



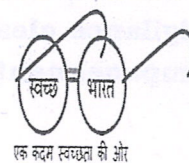
# DELHI TECHNOLOGICAL UNIVERSITY

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/14/2023/1274

Dated : 21/07/2025

## OFFICE ORDER

**Subject: Completion of Annual Performance Assessment Report (APAR) for the reporting year 2024-25 (i.e. from 01 August 2024 to 31 July 2025) 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 2024-25 be carried out as per the schedule given at attached Annexure-I by all concerned.

**Self Appraisal.** All officers and staff are directed to submit the duly self-appraised APARs to their respective Reporting Officers as per schedule of Annexure - I. The officers to be reported upon shall attach summary of Annual Health Checkup Certificate.

**Annual Health Checkup Certificate** With reference to Circular No. F.3(6)/2024/TTE/E-IV/539-52 dated 21.02.2025 issued by Department of Training and Technical Education, Delhi, submitting Summary of Health Report/Annual Health Checkup Certificate is mandatory and therefore, all teachers are required to submit their Annual Health Checkup Certificate while filling their self-appraisal. For current Assessment Year the requisite Summary of Health Report/Annual Health Checkup Certificate of all employee aged 40 years and attached with the revised APAR forms.

The APAR, without the Summary of health report shall be treated as incomplete and may be taken as “Adverse”.

**Annual Immovable Property Return** All Government servants belonging to Group ‘A’, ‘B’, ‘C’ and erstwhile Group ‘D’ Officers shall submit an annual return “as on 31<sup>st</sup> December” every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their own name, or in any other their family member’s name, or in any other person’s name.



All Government servants are required to file their returns by 31<sup>st</sup> January, in the prescribed forms under CCS (Conduct) Rule, 1964, in terms of Rule 18(4) of the CCS (Conduct) Rules. If the Govt. Servant fails to submit the return by 31<sup>st</sup> January, **vigilance clearance shall be denied to them and they shall not be considered for empanelment for senior level posts in the University.**

**Reporting Officer** 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.

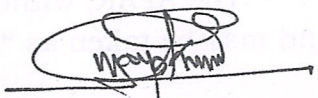
**Reviewing Officer** It is also emphasized that, if the APAR of any officer can't be written for any valid reason, a certificate to that effect may also be forwarded to this office alongwith the APAR form with the self-appraisal given by the officer to be reported upon, by the concerned department duly signed by the Reporting Officer for further action.

**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 Reviewing Officers/competent authorities and keep the APARs in its safe custody.

Revised 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.

The designations of Reporting and Reviewing authorities assigned by the competent authority is attached at Annexure-II.

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

  
(Prof. T. Vijaya Kumar)  
Chief Vigilance Officer

Encl : 02 sheet (Annexure)

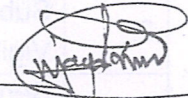


F.DTU/Vig/APAR/Teach.order/14/2023/ 1274

Dated : 21/07/2025

Copy to:

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



(Prof. T. Vijaya Kumar)  
Chief Vigilance Officer

## Annexure-I

F.DTU/Vig/APAR/Teach.order/14/2023/1274

Dated : 21/07/2025

**Time schedule for preparation/completion of APAR in respect of Teaching Staff for the reporting year 2024-25**  
**(i.e. from 01 August 2024 to 31 July 2025).**

S.No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to Reporting Officer by officer to be reported upon	16 <sup>th</sup> September 2025
2.	Submission of APAR by Reporting Officer to Vigilance Section	30 <sup>th</sup> November 2025
3.	Sending APAR to Reviewing Officer by Vigilance Section	7 <sup>th</sup> December 2025
4.	APAR to be completed by Reviewing Officer and to be return to Vigilance Section.	7 <sup>th</sup> January 2026
5.	Communication of APARs. <b>Officer reported upon. may collect the copy from Vigilance Section</b>	01 <sup>st</sup> February 2026
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 <sup>st</sup> February 2026
	(b) Where there is accepting authority for APAR	06 <sup>th</sup> March 2026
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 <sup>th</sup> April 2026
10.	End of entire APAR process, after which the APAR will be finally taken on record	30 <sup>th</sup> April 2026





## Annexure-II

F.DTU/Vig/APAR/Teach.order/14/2023/ 1274

Dated : 21/07/2025

**The Reporting and Reviewing Officers for DTU/DCE officers for the reporting year 2024-25 (i.e. from 01 August 2024 to 31 July 2025) 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)

