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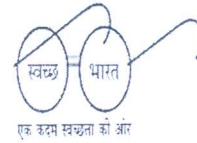


DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)

BAWANA ROAD, DELHI-110042

e-mail: registrar@dtu.ac.in



F.DTU/Vig/APAR/129/2015/85-116

Dated : 8/08/2019

OFFICE ORDER

Subject : Completion of Annual Performance Assessment Report (APAR) for the reporting year 2018-19 (i.e. from 01August 2018 to 31 July 2019) in respect of Teaching Staff

Attention of all Reporting Officers, Reviewing Officers and Officers to be reporting upon is invited to 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 2018-19 be carried out as per fixed time schedule (copy attached as 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. When the Reporting Officer completes his part of the report and submits the report to Reviewing Officer under a covering letter for review, he may do so under intimation to Vigilance Branch. After the review of the reports, the Reviewing Officer will forward the APAR to Vigilance Branch under a covering letter.

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 along with 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 are attached at 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. Samsher)
Registrar

Encls : As above.

F.DTUVig/APAR/129/2015/85-116

Dated 08/08/2019

Distribution:

1. PS to Vice Chancellor.
2. PA to Pro-Vice Chancellor
3. PA to Registrar.
4. All Deans/HoDs.
5. Office order file.


(Prof. Samsher)
Registrar

