



OFFICE OF THE DIRECTOR

No. JIP/DIR/APAR/ 7 /2024

April 13, 2024

CIRCULAR

Sub: Annual Performance Appraisal Reports (APAR) of Faculty Members and Medical Officers for the Assessment Year 2023-24-Reg.

Head of the Departments/ Units are requested to initiate Annual Performance Appraisal Reports of the Faculty members and officers in the Medical Officer cadre for the Assessment year 2023-24.

It is collective responsibility of the Officer reported upon/ Reporting Officer and the Reviewing officer to submit the APAR form duly completed in all respects with the accepting authority within the due date.

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 the Faculty members and officers in the Medical officer cadre, who have put in at least 3 months of service in the Institute during the reporting period (01.04.2023 to 31.03.2024) 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.

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.

- b. Print the form (all pages 1-11), sign at the bottom of page 4 and on top of all other pages.
- c. 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. June 20, 2024), 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:

a. 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 (Level-14)	MS/ Dean (A)	Director	President
CMOs-NFSG/SAG/HAG	MS	Director	President
Professors (Level-15)	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
Director	President		

b. 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 on (by download)	April 15
Submission of self-appraisal to the Reporting Authority	June 20
Submission of report by reporting officers to the Reviewing Authorities	July 31
Completion by the Reviewing officer and disclosure to the officer reported upon	September 30
Final Submission for acceptance	October 31

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. 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.
10. 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.
11. The Reviewing officer shall submit the Original APAR forms along with the statement of acceptance to the Accepting Authority before the due date.

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



Director

To

The all the Head of the Departments

Copy to:-

1. Deputy Director (Admin)
2. The Med Supdt
3. The Dean (A)
4. The Dean (R)
5. The Dean (Karaikal)
6. The Principal (College of Nursing)
7. MS office – for circulation among the Medical Officers

निदेशक / DIRECTOR
जवाहरलाल स्नातकोत्तर आयुर्विज्ञान
शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST-GRADUATE
MEDICAL EDUCATION RESEARCH
पुदुच्चेरी / Puducherry-6.