



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

REMINDER-I

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

Dated the Sep, 2012

CIRCULAR

In continuation with Circular issued vide no. F.1(6)(19)/2011/Pers-II dated 13th August 2012, all non-teaching employees were advised to submit their APAR for the year 2011-2012, but APARs in some cases are still awaited.

Therefore, All Non-Teaching Officers & Staff members may kindly submit their requisite self-appraisal reports on priority within 7 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. It may also be noted that APARs may not be Reported and Reviewed by the same officer. For technical cadre, i.e. Sr. Technical Assistant, Technical Assistant, Laboratory Assistant-I, Laboratory Assistant-II, APAR may be reported by concerned Laboratory In-charge and the same may be reviewed by Dean of the concerned department.


(R. P. Kansal)
Incharge (Pers)

No. F.1(6)(19)/2012/Pers.-II/ 5237

Dated the 14th Sep, 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