

DELHI TECHNOLOGICAL UNIVERSITY

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

NO:F.DTU/Legal/conf./81/2012-13 /464

Dated: 9-4-14

OFFICE MEMORANDUM

Sub: APAR Form for the year 2013-14 (01.04.2013 to 31.03.2014)

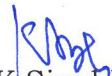
The undersigned is directed to forward herewith blank APAR forms for recording self-appraisal/ Performance Appraisal for the year 2013-14 with the request that the time schedule for preparation of APAR may please be strictly adhered to. A copy of the time schedule and the Reporting and Reviewing authority assigned by the competent authority is annexed as overleaf.

Time limits have also been prescribed for Reporting and Reviewing Officers for completing their part of the job. While prescribing the time schedule, the Department has also laid down if no self appraisal is received by the stipulated date, Reporting Officer can obtain another APAR Form from the official website/Confidential Cell and proceed to write the report on the basis of experience of the work and conduct of the officer reported upon. The Reporting Officer may also mention that the officer did not submit his/her self-appraisal within the stipulated time. If the official worked under more than one reporting officer during the period then he/she should use separate APAR Form. After completion of reporting portion, the Reporting Officer is required to submit the report to reviewing officer well in time.

The officer reported upon shall submit the APAR form to the Reporting Officer along with his/her self-appraisal by 25th April, 2014 positively. In case, no self-appraisal is received by 25th April, 2014 the Reporting Officer is requested to initiate the APARs without self-appraisal and submit the same to the Reviewing Authority.

To,

All HoDs / Branch In-charges
Delhi Technological University


(Dr. K. Singh)

Joint Registrar (Admn.)

Encl: As above.

All the Heads/Branch In-charges are hereby requested to get the APAR forms distributed among the faculty & staff of the department and needful done in a time bound manner. A list of faculty/ staff is annexed as annexure-II. APAR forms may also download from the official website of DTU.

