



DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act 6 of 2009
(Formerly Delhi College of Engineering)
Bawana Road, Delhi-110042
(Vigilance Branch)



F.DTU/Vig/APAR/129/2015/1210-1956

Dated: 05/08/2021

OFFICE ORDER

Subject: **Completion of Annual Performance Assessment Report (APAR) for the reporting year 2020-21 (i.e. from 01 August 2020 to 31 July 2021) in respect of Teaching Staff**

Attention of all Reporting Officers, Reviewing Officers and Officers to be reporting upon is invited to this Office Order No. 01/VIG/2015 dt. 23.03.2015 and U.O. No. F.DTU/Vig./APAR/112/2014/523-554 dt. 16.05.2016 regarding preparation/completion of APAR in respect of Teaching Staff, DTU.

As already communicated vide the aforesaid office order dt 23.03.2015, the entire exercise of completion of APAR for the reporting year 2020-21 be carried out as per the schedule given at attached Annexure by all concerned.

Self Appraisal. The Reporting Officer should not wait till the expiry of the time limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer to be reported upon in writing, asking him/her to submit the self appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self appraisal by stipulated date, the report will be written without self appraisal. If no self appraisal is received by the stipulated date, the Reporting Officer can proceed to write the report on the basis of his experience of the work and conduct of the officer to be reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self appraisal within the stipulated time.

Processing of APAR. Reporting Officer, after completion of his/her part of the report, will submit the APAR to the Vigilance branch through Registrar in a sealed cover. The Vigilance branch will get the same reviewed by the respective competent authorities and keep the APARs in its safe custody.

It is also emphasized that, if the APAR of any officer can't be written for any valid reason, a certificate to that effect may also be forwarded to this office alongwith the APAR form with the self appraisal given by the officer to be reported upon, by the concerned department duly signed by the Reporting Officer and countersigned by the Reviewing Officer for further action. The designations of Reporting and Reviewing authorities assigned by the competent authority is given at the attached Annexure.

APAR forms may be downloaded from the University website. In case of any problem in downloading the APAR forms from the website, please intimate to Vigilance Branch for issuing the forms.

Contents of this office order may be disseminated to all concerned.


(Prof. Madhusudan Singh)
Registrar

Encl : 01 sheet (Annexure)

F.DTU/VIG./APAR/129/2015/1210-1256

Dated: 05/08/2021

Distribution:

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Registrar.
5. All Deans/HoDs.
2. Office order file.

Time schedule for preparation/completion of APAR
in respect of Teaching Staff

S.No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to Reporting Officer by officer to be reported upon	15 th August
2.	Submission of APAR by Reporting Officer to Reviewing Officer	30 th October
3.	APAR to be completed by Reviewing Officer and to be sent to Vigilance Branch.	30 th November
4.	Disclosure to the officer reported upon.	01 st January
5.	Submission of representation, if any, on APAR	15 days from the date of disclosure.
6.	Forwarding of representations to the competent authority	
	(a) Where there is no accepting authority for APAR	21 st January
	(b) Where there is accepting authority for APAR	06 th February
7.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
8.	Communication of the decision of the competent authority on the representation by Vigilance Branch	15 th March
9.	End of entire APAR process, after which the APAR will be finally taken on record	30 th March

The Reporting and Reviewing Officers for DTU/ DCE officers shall be as under:

Sr. No.	Designation of officers to be reported upon	Designation of Reporting Officer	Designation of Reviewing Officer
1.	Assistant Professor/ Associate Professor of DTU/ DCE	HoD	VC
2.	Professor/ HoD of DTU	Pro-VC/Senior Most Dean as per seniority of Dean	VC
3.	Professor/ HoD of DCE	VC as Director	Secretary (TTE)