



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by the Govt. Of NCT of Delhi"
SECTOR-16 C, DWARKA, NEW DELHI-110078



No.F.1(6)(2)/2018/P-II/ 11 75

Dated the 13 May, 2024

CIRCULAR

Annual Performance Assessment Report of officers/officials reported & reviewed by the Competent Authority needs to be sent to the Establishment (Non Teaching) Branch every year within a time frame. APARs have become due for the period from 01.04.2023 to 31.03.2024 in respect of Non-Teaching Officers and Officials.

As per rule the Annual Performance Assessment Report (APAR) of the employees who have served under Reporting/ Reviewing Officer for a period of not less than three months in a Financial year immediately preceding, is to be written and forwarded to the Establishment (NT) branch.

The guidelines for APAR provide that if a Reporting Officer **has failed to initiate action to complete APAR beyond 30th June** of the year in which the financial year ended, **he/she should forfeit his/her right to enter any remarks in the APAR** and should submit all APARs to the Reviewing Officer on the next working day. Similarly, the **Reviewing Officer should also forfeit his/her right to enter any remarks in APAR beyond 31st August** of the year in which the financial year ended and a certificate to that effect should be added in the APAR for the relevant period.

It is worth mentioning that APARs are a must document for promotion of the officers/employees. Therefore, all the stakeholders are to ensure timely completion of rendering the APARs of their officers/employees, so that they don't suffer during their promotion considerations.

The Annual Performance Assessment Reports (APARs) forms duly completed may please be sent to the Establishment (NT) Branch in a sealed cover, at the earliest, not later than 31st August, 2024.

The APAR forms for Officers & Officials are available on University website.




(Naveen Kumar Budhiraja)
Assistant Registrar, Estt.(NT)

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Copy to the following for information and necessary action:-

- 1) All Deans/ Directors/ Branch Heads, GGSIP University.
- 2) Controller of Finance, GGS Indraprastha University.
- 3) Controller of Examinations, GGS Indraprastha University.
- 4) Head, UITTS with the request to upload the circular on the University's website.
- 5) Assistant Registrar, Vice-Chancellor's Secretariat, GGS Indraprastha University for kind information of Hon'ble Vice Chancellor.
- 6) Assistant Registrar, O/o the Registrar, GGS Indraprastha University for kind information of Registrar.
- 7) Guard File.



(Deepa Mehta)
Section Officer, Estt.(NT)