



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)/ 1736

Dated : 28-09-21

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 submitted their Online APARs for the year 2020-2021 till date in spite of our notification dated 5.4.2021 as per which the last date for submission of the same was 30.04. 2021 Those, who have not submitted their APARs, are hereby informed to submit the same on or before 01.10.2021. Software which provide the Online operation of APAR will be closed after the stipulated date and after that no APAR for the said year will be considered.**

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

(Hridoy Saikia)
Joint Registrar

Copy for information 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 in the University website.
3. Heads of all academic and administrative departments
4. Notification/Circular file