

REMINDER-II
MOST URGENT



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

No. F.1(6)(34)/2014/Pers.-II/

Dated the Oct, 2014

CIRCULAR

This is in continuation to earlier Circular dated 27.05.2014 and Reminder-I dated 04.08.2014. Annual Performance Appraisal Reports in respect of Non-Teaching Officers and Officials 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 01.04.2013 - 31.03.2014 (2013-2014) has become due.

It is pertinent to mention that APARs of some employees are still awaited in the Personnel Branch.

In view of the above, all Non-Teaching Officers and Officials, who have not submitted the APAR for the period 2013-2014, are hereby again reminded that they are required to submit their respective APARs as per requirement of the prescribed format, duly reported & reviewed, at the earliest in the Personnel Branch to get their records updated.

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

(Pushendra Kumar)
Assistant Registrar (P-II)

No. F.1(6)(34)/2014/Pers.-II/ 4978

Dated the 09th Oct, 2014

Copy to the following for information and necessary action:-

1. All Deans/ Directors/ Branch Heads/ Section Officers, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations (O) & (P), 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. Asstt. Registrar, O/o the Registrar, GGS Indraprastha University.
7. Guard File.

(Pushendra Kumar)
Assistant Registrar (P-II)