

No.F.DTU/Vig/APAR/131/2015/1066-1110

Dated: 09/04/2021

OFFICE MEMORANDUM

Sub: APAR for the year 2019-20 and 2020-21 in respect of non-teaching staff.

The preparation/completion of Annual Performance Assessment Report (APAR) for the reporting year 2019-2020 and 2020-21 in respect of Govt. employees (excluding teaching staff) may be carried out strictly as per the time schedule given at Annexure I to this letter.

In spite of issuing of the instructions/guidelines for completion of all activities relating to the APAR, the reports on officials are not written in time with the result that complete APAR dossiers are not available when officials are considered for confirmation, promotion, deputation to ex cadre posts, MACP etc. This often results in delay in the issue of orders of promotion, MACP etc., and thereby causes hardship to the employees whose cases are due for consideration. To improve this situation and further streamline the procedure for writing the APAR, the time schedule given at Annexure I shall be strictly adhered to by all the authorities 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/official 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/official 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 obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer/official to be reported upon. While doing so, he can also point out the failure of the officer/official 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.

However, the processing of APARs **in respect of the Officers (1) Registrar (2) Controller of Finance(COF) (3) Controller of Examination(COE) and (4) Chief Operating Officer(COO) mentioned at Col.No. 18 of Annexure-I** will be as under:-

Officer, after completion of his/her part of the report, will submit the APAR to the Vigilance branch through Registrar in a sealed cover. The Vigilance branch will get the same report and reviewed by the respective competent authorities and keep the APARs in its safe custody.

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APAR forms may be downloaded from the university website and distributed accordingly. In case of any problem in downloading the APAR forms from the website, please intimate to Vigilance Branch for issuing the forms.


(Prof. Samsher)
Registrar

Encls: As above

PA to Registrar
PA to Hon'ble VC
All HoDs / Branch In-charges
Delhi Technological University

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

1.	If any officer/official to be reported upon delays submission of self-appraisal this should be commented upon by the Reporting Officer.
2.	The delay on the part of the Reporting Officer should be adversely commented upon by the Reviewing Officer.
3.	Confidential reports should be written on the basis of instructions/ guidelines for the APARs.
4.	In case of APARs adversely commented upon, the Reviewing Officer will communicate the adverse entries to the officer/official reported upon in writing for submitting representation against the entries.
5.	Self-appraisal to be confined in the space allotted and no additional sheet allowed.

**The Reporting and Reviewing Officer for Officers/ officials for the year 2019-20
& 2020-21 shall be as under:**

Sr. No.	Designation	Reporting Officer	Reviewing Officer
1.	Sr. Mech./ Foreman/ Draughtsman/ Jr. Mech./ other Technical staff/Non- Technical staff deputed in Labs	Lab In-charge	HoD
2.	Section Officer (Estt./RTI)	Assistant Registrar/Dy. Registrar	Registrar
3.	Section Officer (Exam/Result Section)	Dy. COE/OSD	COE
4.	Sr. Office Asstt./ Office Asstt./ Jr. Office Asstt./ Care Taker/ Staff of Stores	Section Officer	Assistant Registrar/ Dy. Registrar
5.	Assistant Registrar/Dy. Registrar (Estt./Legal/Gen.)	Registrar	Pro-VC
6.	Dy. Registrar (IRD) & Dy. Registrar (Academic PG)	Dean (Academic PG)	VC
7.	Assistant Registrar (Academic UG)	Dean (Academic PG)	VC
8.	Deputy Registrar (F&A)	Registrar	Pro-VC
9.	Executive Engineer (Civil)	Registrar	Pro-VC
10.	Assistant Engineer (Civil/Electrical)	Executive Engineer (Civil)	Registrar
11.	Network Manager, Computer Center	Head, Computer Center	Pro-VC
12.	System Manager	COE	Pro-VC
13.	Ministerial Staff Accounts	AO	Deputy Registrar(F&A)
14.	AAO/ Accounts Officer	Deputy Registrar(F&A)	Registrar
15.	Documentalist/ Asstt. Librarian/ Counter Assistant	Librarian	Pro-VC
16.	Director Physical Education (being erstwhile DCE staff)	VC	Secretary (TTE)