



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुलसचिव का कार्यालय / **OFFICE OF THE REGISTRAR**

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

No. F.06-48/III(E)/031

Dated: 06.04.2023

## **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 31<sup>st</sup> March. 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 30.04.2023**. Please click on the following link to access online APAR.

[http://www.tezu.ernet.in/other/cas\\_pbas\\_redir.php](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.

Sd/-  
(Hridoy Saikia)  
Joint Registrar

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 on the University website.
4. Notification/Circular file

Sd/-  
Joint Registrar