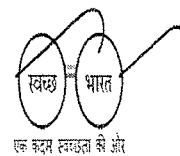




DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042
(Vigilance Branch)

e-mail – vigilance@dtu.ac.in



F.DTU/Vig/APAR/Teach.order/14/2023/147

Dated : 03/08/2023

OFFICE ORDER

Subject: Completion of Annual Performance Assessment Report (APAR) for the reporting year 2022-23 (i.e. from 01 August 2022 to 31 July 2023) in respect of Teaching Staff

Attention of all Reporting Officers, Reviewing Officers and Officers to be reporting upon is invited to this Office Orders letter 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 2022-23 be carried out as per the schedule given at attached Annexure-I by all concerned.

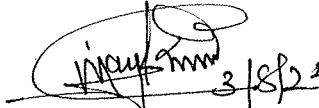
Self Appraisal. The Reporting Officer should not wait till the expiry of the time limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer to 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 Chief Vigilance Officer (CVO) 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 attached at Annexure-II.

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. T. Vijaya Kumar)
Chief Vigilance Officer

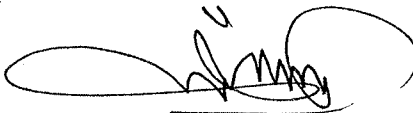
Encl : 02 sheet (Annexure)

F.DTU/Vig/APAR/Teach.order/14/2023/ 147

Dated : 03 /08/2023

Copy to:

1. PA to Hon'ble VC for information of Vice Chancellor.
2. PA to Registrar for information of Registrar.
3. All Deans, HoDs, & Director (East Delhi Campus), DTU with the request to circulate to all teaching staff.
4. Head Computer Centre - With the request to upload this Office Order on University website.
5. File



(Dr. Lokesh Garg)
Assistant Registrar (Vig.)

Annexure-I

F.DTU/Vig/APAR/Teach.order/14/2023/147

Dated : 03 /08/2023

Time schedule for preparation/completion of APAR in respect of Teaching Staff for the reporting year 2022-23
(i.e. from 01 August 2022 to 31 July 2023).

S.No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to Reporting Officer by officer to be reported upon	16 th August 2023
2.	Submission of APAR by Reporting Officer to Vigilance Section	30 th October 2023
3.	Sending APAR to Reviewing Officer by Vigilance Section	7 th November 2023
4.	APAR to be completed by Reviewing Officer and to be return to Vigilance Section.	7 th December 2023
5.	Communication of APAR to the officer reported upon.	01 st January 2024
6.	Submission of representation by officer reported upon if any, on APAR	15 days from the date of disclosure.
7.	Forwarding of representations to the competent authority	
	(a) Where there is no accepting authority for APAR	21 st January 2024
	(b) Where there is accepting authority for APAR	06 th February 2024
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by Vigilance Section	15 th March 2024
10.	End of entire APAR process, after which the APAR will be finally taken on record	30 th March 2024

Annexure-II

F.DTU/Vig/APAR/Teach.order/14/2023/147

Dated : 03/08/2023

The Reporting and Reviewing Officers for DTU/ DCE officers for the reporting year 2022-23 (i.e. from 01 August 2022 to 31 July 2023) 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	Senior Most Dean as per seniority of Dean	VC
3.	Professor/ HoD of DCE	VC as Director	Secretary (TTE)