



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

No. F.1(6)(2)/2018/Pers.-II/

Dated 17<sup>th</sup> Oct, 2018

**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 01.04.2017 to 31.03.2018 (2017-2018) has become due.

All Non-Teaching Officers & official are requested to submit their respective APARs as per requirement of the prescribed format, duly reported and reviewed, on priority by 31.10.2018.

APAR forms in r/o Officers & officials are available on University website.

(Sunita Shiva)  
Joint Registrar (Personnel)

No. F.1(6)(2)/2018/Pers.-II/4980

Dated 17<sup>th</sup> Oct, 2018

Copy to the following for information and necessary action:-

1. All Deans/ Heads/ Branch Heads/ Section Officers, GGS Indraprastha University.
2. Assistant Registrar to Vice-Chancellor, GGSIP University.
3. Section Officer to Pro-Vice Chancellor, GGSIP University.
4. Asstt. Registrar to Registrar, GGSIP University.
5. Head, UITs Cell with the request to upload the circular on the University's website.
6. Guard File.

(Ajay Kumar)  
Assistant Registrar (P-II)