



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG
 (भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)
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ESTT-I-APAR0GRA/1/2025-Estt.I

Dated the, 2026

Circular

As per **DOPT OM F. No-21011/09/2026-PP (A.II) dated 13.05.2026** the timelines for completion of Annual Performance Assessment Report (APAR) for the **Reporting Year 2025-26** has been extended by the Department as a one-time measure.

In view of the above, the matter has been considered and it is hereby informed that the time schedule for completion of Annual Performance Assessment Report for the Reporting Year 2025-26 is as under:

Sl.No	Activity	Date by which to be completed	Auto forward
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).	1 st April	-
2.	Submission of self-appraisal to Reporting Officer by Officer Reported Upon (where applicable).	15 th June	16 th June
3.	Submission of APAR by Reporting Officer to Reviewing Officer.	31 st July	1 st August
4.	APAR to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell .	31 st August	1 st September
5.	Disclosure to the Officer Reported Upon where there is no Accepting Authority.	1 st	-

		October	
6.	Submission of representation, if any, on APAR by Officer Reported Upon.	15 days from the date of disclosure of APAR	

Shri D.T. Umdor
Superintending Engineer &
Deputy Director I/c

Copy for information and wide circulation amongst the Faculty, Officers, Staff working under their incharge :

1. The Dean/Medical Superintendent, NEIGRIHMS, Shillong.
2. All the HODs/HODs i/c , NEIGRIHMS, Shillong.
3. The Superintending Engineer, NEIGRIHMS, Shillong.
4. The Principal, College of Nursing, NEIGRIHMS, Shillong.
5. All Sections Heads in Admn. Block/Hospital/Nursing /Central library etc. NEIGRIHMS, Shillong.
6. The Programmer, IT Cell with a request to upload in the Institute's website.
7. The P.S. to Director, NEIGRIHMS, Shillong for kind information of the Director.