for APAR	21 <sup>st</sup> September  06 <sup>th</sup> October
09.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	Communication of decision of the competent authority on the representation by the APAR cell.	15 <sup>th</sup> November
11.	End of entire APAR process after with the APAR will be' finally taken on record.	30 <sup>th</sup> November



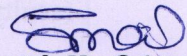
In case any ACR/APAR for the past period is pending for completion, the concerned Head of the Organization in the case of attached/subordinate offices concerned in the Departments may take appropriate measures to ensure that the CR dossier is completed within the next 6 months either with the relevant ACR/APAR or the required "No Report Certificate" for valid reasons.

As per DOP&T guideline under section 55(2), the Department has been emphasizing from time to time the need to complete the APARs/ACRs of all classes in time for smooth Confirmation, Promotion, MACP/ASP and deputation to ex-cadre etc.

Therefore, the Reporting /Reviewing Officers are requested to ensure prompt disposal and submission of APARs/ACRs in the prescribed time schedule.

All Faculties/Officers are hereby requested to collect form from Admin Office.

This issues with the approval of Director.

  
Manish Kr. Srivastava  
(Administrative Officer)

Copy to:

1. Director
2. DDA/FA/SE
3. All HODs
4. Guard file











**II THECHING:** (For the whole year)

**1. UNDERGRADUATE**

- a. No. of lectures\_/ seminar allotted to you
- b. No. of lectures/ seminars taken by you
- c. Hours per week spent in clinical Teaching, demonstrations /tutorials.

**2. POSTGRADUATE**

- a. Hours per week spent in clinical Teaching, seminars, conference, journal club etc.
- b. No. of postgraduate students writing, These under you as a chief or as a co-supervisor.
- c. No. of postgraduate student working in Your unit/department of professional training.

**3. RESEARCH** (Use separate sheet for this column)

- a. Title of research projects in which you Have been involved in the previous year  
As:
  1. Chief Investigator
  2. Co-Investigator
- b. Title of research project in which you Were involved during the year under Review as:
  1. Chief Investigator
  2. Co-Investigator
- c. List your publications (Attach separate Sheet if there is more than one publication. Name of all authors, with full details of each Paper must be mentioned. Standard format As under should be used; "Pankaj SG., Sharma YR, Vane JR. (2010) Prostacyclin reduces the Number of 'slow moving' leucocytes in hamster Check pouch venules J.Physiol. 280:633"







Report on: Dr. ....

**PART- II**

**(To be field in by the Reporting Officer)**

Reporting Officer's name .....

Designation: .....

Length of service put in by the officer being reported or under the Reporting Officer.

From: .....Apr.....to.....March.....

(Record remarks in respect of only such qualifications of which you have first-hand knowledge. Please Be precise and brief .Each statement is to be commented on separately).

**I. INTEREST**

**II. RESEARCH ABILITY:**

- i) Interest in research.
- ii) Theoretical ability and the capacity to interpret data.
- iii) Experimental and Practical ability.
- iv) Originality, Capacity to produce new and good ideas.

**III. TEACHING ABILITY:**

- I) Interest in Teaching.
- II) Power of expression, Ability to express himself clearly and concisely.
- III) Punctuality and regularity at assigned sessions/seminars.
- IV) Effectiveness, as a teacher/ as judged by peer rating/students rating.
- V) Knowledge of current advances in his/her subject.
- VI) Popularity with the students.



**IV. PROFESSIONAL COMPETENCE.**

- I) General professional knowledge whether wide, through and up-to-date.
- II) Competence in clinical skills or laboratory skill pertaining to his discipline.

**V. ADMINISTRATIVE ABILITY**

- I) Organizing ability.
- II) Initiative and drive.
- III) Capacity to work in a team.
- IV) General administrative efficiency.

VI. Assessment of the Officer's overall work  
In his/her particular position

Exceptionally brilliant/Outstanding/Well above  
average standard/Good average man/The  
average Men fairly competent but without  
special ability or Initiative/Insufficient initiative  
and capacity for work without constant  
supervision/Indifferent but just Word  
retaining/Not worth retaining in the present  
Position.

**GENERAL REMARKS**

(Make any general comments you think desirable e.g. special remarks on any characteristics not brought out. Do you agree with the officer's own account of work recorded in this report or is there anything you wish to modify or add)?


Signature of Reporting Officer: .....

Designation: .....

Date: .....



**NOTES FOR GUIDANCE OF REPORTING OFFICER:-**

1. The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as in the interest of the smooth and efficient working of the Department and the Institute Reports should be carefully and critically made. Reporting Officer should not discuss his assessment with anyone, except the Reviewing Officer, if the requires you to do so.
2. Concentrate on the factor at time and study the implication of each factor carefully. Do not feel obliged to Mark under every heading, as some of the headings may be inapplicable. Do not attempt to guess any quality, which you have not been able to judge at first hand. In such ses, make no marking at all.
3. Do not be afraid of giving low marking if they are called for. No one can equally good in every way and some low marking may be justified even for the most brilliant.
4. Markings should not take account of age.
5. Do not allow any personal feelings to govern the assessment. The assessment requires the appraisal of an officer in terms of his ACTUAL PERFORMANCE.

**PART -III**

**I. REPORT BY REVIEWING OFFICER:**

1. Do you agree with the officer's own account as recorded in this report.
2. Do you agree with the observations of the Reporting Officer?
3. Do you agree with the reporting officer's overall assessment of the officer reported  
Upon/Column VI of the Part II.
4. Assessment of Integrity.
5. Has the officer been informed of any markings below.  
'Normal' with which you agree? If he/she has not been, please state why?
6. General remarks by reviewing officer, including a note of any particular achievement.

Signature of Reviewing Officer: .....

Designation: .....

Date: .....

**Note:** The Reviewing Officer should normally discuss the adverse markings which are below "normal" with the Reporting Officer and should make suggestion for improvement, to the reporting officer and, if necessary with officer reported upon and therefore, record His remarks against Column 5 and 6 above.



**Remarks of the Accepting Authority**

**Signatures of Accepting Authority.....**

**Date.....**

**Designation.....**