

**REMINDER-III**  
**MOST URGENT**



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR -16C, DWARKA, NEW DELHI-110078**

No. F.1(6)(34)/2014/Pers.-II/

Dated the Dec., 2014

**CIRCULAR**

This is in continuation to earlier Circular dated 27.05.2014, Reminder-I dated 04.08.2014 & Reminder -II dated 09.10.2014. Annual Performance Appraisal Reports in respect of Non-Teaching Officers and Officials are to be initiated, reviewed by the Competent Authority and sent to the Personnel Branch every year within a time frame. Report for the period from 01.04.2013 - 31.03.2014 (2013-2014) is due.

It is pertinent to mention that some of the concerned Reporting/Reviewing Officers as well as the Officers/ Officials reported/reviewed upon have not submitted the APARs.

In view of the above, all Non-Teaching Officers and Officials, who have not submitted the APAR for the period 2013-2014, are hereby reminded that personal intervention may be made for completion & submission of their APARs, without fail & further reminder in this regard.

**This may be given Top Priority.**

The APAR forms for Officers & Officials are available on University website.


(Rajiv Kale)  
Registrar

No. F.1(6)(34)/2014/Pers.-II/ 5965

Dated the 05<sup>th</sup> Dec., 2014

Copy to the following for information and necessary action:-

1. All Deans/ Directors/ Branch Heads/ Section Officers, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations (O) & (P), GGS Indraprastha University.
4. Incharge (Server Room) with the request to upload the circular on the University's website.
5. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
6. P.S. to the Registrar, GGS Indraprastha University.
7. Notice Board.
8. Guard File.

  
(A. K. Verma)  
Joint Registrar (Personnel)