

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 2016-2017 (1st April, 2016 to 31st March, 2017), to the Section Officer (E-III), Administrative Building, on or before 12th April, 2017.

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 complicacy. 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.

sd/-
(Hridoy Saikia)
Joint Registrar (GA)

Memo No. : F.06-48/II(E)/ 5666

APAR Formats:

http://www.tezu.ernet.in/notice/2017/March/APAR_format-Group-A.doc
http://www.tezu.ernet.in/notice/2017/March/APAR_formatGroup-B-and-C.doc
http://www.tezu.ernet.in/notice/2017/March/APAR_GroupC-Rank-of-MTS.doc
http://www.tezu.ernet.in/notice/2017/March/APAR_Statutory_Officers.doc