

Reminder-I

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

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

Dated the Nov, 2013

CIRCULAR

In continuation to the earlier circular dated 20.05.2013, Annual Confidential Reports in respect of Non-Teaching Officers and Staff for the year 2012-2013 were to be initiated, reviewed by the Competent Authority and sent to the Personnel Branch every year on or before 31.07.2013.

Whereas, ACR of some employees is still awaited. Hence, those employees, who have not submitted their ACR for the period 2012-2013 must submit their ACR before 25.11.2013 so that their service record can be updated. The ACR forms are available on University website.

This may treated as Most Urgent.

(R. P. Kansal)
Incharge (Pers)

No. F.1(6)(19)/2011/Pers.-II/ 5149

Dated the 14th Nov, 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.
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