

Reminder/Urgent

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

No. F.1(6)(5)/2016/Pers.-II/ 6035

Dated the 28th Oct, 2016

CIRCULAR

This is in continuation to the previous Circular of even no. dated 18.08.2016. 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 01.04.2015 to 31.03.2016 (2015-2016) has become due.

All Non-Teaching Officers & official are required to submit their respective APARs as per requirement of the prescribed format, duly reported and reviewed, on priority within 20 days of issue of this Circular.

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


(Sushil Kumar)
Joint Registrar (Pers)

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

Dated the 28th Oct, 2016

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)