



तेजपुर विश्वविद्यालय/TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/OFFICE OF THE REGISTRAR

नपाम :: तेजपुर - 784028 :: असम/ Napaam :: Tezpur - 784028 :: Assam

No. F.06-48/II(E)/057

Dated :08.04.2016

NOTIFICATION

This is for information of all non-teaching employees of this University that in accordance with the provisions under the Service Rules, it is mandatory for all non-teaching employees to submit their individual performance and other personal information in the format provided as "Annual Performance Appraisal Report" (APAR) for every preceding year ending 31st March (1st April to 31st March).

In view of above, three separate formats of APAR (**one for the Group A Officers including the Statutory Officers, one common format for the Group B and C Officials and one for the Group C officials of the rank of Multi-Tasking Staff**) are uploaded in the University website as attachments to this notification. All concerned employees are, therefore, requested to download the appropriate form of APAR from the University website and **submit the duly filled-in forms (Part-1 and Part-2) of their Self-Appraisal Report along with other personal information for the reporting year 2015-2016 (1st April, 2015 to 31st March, 2016), to the Section Officer (E-III), Administrative Building, on or before 29th April, 2016.**

As per GOI instructions, APAR for a particular reporting period should be completed within a fixed time frame and belated submission of self-appraisal or delayed reporting/reviewing on self-appraisal by the concerned Reporting/Reviewing Officers goes against the interest of the employees and leads to unwarranted administrative complicity. All concerned are therefore requested to cooperate in the process and finalization of APAR.

The concerned HoDs/Controlling Officers are requested to facilitate timely compliance of the notification by the employees including the MTS.

(Biren Das)
Registrar

Memo No. : F.06-48/II(E)/ 057

Date: 08.04.2016

Copy to:-

1. The Secretary to VC, Tezpur University, for kind information of the Vice-chancellor.
2. The Web Master, Tezpur University, for placing the notification and APAR formats in the University website.
3. Heads of all academic and administrative departments
4. Notification/Circular file

Registrar

DOWNLOAD APAR FORMATS

- Group A
- Group B and C
- Group C (Rank of MTS)
- Statutory Officers