



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)/ 994

Dated : 20.5.2016

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 on 31st March (1st April to 31st March). **However, it is seen that most of the employees have not submit their APARs for the year 2015-16 till date in spite of the last date for submission of the same was over on 29.04. 2016 vide notification no. F.06-48/II(E)/ 057 dated 08.04.2016. Those, who have not submitted their APARs, are hereby informed to submit the same on or before 26.05.2016.**

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)/ 994

Date: 20.5.2016

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