

REMINDER-II



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

No. F.1(6)(19)/2011/Pers.-II/

Dated the Oct, 2012

CIRCULAR

In continuation with Circular issued vide no. F.1(6)(19)/2011/Pers-II dated 13th August 2012 and Reminder-I issued on 14th Sep 2012, all non-teaching employees were advised to submit their APAR for the year 2011-2012, but APARs in some cases are still awaited.

It may be noted that APARs may not be Reported and Reviewed by the same officer. For technical cadre, i.e. Sr. Technical Assistant, Technical Assistant, Laboratory Assistant-I, Laboratory Assistant-II, APAR may be reported by concerned Laboratory In-charge and the same may be reviewed by Dean of the concerned department.

Therefore, All Non-Teaching Officers & Staff members must submit their requisite self-appraisal reports on priority within 10 days from the date of issue of this letter through their reporting and reviewing authority to the personnel branch, **so that their service records can be updated.** The APAR form is available on University website.

Those Officers/employees who have submitted their APAR to their concerned Reporting Officer may ignore this Reminder.

(R. P. Kansal)
Incharge (Pers)

Dated the 7th Nov, 2012

No. F.1(6)(19)/2012/Pers.-II/ 6126

Copy to the following for information and necessary action:-

1. All Deans/Heads/Section Incharge/Branch Officer, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination, 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.

(Kapil Kr. Sharma)
Section Officer P-II