

No.A.28012/11/2011-CHS-V  
Government of India,  
Ministry of Health & Family Welfare  
(CHS Division)

Nirman Bhawan, New Delhi.  
Dated: 29<sup>th</sup> March, 2012

To,  
All Participating Units of  
Central Health Service

Subject: Levels of Reporting Officers and Reviewing Officers for the purpose of Annual Performance Appraisal Reports of Officers (APARs) of Central Health Service (CHS) – Reg.

Sir/Madam,

In continuation of this Ministry's letter No.A.28012/2/2000-CHS.V dated 14.3.2007 on the subject mentioned above, I am directed to say that the levels of Reporting and Reviewing Officer for Annual Performance Appraisal Reports (APARs) of Central Health Service (CHS) working in different participating units of Central Health Service for the year 2011-12 onwards will be as indicated in the Appendix to this letter.

2. It is requested that the Annual Performance Appraisal Reports of officers of Central Health Service may be got written and reviewed by the concerned officers as per details given in the Appendix. The officers, under whose signatures the Annual Confidential Reports of officers working under CHS units are sent to this Ministry, must ensure that the Reports have been reported and reviewed upon by the appropriate authorities with their dated signatures as per these instructions.

4. A copy of these instructions is also available on this Ministry's Website <http://mohfw.nic.in/CHS.html>.

5. This issues with the approval of Hon'ble HFM.

Yours faithfully,

  
(AMARJIT SINGH)

UNDER SECRETARY TO THE GOVT. OF INDIA  
TeleNo.23061143

Copy forwarded for information to:-

1. PPS to Secretary(H&FW)
2. PPS to DGHS
3. PPP to AS(H)
4. PPS to AS & DG
5. All Joint Secretaries in Ministry of Health & Family Welfare
6. Director (CGHS), Nirman Bhawan, New Delhi
7. Director(Admn.) Dte.G.H.S., Nirman Bhawan, New Delhi
8. Deputy Secretary(CHS)
9. US(LK)/US(MKS)
10. CHS-I/CHS-II/CHS-III/CHS-IV/CHS-VI Section
11. NIC, Ministry of Health & F.W. with the request to host this letter alongwith enclosures in the website:<http://mohfw.nic.in/CHS.html> interlinking with "News & Highlights".

**APPENDIX**

**LEVEL OF REPORTING AND REVIEWING OF APARs OF  
CENTRAL HEALTH SERVICE (CHS) OFFICERS**

**OFFICERS WORKING IN DTE.G.H.S.**

<u>LEVEL OF OFFICER REPORTED UPON</u>	<u>REPORTING OFFICER</u>	<u>REVIEWING OFFICER</u>
1. DGHS	SECRETARY(H&FW)	HFM/MOS
2. Special DGHS	DGHS	SECRETARY (H&FW)
3. Addl. DGHS	DGHS	SECRETARY (H&FW)
4. DDG	DGHS	SECRETARY (H&FW)
5. Addl. DDG	Addl. DGHS	DGHS
6. ADGs/CMO	Addl. DGHS	DGHS

**CHS OFFICERS WORKING IN SUBORDINATE OFFICES  
UNDER DTE.G.H.S.(HQ)**

**1. LHMC**

a) Head of Institute	DGHS	Secretary (H&FW)
b) Head of Department	Head of Institute	DGHS
c) Officers upto the level of Director-Professor, Consultant, & SAG of GDMO	Concerned Head of Department	Head of Institute

## **2. SAFDARJANG HOSPITAL**

- |    |  |                              |                   |
|----|--|------------------------------|-------------------|
| a) | Head of Institute  | DGHS                         | Secretary (H&FW)  |
| b) | Head of Department   | Head of Institute            | DGHS              |
| c) | Officers upto the level of Director-Professor, Consultant, & SAG of GDMO in the Hospital | Concerned Head of Department | Head of Institute |

## **3. DR. R.M.L. HOSPITAL**

- |    |  |                              |                   |
|----|--|------------------------------|-------------------|
| a) | Head of Institute<br>SAG/HAG   | DGHS                         | Secretary (H&FW)  |
| b) | Head of Department   | Head of Institute            | DGHS              |
| c) | Officers upto the level of Director-Professor, Consultant, & SAG of GDMO in the Hospital | Concerned Head of Department | Head of Institute |

## **4. OFFICERS WORKING IN CGHS**

- |    |  |  |                 |
|----|--|--|-----------------|
| a) | Director, CGHS   | AS & DG(CGHS)                              | Secretary (HFW) |
| b) | Additional Director(HQ), CGHS & Zonal In-charge(CGHS) in Delhi & other CGHS cities | Director, CGHS                             | AS&DG (CGHS)    |
| c) | CGHS Wellness Centre(In-charge)/ Polyclinic(in-charge)                             | Additional Director (CGHS)/Zonal In-charge | Director (CGHS) |

Maternity Centre (in-charge)

- d) Officers working in Wellness Centre/ MaternityHomes/ Polyclinic upto the Level of SAG
- |  |   |
|--|---|
| Concerned Wellness Centre(in-charge)/ Maternity Home/ Polyclinic (in-charge) | Additional Director (CGHS)/ Zonal In-charge |
|--|---|

**5. OFFICERS WORKING IN CGHS WING OF S.J. HOSPITAL**

- a) Head(Incharge) of CGHS Wing
- |                |                |
|----------------|----------------|
| Director, CGHS | AS & DG (CGHS) |
|----------------|----------------|
- b) Doctors in CGHS Wing
- |                             |                 |
|-----------------------------|-----------------|
| Head(Incharge) of CGHS Wing | Director (CGHS) |
|-----------------------------|-----------------|

**6. OFFICERS WORKING IN CGHS WING OF Dr. RML HOSPITAL**

- a) Head(Incharge) of CGHS Wing
- |                |                |
|----------------|----------------|
| Director, CGHS | AS & DG (CGHS) |
|----------------|----------------|
- b) Doctors in CGHS Wing
- |                             |                 |
|-----------------------------|-----------------|
| Head(Incharge) of CGHS Wing | Director (CGHS) |
|-----------------------------|-----------------|

**7. NATIONAL VECTOR BORN DISEASE CONTROL PROGRAMME (NVBDCP), DELHI**

- a) Head of Institute SAG/HAG
- |      |                  |
|------|------------------|
| DGHS | Secretary (H&FW) |
|------|------------------|
- b) Head of Department
- |                   |      |
|-------------------|------|
| Head of Institute | DGHS |
|-------------------|------|
- c) Officers upto the level of Consultant & SAG of PUBLIC HEALTH/GDMO
- |                              |                   |
|------------------------------|-------------------|
| Concerned Head of Department | Head of Institute |
|------------------------------|-------------------|

8. **AIRPORT HEALTH OFFICES/PORT HEALTH OFFICES  
(APHO/PHO)**

- |    |                      |                   |            |
|----|----------------------|-------------------|------------|
| a) | Head of Institute    | DDG               | Addl. DGHS |
| b) | Subordinate Officers | Head of Institute | DDG        |

9. **NATIONAL TUBERCULOSIS INSTITUTE(NTI),  
BANGALORE**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

10. **ALL INDIA INSTITUTE OF HYGIENE & PUBLIC  
HEALTH (AIH&PH), KOLKATA**

- |    |                      |                    |                   |
|----|----------------------|--------------------|-------------------|
| a) | Head of Institute    | DGHS               | Secretary (H&FW)  |
| b) | Head of Department   | Head of Institute  | DGHS              |
| c) | Subordinate Officers | Head of Department | Head of Institute |

11. **ALL INDIA INSTITUTE OF PHYSICAL MEDICINE &  
REHABILITATION(AIIPM&R), MUMBAI**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

12. **INSTITUTE OF SEROLOGY, KOLKATA**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

**13. BCG VACCINE LAB, GUINDY(TAMIL NADU)**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

**14. CENTRAL INSTITUTE OF PSYCHIATRY(CIP), RANCHI**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

**15. CENTRAL RESEARCH INSTITUTE(CRI), KASAULI, HIMACHAL PRADESH**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

**16. LEPROSY INSTITUTES**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

**17. REGIONAL OFFICES FOR HEALTH & FAMILY WELFARE (ROHFW)**

- |    |                      |                   |                  |
|----|----------------------|-------------------|------------------|
| a) | Head of Institute    | DGHS              | Secretary (H&FW) |
| b) | Subordinate Officers | Head of Institute | DGHS             |

**18. RURAL HEALTH TRAINING CENTRE(RHTC),  
NAJAFGARH(DELHI)**

- |    |                      |   |  |
|----|----------------------|---|--|
| a) | Head of Institute    | Concerned Joint Secretary in the Ministry | Concerned Additional Secretary in the Ministry |
| b) | Subordinate officers | Head of Institute                         | Concerned Joint Secretary in the Ministry      |

**19. DEPARTMENT OF FAMILY WELFARE, MINISTRY OF  
HEALTH AND FAMILY WELFARE**

- |    |                        |   |  |
|----|------------------------|---|--|
| a) | Deputy Commissioner    | Concerned Joint Secretary in the Ministry | Concerned Additional Secretary in the Ministry |
| b) | Assistant Commissioner | Deputy Commissioner                       | Concerned Joint Secretary in the Ministry      |

**20. MAULANA AZAD MEDICAL COLLEGE( MAMC),  
GURU TEG BAHADUR(G.T.B.) HOSPITAL, GOBIND  
BALLABH PANT(G.B.PANT) HOSPITAL (GOVT. OF  
NATIONAL CAPITAL TERRITORY OF DELHI)**

- |    |  |  |   |
|----|--|--|---|
| a) | Dean/Director/M.S.   | Secretary (H)/<br>Principal Secretary (H)<br>GNCT, Delhi | Principal Secretary<br>(H)/Chief Secretary<br>GNCT, Delhi |
| b) | Head of Department   | Dean/Director/<br>M.S.                                   | Secretary (H)/<br>Principal Secretary<br>GNCT, Delhi      |
| c) | Subordinate Officers<br>Upto the level of<br>Director- Professor | Head of Department                                       | Head of Institute   |

**Note:-1. APARs OF OFFICERS WORKING UNDER OTHER MINISTRIES WILL BE REPORTED AND REVIEWED BY THE COMPETENT AUTHORITY AS PER THEIR ADMINISTRATIVE SET UP, IN ACCORDANCE WITH THE INSTRUCTIONS OF DEPARTMENT OF PERSONNEL & TRAINING IN THIS REGARD**

**2. THE REPORTING AND REVIEWING OFFICERS HAVE TO BE ACQUAINTED WITH THE CONDUCT AND PERFORMANCE OF THE OFFICER TO BE REPORTED UPON, AT LEAST FOR THE PERIOD OF 3 MONTHS. THE PAY BAND/GRADE PAY OF THE REPORTING OFFICER IS NOT RELEVANT IN WRITING OF APAR, IF SUCH OFFICER HAS SUPERVISED THE WORK/PERFORMANCE OF THE OFFICER REPORTED UPON FOR THE PERIOD UNDER REPORT.**

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