



जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान  
**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION & RESEARCH**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family Welfare)  
भारत सरकार / Government of India  
धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006



**OFFICE OF THE DIRECTOR**

No. JIP/DIR/APAR/ 1 /2025

January 17, 2025

**CIRCULAR**

Sub: Annual Performance Appraisal Reports (APAR) of Faculty Members,  
Medical Officers and Officers for the Assessment Year 2024-25-Reg.

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The tenure of Prof. Rakesh Aggarwal, as Director, JIPMER, has been completed on December 31, 2024. As per the Department of Personnel and Training (DoPT) OM No. 51/5/72-Estt. 'A' dated May 20, 1972, Annual Performance Appraisal Reports (APARs) of faculty members, medical officers and officers which are required to be reported/reviewed by the former director for the period (01.04.2024 to 31.12.2024), are to be initiated within one month of his relieving.

Hence, the Head of the Departments/ Units are requested to initiate Annual Performance Appraisal Reports, which are required to be reported/reviewed by the former director for the period (01.04.2024 to 31.12.2024). The forms for reporting and reviewing are required to reach the Directors Office on or before **29.01.2025** for further necessary action.

The procedure to be followed for filling/reporting/reviewing the APARs will be as follows:

1. Each Head of the Department/ Unit has to ensure that APARs of all eligible faculty members, medical officers and officers, who have put in at least 3 months of service in the Institute during the reporting period (01.04.2024 to 31.12.2024) have been submitted, irrespective of whether the officer is still serving, has left service, or has proceeded on fellowship/ study leave/ deputation, etc.
2. The officer reported upon should:
  - a) Download the APAR format (attached as Word file), and fill details in the self-appraisal sections (Parts I and II) by typing in the text, leaving no column blank (enter NIL where there is nothing to write). If an officer finds it difficult to fill the Word form, s/he may print the Word form and fill it in hand.
  - b) Please note that now annexures such as a list of publications and projects, etc are no longer needed since these items have been incorporated into the APAR form itself. Similarly, a copy of the Annual Immovable Property Return (just provide the date of submission) is not needed since the Director's office will check at its end whether this has been received or not.
  - c) Print all the pages the APAR form on both sides of A4 page, sign at the bottom of page 4 and on top of all other pages.

d) Hand it over to the Reporting Officer.

3. The reporting/ reviewing officer should ensure that the officer to be reported upon has completely filled Parts I & II of the report and that no column has been left blank.

4. If an officer fails to submit the APAR form by the due date (i.e. January 23, 2025), the reporting officer shall submit the APAR of that officer based on information available in the department.

5. The channels for reporting/ review/ accepting will be as under:

*Puducherry campus*

Officer reported upon	Reporting Authority	Reviewing Authority	Accepting Authority
GDMOs, SMOs, CMOs	AMS	MS	Director
Assistant Professors	HoD	MS/ Dean (A)	Director
Associate Professors	HoD	MS/ Dean (A)	Director
Additional Professors	MS/ Dean (A)	Director	President
HoDs (Professor/ Additional Professor)	MS/ Dean (A)	Director	President
Professors	MS/ Dean (A)	Director	President
CMOs-NFSG/SAG/HAG	MS	Director	President
Professors (Senior Scale)	Director	President	President
Assistant Professors (College of Nursing)	Principal	Dean (A)	Director
Principal (College of Nursing)	Dean (A)	Director	President
MS, Dean (A) & Dean (R)	Director	President	President
DDA, SFA	Director	President	President
Director	President		

*Karaikal campus*

Officer reported upon	Reporting Authority	Reviewing Authority	Accepting Authority
Assistant Professors	Dean (Karaikal)	Director	President
Associate Professors	Dean (Karaikal)	Director	President
Professors	Dean (Karaikal)	Director	President
Dean (Karaikal)	Director	President	President

6. The time schedule for the Annual Performance Appraisal Reports will be as under:

Nature of action	Deadline
Blank APAR forms available for downloading from	January 17
Submission of self-appraisal to the Reporting Authority by	January 22
Submission of report by Reporting Officers to the Reviewing Authorities by	January 29

7. All officers to be reported upon, reporting officers and reviewing officers are requested to either write their names/designation clearly in block letters, or impress these with a stamp, and write the date of self-appraisal/ reporting/ reviewing.



8. Assessment of CHS officers will be through the Smart Performance Appraisal Report Recording Online Window (SPARROW). Online PAR forms will be generated and shared through the Sparrow account of the officer for self-appraisal.

9. APARs of Faculty members and Medical Officers, which are to be reported/reviewed by the Head of the Department and Medical Superintendent may be initiated on or after April 1, 2025.

10. The Reviewing officer shall supply a copy of the completed APAR form to the officer reported upon along with a blank statement of acceptance of the APAR for making representation if any, against the entries made by the Reporting and the Reviewing officer.

11. The officer reported upon, within 15 days from the receipt of the copy of APAR, shall submit the duly filled statement of acceptance and representation if any, to the reviewing officer.

12. The Reviewing officer shall submit the Original APAR forms along with the statement of acceptance to the Accepting Authority before the due date.

Faculty members are requested to ensure timely submission of APARs before the due date at each step so that the process can be completed in time.

To

The all the Head of the Departments

Copy to:-

Deputy Director (Admin)

The Med Superintendent

The Dean (A)

The Dean (R)

The Dean (Karaikal)

The Principal (College of Nursing)

MS office – for circulation among the Medical Officers



Director

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**Dr. GAUTAM ROY**

निदेशक/Director

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