



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR -16C, DWARKA, NEW DELHI-110078**

No. F.1(6)(5)/2016/Pers.-II/ 3249

Dated the 25 July, 2017

**CIRCULAR**

Annual Confidential Reports in respect of Non-Teaching Officers and Staff are to be initiated, reviewed by the Competent Authority and sent to the Personnel Branch every year within a time frame. Report for the period from 01.04.2016 to 31.03.2017 (2016-2017) has become due.

All Non-Teaching Officers & official are requested to submit their respective APARs as per requirement of the prescribed format, duly reported and reviewed, on priority by 10.08.2017.

APAR forms in r/o Officers & officials are available on University website.

(Ajay Kumar)  
Assistant Registrar (P-II)

No. F.1(6)(5)/2016/Pers.-II/

Dated the 25 July, 2017

Copy to the following for information and necessary action:-

1. All Deans/Heads/Branch Heads/Section Officers, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examination (O), GGS Indraprastha University.
4. Asstt. Registrar to Vice-Chancellor, GGSIP University.
5. Section Officer to Pro-Vice Chancellor, GGSIP University.
6. Asstt. Registrar to Registrar, GGSIP University.
7. Head, UITS Cell with the request to upload the circular on the University's website.
8. Guard File.

(Ajay Kumar)  
Assistant Registrar (P-II)