

# 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)**

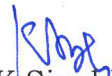
The undersigned is directed to forward herewith blank APAR forms for recording self-appraisal/ Performance Appraisal for the year 2013-14 with the request that the time schedule for preparation of APAR may please be strictly adhered to. A copy of the time schedule and the Reporting and Reviewing authority 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 25<sup>th</sup> April, 2014 positively. In case, no self-appraisal is received by 25<sup>th</sup> 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.

**TIME SCHEDULE FOR PREPARATION/COMPLETION OF APAR**

Sr. No	Activity	Date
1.	Distribution of blank APAR forms to all concerned	09.04.2014
2.	Submission of self- appraisal to reporting officer by officer to reporting upon	25.04.2014
3.	Submission of report by Reporting Officer to Reviewing Officer	31.05.2014
4.	Report to be completed by Reviewing Officer and to be sent to Confidential Cell, DTU	31.07.2014

**THE FOLLOWING GUIDELINES ARE BROUGHT TO THE NOTICE OF ALL REPORTING/REVIEWING OFFICER**

1.	<b>If any officer/official to be reported upon delays submission of self-appraisal this should be adversely commented upon by the Reporting Officer.</b>
2.	<b>The delay on the part of the Reporting Officer should be adversely commented upon by the Reviewing Officer.</b>
3.	Confidential reports should be written on the basis of advice/guidelines for the APARs.
4.	In case of APARs adversely commented upon the respective Head of Institution will take immediate action in conveying the adverse remarks to the concerned officer/official sent the APARs along with representations, if any which might be filed by the affected officer/official along with the comments of Reporting Officer and Reviewing Officer on the representation for consideration of the Appellate Authority.
5.	In case where the APARs are to be reviewed at the level of Pr. Secretary (TTE), the same shall be sent to Vigilance Branch in the first instance.
6.	<b>Self-appraisal to be confined in the space allotted and no additional sheet allowed.</b>

**The Reporting and Reviewing Officer for DTU/ DCE officers/ officials shall be as under:**

Sr. No.	Designation	Reporting Officer	Reviewing Officer
1.	Assistant Professor/ Associate Professor of DTU/ DCE	HoD	VC
2.	Professor/ HoD of DTU	Pro-VC	VC
3.	Professor/ HoD of DCE	VC as Director	Secretary (TTE)
4.	Sr. Mech./ Foreman/ Draughtsman/ Jr. Mech./ Lab Attendant	Lab In-charge	HoD
5.	Section Officer/ Sr. Office Asstt./ Office Asstt./ Jr. Office Asstt./ Care Taker/ Staff of Stores	Assistant Registrar	Joint Registrar
6.	Assistant Registrar (Estt./Legal/Gen.)	Joint Registrar	Registrar
7.	Assistant Registrar (IRD)	Dean (IRD)	VC
8.	Assistant Registrar (Academic)	Dean (Acad.)	VC
9.	Joint Registrar	Registrar	Pro-VC
10.	Ministerial Staff Accounts	AAO	AO
11.	AAO/ Accounts Officer	Sr. AR(Accounts)	JR
12.	Sr. AR (Accounts)	JR	Registrar
13.	Documentalist/ Asstt. Librarian/ Counter Assistant	Librarian	VC
14.	Director Physical Education	VC	Secretary (TTE)