



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

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

Dated the May, 2013

CIRCULAR

Annual Confidential 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.

All Non-Teaching Officers and Officials are required to submit their respective APARs as per requirement of the prescribed format, duly reported & reviewed, latest by 15.06.2014 in the Personnel Branch

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

(A. K. Verma)
Joint Registrar (Personnel)

No. F.1(6)(34)/2014/Pers.-II/ 2636

Dated the 27th May, 2013

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. P.S. to the Registrar, GGS Indraprastha University.
7. Notice Board.
8. Guard File.

(Pushpendra Kumar)
Assistant Registrar (P-II)