



DELHI TECHNOLOGICAL UNIVERSITY

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

(VIGILANCE SECTION)

No.F.DTU/Vig/APAR/Teach.order/14/2023/1411

Dated = 09/09/2025

CIRCULAR

This is in continuation of Office Order No.F.DTU/Vig/APAR/ORD./24/2023/1159 dated 09/05/2024 and F.DTU/Vig/APAR/Teach.order/14/2023/1274 dated 21/07/2025.

It has been observed that in certain cases, the Annual Performance Appraisal Reports (APARs) of employees (both Teaching & Non- Teaching) are not being submitted, assessed or reviewed within the prescribed time schedule. In particular, it has been further noticed that there is delay both in

- (i) submission of self-appraisal by the officer/official reported upon and
- (ii) assessment / review by the Reporting and Reviewing Authorities.

In this context, it is reiterated that the timely completion of APARs, including submission of self-appraisal and its assessment / review, is a statutory obligation and forms an essential part of the discharge of official duties. Non-adherence to the prescribed time schedule not only delays finalisation of APARs but also affects the consideration of employees for promotion and financial upgradation.

The duties of Reporting Officer are reproduced hereunder:

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.

(A draft letter which may be used by Reporting Officer after necessary correction as deemed fit, for written reminder to officer/official reported upon is enclosed herewith. However, it is not mandatory to issue a written reminder. The Reporting Officer /Authority may record their comments directly in the APAR, and the right of Reported Upon Officer/ Official to submit the APAR shall stand forfeited.)

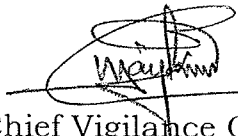
P.T.O.

Further, it is also to inform that if any Reporting Officer/Authority changed middle of the reporting period i.e. middle of 1st April to 31st March for non-teaching employees and 1st August to 31st July for teaching employees for any reason, the Reported Upon Officer shall not wait for completing the reporting period for submitting his/her self-appraisal to such Reporting Officer/Authority. Such employees are hereby advised to submit their self-appraisal forthwith.

Attention is invited to the provisions of Rule 3 of the Central Civil Services (Conduct) Rules, 1964, which mandates that every Government servant shall maintain absolute devotion to duty and discharge his/her duties with diligence. Failure to submit self-appraisal or to assess/review APARs within the stipulated time will be treated as dereliction of duty and may attract disciplinary action under the relevant provisions of the CCS (CCA) Rules, 1965.

In this regard, the Competent Authority has taken a serious view and accordingly all officers/officials reported upon are directed to submit their self-appraisal strictly within the stipulated time period, and the Reporting / Reviewing Authorities are directed to ensure timely assessment and review in accordance with the instructions issued from time to time. Any lapse in this regard will be viewed seriously and may invite administrative / disciplinary action.

This issues with the prior approval of the Competent Authority.


Chief Vigilance Officer

Copy to:

1. PA to VC: for information of the Hon'ble VC
2. PA to Registrar: for information of the Registrar
3. All Deans/HoDs/Directors/Branch In-charges.
4. All Deans/HoDs/Directors/Branch In-charges: With a request to bring this circular to the notice of all concerned employees under their control and ensure strict compliance.
5. HoD, Computer Centre: With a request to upload on University website.
6. All Notice Boards, DTU
7. Guard File.



DELHI TECHNOLOGICAL UNIVERSITY

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

Department/Section _____

Draft Formal

198/c

F.No.

Date:

To

Subject: Non-submission of Self-Appraisal for APAR-2025 – Reg.

Sir / Madam,

This is with reference to office Circular No. ____ dated ____, issued in continuation of Office Order No. F.DTU/Vig/APAR/ORD./24/2023/1159 dated 09/05/2024 and F.DTU/Vig/APAR/Teach.order/14/2023/1274 dated 21/07/2025 issued by Vigilance Section DTU, wherein it was reiterated that timely submission of self-appraisal is a statutory obligation and forms an essential part of the discharge of official duties.

It has been observed even after _____ month of APAR period (April 2024-March- 2025 / August 2024-July 2025) you have not submitted your self-appraisal so far to the undersigned for reporting for the period 2024-25 within the stipulated time. This constitutes non-compliance of the prescribed APAR guidelines.

You are hereby directed to submit your self-appraisal before last date, failing which your APAR will be written without your self-appraisal, based on the assessment of your Reporting Officer.

You are, therefore, once again advised to treat this matter as urgent and submit your self-appraisal within the above stipulated period positively.

Reporting Authority

Copy to:

1. Vigilance Section, DTU.



DELHI TECHNOLOGICAL UNIVERSITY

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

BAWANA ROAD, DELHI-110042

(Vigilance Branch)

e-mail – vigilance@dtu.ac.in



F.DTU/Vig/APAR/Teach.order/14/2023/1274

Dated : 21/07/2025

OFFICE ORDER

Subject: Completion of Annual Performance Assessment Report (APAR) for the reporting year 2024-25 (i.e. from 01 August 2024 to 31 July 2025) in respect of Teaching Staff

Attention of all Reporting Officers, Reviewing Officers and Officers to be reporting upon is invited to this Office Orders letter 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 2024-25 be carried out as per the schedule given at attached Annexure-I by all concerned.

Self Appraisal. All officers and staff are directed to submit the duly self-appraised APARs to their respective Reporting Officers as per schedule of Annexure - I. The officers to be reported upon shall attach summary of Annual Health Checkup Certificate.

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 and Technical Education, Delhi, submitting Summary of Health Report/Annual Health Checkup Certificate is mandatory and therefore, all teachers 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 all employee aged 40 years and attached with the revised APAR forms.

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

Annual Immovable Property Return All Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D' Officers shall submit an annual return "as on 31st December" every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their own name, or in any other their family member's name, or in any other person's name.

All Government servants are required to file their returns by 31st January, in the prescribed forms under CCS (Conduct) Rule, 1964, in terms of Rule 18(4) of the CCS (Conduct) Rules. If the Govt. Servant fails to submit the return by 31st January, **vigilance clearance shall be denied to them and they shall not be considered for empanelment for senior level posts in the University.**

Reporting Officer 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.

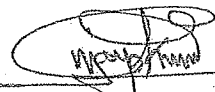
Reviewing Officer It is also emphasized that, if the APAR of any officer can't be written for any valid reason, a certificate to that effect may also be forwarded to this office alongwith the APAR form with the self-appraisal given by the officer to be reported upon, by the concerned department duly signed by the Reporting Officer for further action.

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

Revised 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.

The designations of Reporting and Reviewing authorities assigned by the competent authority is attached at Annexure-II.

Contents of this office order may be disseminated to all concerned.


(Prof. T. Vijaya Kumar)
Chief Vigilance Officer

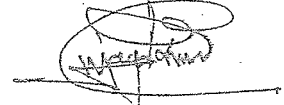
Encl : 02 sheet (Annexure)

F.DTU/Vig/APAR/Teach.order/14/2023/1274

Dated : 21/07/2025

Copy to:

1. PA to Hon'ble VC for information of Vice Chancellor.
2. PA to Registrar for information of Registrar.
3. Dy. Registrar (Estt.),
4. All Deans, HoDs, & Director (East Delhi Campus), DTU with the request to circulate to all teaching staff.
5. Head Computer Centre - With the request to upload this Office Order on University website.
6. Guard File



(Prof. T. Vijaya Kumar)
Chief Vigilance Officer

Annexure-I

F.DTU/Vig/APAR/Teach.order/14/2023/1274

Dated : 21/07/2025

Time schedule for preparation/completion of APAR in respect of Teaching Staff for the reporting year 2024-25
(i.e. from 01 August 2024 to 31 July 2025).

S.No.	Activity	Date by which to be completed
1.	Submission of self-appraisal to Reporting Officer by officer to be reported upon	16 th September 2025
2.	Submission of APAR by Reporting Officer to Vigilance Section	30 th November 2025
3.	Sending APAR to Reviewing Officer by Vigilance Section	7 th December 2025
4.	APAR to be completed by Reviewing Officer and to be return to Vigilance Section.	7 th January 2026
5.	Communication of APARs. Officer reported upon. may collect the copy from Vigilance Section	01 st February 2026
6.	Submission of representation by officer reported upon if any, on APAR	15 days from the date of disclosure.
7.	Forwarding of representations to the competent authority	
	(a) Where there is no accepting authority for APAR	21 st February 2026
	(b) Where there is accepting authority for APAR	06 th March 2026
8.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9.	Communication of the decision of the competent authority on the representation by Vigilance Section	15 th April 2026
10.	End of entire APAR process, after which the APAR will be finally taken on record	30 th April 2026



Annexure-II

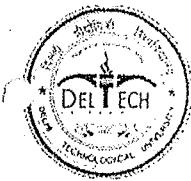
F.DTU/Vig/APAR/Teach.order/14/2023/ 1274

Dated : 21/07/2025

The Reporting and Reviewing Officers for DTU/DCE officers for the reporting year 2024-25 (i.e. from 01 August 2024 to 31 July 2025) shall be as under:

Sr. No.	Designation of officers to be reported upon	Designation of Reporting Officer	Designation of Reviewing Officer
1.	Assistant Professor/ Associate Professor of DTU/ DCE	HoD	VC
2.	Professor/HoD of DTU	Senior Most Dean as per seniority of Dean	VC
3.	Professor/ HoD of DCE	VC as Director	Secretary (TTE)





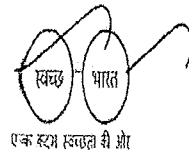
DELHI TECHNOLOGICAL UNIVERSITY

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./24/2023/1157

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.

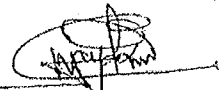
However, the processing of APARs in respect of the Officers (1) Registrar (2) Controller of Finance (COF) (3) Controller of Examination(COE) and (4) Chief Operating Officer (COO) mentioned at Col.No.13 of Annexure-I will be as under:-

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.

