



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)/984

Dated: 27.7.2020

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 . As per DoPT OM No. 21011/02/2015- Est (A-II)-Part II dated 11.6.2020, distribution of APAR is extended **upto 31st July, 2020 instead of 31st March, 2020** as a one-time measure owing to the situation arising out of the lockdown due to spread of corona virus. 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 31.8.2020**. 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.

Sd/-
(Hridoy Saikia)
Joint Registrar

Memo No.: F.06-48/III(E)/ 984

Date: 27.7.2020

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

Sd/-
Joint Registrar

ONLINE APAR, A BRIEF INTRODUCTION

1. Once you come to the online CAS/PBAS/APAR system, you will see the following screen. Use **your TU email id and password** to log in to the system.

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Specialized Knowledge Promotes Creativity

VISION
TO DEVELOP HUMAN EXCELLENCE AND INCULCATE LEADERSHIP THROUGH HARD WORK AND CREATIVITY.

MISSION
TO RENDER TEZPUR UNIVERSITY ONE OF THE MOST PREFERRED DESTINATIONS OF STUDENTS, FACULTY AND SCHOLARS AND EMPLOYEES, TO BE IN THE TOP-50 UNIVERSITIES OF THE WORLD.

WELCOME TO ONLINE CAS/PBAS/APAR

Login

HELP MENU
[1. What is my user name and password?](#)
[2. How do I create my CAS application?](#)
[3. What is next after creating an application?](#)

USER NAME skylar @tezu.ernet.in
 PASSWORD ●●●●●●●●

Developed By: YRGS software

2. After logging in, select **ENTER AS NON-TEACHING STAFF** to proceed further.

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WELCOME TO ONLINE CAS/PBAS/APAR

Login

HELP MENU
[1. What is my user name and password?](#)
[2. How do I create my CAS application?](#)
[3. What is next after creating an application?](#)
[ENTER AS ADMIN](#)
[ENTER AS TEACHING STAFF](#)
[ENTER AS NON-TEACHING STAFF](#)

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3. At this point you will be presented with the following page asking your basic details. You have to complete this form before proceeding further.

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WELCOME TO ONLINE CAS/PBAS/APAR

MY DETAILS
MY APAR
LOGOUT

Employee ID Number:
EDIT

Name:
EDIT

Date of birth:
DOB NOT SET
IN WORDS NOT SET
EDIT

Category and Religion Details:

CAST	Category of PWD if any	Whether belongs to EWS	RELIGION
EDIT NOT SET	EDIT NOT SET	EDIT NOT SET	EDIT NOT SET

Academic Qualification:
EDIT

Place of Domicile:
EDIT

Developed By: YROS software

Click on the edit button to enter the value against any field. Once done click on save.

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WELCOME TO ONLINE CAS/PBAS/APAR

MY DETAILS
MY APAR
LOGOUT

Employee ID Number:
SAVE 291

Name:
EDIT

Date of birth:
DOB NOT SET
IN WORDS NOT SET
EDIT

Category and Religion Details:

CAST	Category of PWD if any	Whether belongs to EWS	RELIGION
EDIT NOT SET	EDIT NOT SET	EDIT NOT SET	EDIT NOT SET

Academic Qualification:
EDIT

Place of Domicile:
EDIT

Developed By: YROS software

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WELCOME TO ONLINE CAS/PBAS/APAR

MY DETAILS
MY APAR
LOGOUT

Employee ID Number:
SAVE 291

Name:
EDIT

Date of birth:
DOB NOT SET
IN WORDS NOT SET
EDIT

Category and Religion Details:

CAST	Category of PWD if any	Whether belongs to EWS	RELIGION
EDIT NOT SET	EDIT NOT SET	EDIT NOT SET	EDIT NOT SET

Academic Qualification:
EDIT

Place of Domicile:
EDIT

Developed By: YROS software

4. After entering the details, your form should look something like the following figure. At this point, you can click on

MY APAR link to see your APARs.



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WELCOME TO ONLINE CAS/PBAS/APAR

MY DETAILS

MY APAR

LOGOUT

Employee ID Number:	
291	EDIT
Name:	
Dr. SKYLER WHITE	
EDIT	
Date of birth:	
03/08/1980	
Third August Nineteen Hundred Eighty	
EDIT	
Category and Religion Details:	
CAST	Category of PWD if any
Whether belongs to EWS	RELIGION
EDIT GENERAL NONE NO HUMANITY	
Academic Qualification:	
PhD, Economics	
EDIT	
Place of Domicile:	
Tezpur University.	
EDIT	

Developed By: YKOS software



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WELCOME TO ONLINE CAS/PBAS/APAR

MY DETAILS

MY APAR

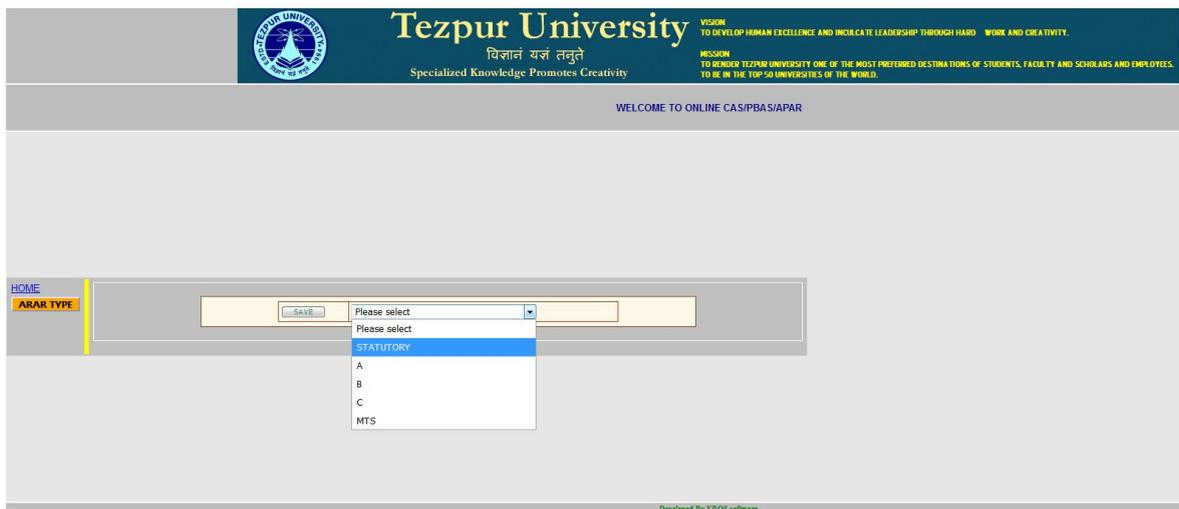
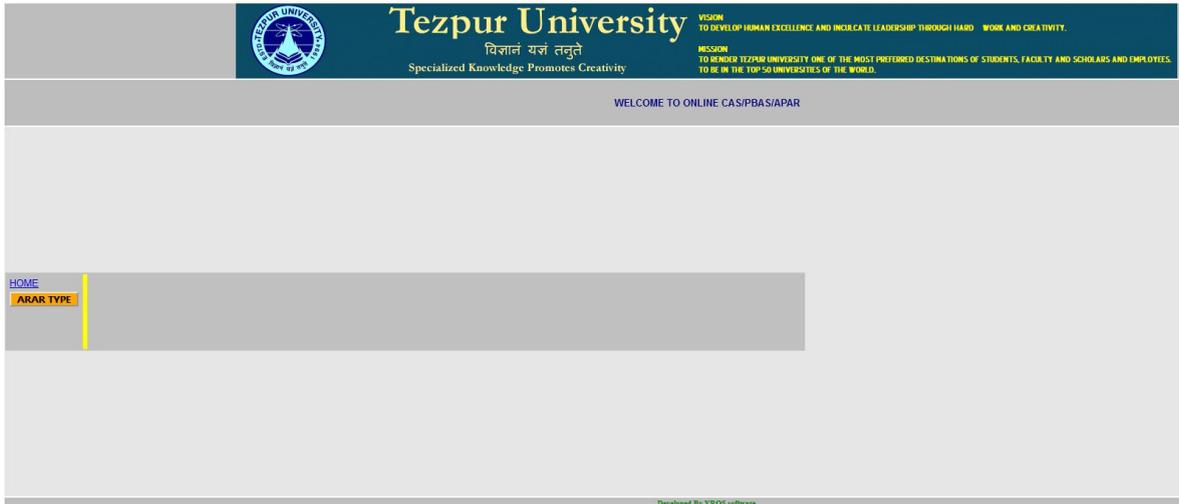
LOGOUT

Here are the 2 APAR of the officer

1	Dr. SKYLER_WHITE_APAR_2020-21	Status: NEW
2	Dr. SKYLER_WHITE_APAR_2019-20	Status: NEW

Developed By: YKOS software

5. Click on an APAR application to edit it. First it will ask you to select the APAR group.



6. After setting the group for your APAR application, you will be provided with the following screen. Every button on the left panel is a self descriptive option to interact with the system.



7. For example, if you click on PERSONAL DATA, you will be led to the following page where you can enter the details mentioned in part 1 of the APAR form.

APAR_GROUP-STAFFUTORY
HOME

ARAR TYPE

PART-1
PERSONAL DATA

PART-2
SELF APPRAISAL

PART-3
NUMERAL GRADING

PART-4
GENERAL-TO BE FILLED UP BY REPORTING AUTHORITY

OFFICERS PIPELINE
PDF DOWNLOAD
TIMELINE
FORWARD DOCUMENT

PERSONAL DATA
(To be filled by the Officer reported upon and verified by the Establishment Section)

Employee ID NO: 291

Name of the Officer: DR. SKYLER WHITE

Designation:

Period of reporting (Financial year): 2019-20 01/04/2019-TO-31/03/2020

1. Email ID at Tezpur University: skyler@tezu.ac.in

2. Date of Birth: 03/08/1980
39 years 11 months 25 days
THIRD AUGUST NINETEEN HUNDRED EIGHTY

3. Present Post:
Dt of appointment in Present Post:

Present Post appointment CREDENTIALS

4. Pay Level in pay matrix:

5. Academic Qualification: PHD, ECONOMICS

6(a). Category: GENERAL

(b). Category of PWD if any: NONE

(c). Whether belongs to EWS: NO

7. Religion: HUMANITY

8. Place of Domicile: TEZPUR UNIVERSITY.

9. Section(s) in which served during the period under report and period of service in each

1	This will be a new entry
---	--------------------------

10. Period of absence from duty on leave (other than casual leave, Duty Leave and compensatory Leave, if any) during the period under report.

1	This will be a new entry
---	--------------------------

11. Training attended, if any

1	This will be a new entry
---	--------------------------

Developed By VEGIS software

8. Similarly, if you click on SELF APPRAISAL, you will be led to the following page .

APAR TYPE	Message:	SELF APPRAISAL (To be filled in by the Officer reported upon)
PART-1 PERSONAL DATA		NAME OF THE OFFICIAL REPORTED UPON: DR. SKYLER WHITE
PART-2 SELF APPRAISAL		1. Brief description of duties performed during the period under report: <div style="border: 1px solid #ccc; height: 40px;"></div>
PART-3 NUMERAL GRADING		Supporting documents <input type="button" value="upload"/> <input type="button" value="remove"/> <input type="button" value="cancel"/>
PART-4 GENERAL-TO BE FILLED UP BY REPORTING AUTHORITY		2. Please specify targets/objectives/goals (in quantitative or other terms of work you set for yourself or that were set for you, right to ten items of work in the order of priority and your achievement against each target (Example - Annual Action Plan for your Section) <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">1 <input type="button" value="EDIT"/> This will be a new entry</div>
OFFICERS PIPELINE		Procurements made through GeM portal (wherever applicable) (i) Total budget allotted for procurement by the Ministry/Department/Division/Section in Rupees (as may be applicable in the case of the Officer Reported Upon): nil (ii) Total procurement through GeM portal made by him/her during the period of report (in Rs.): nil (iii) % of procurement through GeM portal as against the budget indicated in the Target: nil (iv) Procurement made outside GeM portal and the reasons therefor: nil (v) Steps taken for promotion of GeM in the Ministry/Department/Division/Section: nil
PDF DOWNLOAD		3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets. <div style="border: 1px solid #ccc; height: 40px;"></div>
TIMELINE		3. (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto. <div style="border: 1px solid #ccc; height: 40px;"></div>
FORWARD DOCUMENT		4. Any other information(s) you desire to record: <div style="border: 1px solid #ccc; height: 40px;"></div>

9. Once you fill all the necessary data, you can submit your APAR application by clicking on FORWARD DOCUMENT option.

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WELCOME TO ONLINE CAS/PBS/APAR		
APAR GROUP SUBMITTRY HOME	Message:	Your application will be forwarded to administration from where it will be directed to appropriate reporting/reviewing/accepting officers. I am submitting my APAR 2019-20 for approval. Please process.
PART-1 PERSONAL DATA		<input type="button" value="SEND"/> Here is the undertaking form you acceded
PART-2 SELF APPRAISAL		
PART-3 NUMERAL GRADING		
PART-4 GENERAL-TO BE FILLED UP BY REPORTING AUTHORITY		
OFFICERS PIPELINE		
PDF DOWNLOAD		
TIMELINE		
FORWARD DOCUMENT		