



# 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)/ 10

Dated : 01/04/2019

### 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 .

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 2018-2019 (1<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019), to the Section Officer (E-III), Administrative Building, on or before 20<sup>th</sup> April, 2019.**

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.

  
(Biren Das)  
Registrar

Memo No. : F.06-48/III(E)/ 10

Date: 01/04/2019

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 and APAR formats in the University website
4. Notification/Circular file

  
Registrar