



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/III(E)/ 14

Dated : 05/04/2021

NOTIFICATION

This is for information of all non-teaching employees of the 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. I am to inform you that Tezpur University has already developed a software for online submission of APAR and all are therefore requested to submit the same online. All Heads of the departments/Centers/Cells are requested to ask their office Assistant to help the MTS of their departments in submission of the online APAR **on or before 30.04.2021**. Please click on the following **link to access online APAR**

http://www.tezu.ernet.in/other/cas_pbas_redir.php

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.

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

(Hridoy Saikia)
Joint Registrar (GA)

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

Date: 05/04/2021

Copy to:-

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

Joint Registrar (GA)