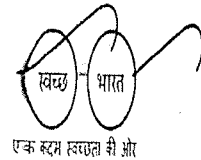


DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042
(Vigilance Branch)
cvo@dtu.ac.in



No.F.DTU/Vig/APAR/ORD./24/2023/159

Dated: 09/05/2024

OFFICE MEMORANDUM

Sub: APAR for the year 2024-25 i.e. from 01.04.2024 to 31.03.2025 in respect of non-teaching staff.

The preparation/completion of Annual Performance Assessment Report (APAR) for the reporting year 2024-25 in respect of Govt. employees (excluding teaching staff) may be carried out strictly as per the time schedule given at Annexure II to this letter.

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.

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 & Technical Education submitting Summary of Health Report/Annual Health Checkup Certificate is mandatory and therefore, all non-teaching staff 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 employee aged 40 years and above is to be completed and be attached with the APAR forms.**

The details of Health report (Performa) and list of panel Hospitals are as per **File No. 1(12)/H& FW/DGHS/4436-4686 dated 05.11.2019.**

For the current year 2024-25, Medical Check Up may be done by 20.06.2025 and the year 2025-26 onwards the same may be done on the birth month of the employee.

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

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 will 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 sealed covering letter.

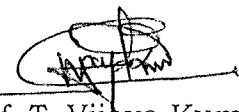
However, the processing of APARs **in respect of the Officers (1) Registrar (2) Controller of Finance (COF) (3) Controller of Examination(COE) and (4) Chief Operating Officer (COO) mentioned at Col.No.13 of Annexure-I will be as under:-**

Officer, after completion of his/her self-appraisal part of the report, will submit the APAR to the Vigilance branch through Chief Vigilance Officer in a sealed cover. The Vigilance branch will get the same report and reviewed by the respective reviewing officer and keep the APARs in its safe custody.

The Reporting and Reviewing Officer in respect of Non-teaching staff for the year 2024-25 shall be as per **Annexure-I**

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, Vigilance Branch may be intimate for issuance the forms.

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 II shall be strictly adhered to by all the authorities concerned.


(Prof. T. Vijaya Kumar)
Chief Vigilance Officer


Encls: As above

No.F.DTU/Vig/APAR/ORD./24/2023/1159

Dated: 09/05/2025

Copy to:-

1. PA to Hon'ble VC for information of Vice Chancellor.
2. PA to Registrar.
3. All HoDs / Branch In-charges, DTU with the request to circulate to all staff.
4. Head Computer Centre – With the request to upload this Office Memorandum on University website.
5. File


(Dr. Lokesh Garg)
Assistant Registrar (Vig.)

Time schedule for preparation/completion of APAR
(Reporting year-Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	20 th May.
2.	Submission of self-appraisal to reporting officer by officer to be reported upon along-with Annual Checkup Certificate (where applicable).	20 th June.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	15 August
5.	Appraisal by accepting authority, wherever provided.	15 th September
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	16 th September
	(b) Disclosure to the officer reported upon where there is accepting authority.	30 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (e) Where there is no accepting authority for APAR (f) Where there is accepting authority for APAR	6 th October 21 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	30 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	15 th December



**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 for the year 2024-25 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.	Sr. Office Asstt./ Office Asstt./ Jr. Office Asstt./ Care Taker/ Staff of Stores	Section Officer	Assistant Registrar/ Dy. Registrar
3.	Chief Store Keeper (Ex-Cadre Post)	A.R/D.R(Store)	Registrar
4.	Section Officer	Immediate Superior officer in the Channel	Next Superior officer to the Reporting officer in the Channel of work
5.	Assistant Registrar/Dy. Registrar	Registrar	VC
6.	Executive Engineer (Civil)	Registrar	VC
7.	Junior Engineer/Assistant Engineer (Civil/Electrical)	Executive Engineer (Civil)/CPO	Registrar
8.	Ministerial Staff Accounts	Sr. AO/AAO	COF
9.	DCA/Accounts Officer/AAO	COF	Registrar
10.	Documentalist/Asstt. Librarian/Counter Assistant	Librarian	Registrar
11.	Librarian	Registrar	VC
12.	Assistant Director Physical Education	Director Phy. Education	VC
13.	1. Registrar 2. Controller of Finance (COF) 3. Controller of Examination (COE) 4. Chief Operating Officer (COO)	Senior Most Dean/Any other Officer as decided by the Vice-Chancellor	Vice-Chancellor
14.	Assistant Programmer	Knowledge Network Manager/System Manager/Chief Controlling Officer	Head (CC)
15.	Network Manager/System Manager/EDP Manager, Computer Center	Head, Computer Center/COE	VC
16.	Stenographers I/II/III	Immediate Superior Officer in the Channel of work	Next Superior officer to the Reporting Officer in the Channel of work.
17.	Any other official(s) not specified above	Immediate Superior Officer in the Channel of work	Next Superior officer to the Reporting Officer in the Channel of work.