

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

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

Dated the May, 2013

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 01.04.2012 to 31.03.2013 (2012-2013) has become due.

All Non-Teaching Officers & Staff members may kindly submit their requisite self-appraisal reports on priority as per schedule mentioned below.

Sl No.	Activity	Date by which the activity has to be completed
1	Submission of Self-Appraisal to reporting officer by officer to be reported upon (where applicable) & further submission of Report by Reporting Officer to the Personnel-II Branch for further submission to the Reviewing Officer	30th June 2013
2	Report to be completed by Reviewing Officer and to be sent to Incharge (Personnel)	31st July 2013

The ACR form is available on University website

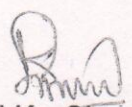
(R. P. Kansal)
Incharge (Pers)

No. F.1(6)(19)/2011/Pers.-II/ 2257

Dated the 20th May, 2013

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 for information and necessary action by all concerned.
5. Assistant Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
6. P.S. to the Registrar, GGS Indraprastha University.
7. Notice Board.


(Kapil Kr. Sharma)
Section Officer P-II