



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR -16C, DWARKA, NEW DELHI-110078**

No. F.1(6)(19)/2011/Pers.-II/

Dated the Aug, 2012

**CIRCULAR**

Annual Confidential Reports in respect of Non-Teaching Officers and Staff are to be initiated, reviewed by the Competent Authority and sent to the Personnel Branch every year within a time frame. Report for the period from 01.04.2011 to 31.03.2012 (2011-2012) has become due.

All Non-Teaching Officers & Staff members may kindly submit their requisite self-appraisal reports on priority within 15 days from the date of issue of this letter through their reporting and reviewing authority to the personnel branch. The APAR form is available on University website

(R. P. Kansal)  
Incharge (Pers)

No. F.1(6)(40)/2012/Pers.-II/ 4771

Dated the 13<sup>th</sup> Aug, 2012

Copy to the following for information and necessary action:-

1. All Deans/Heads/Section Incharge/Branch Officer, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination, GGS Indraprastha University.
4. Incharge (Server Room) with the request to upload the circular on the University's website.
5. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
6. P.S. to the Registrar, GGS Indraprastha University.
7. Notice Board.
8. Guard File.

(Kapil Kr. Sharma)  
Section Officer P-II