

Reminder



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

No. F.1(6)(2)/2018/Pers.-II/4660

Dated the 11th Sep., 2021

CIRCULAR

Ref: Circular No. F.1(6)(2)/2018/Pers.II/1170 dated 24.06.2021

Annual Confidential Reports in respect of Non-Teaching Officers and Officials are to be initiated, reported & reviewed by the Competent Authority and sent to the Personnel Branch every year within a time frame. APARs for the period from 01.04.2020 - 31.03.2021 (2020-2021) have already become due.

Therefore, all Non-Teaching Officers and Officials are requested to submit their duly reported and reviewed APARs, at the earliest in the Personnel Branch

The APAR forms for Officers & Officials are available on University website.

(Sushil Kumar)
Joint Registrar (Personnel)

No. F.1(6)(2)/2018/Pers.-II/

Dated the Sep., 2021

Copy to the following for information and necessary action:-

1. All Deans/ Directors/ Branch Heads/ Section Officers, GGSIP University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations, GGS Indraprastha University.
4. Head, UITS Cell with the request to upload the circular on the University's website.
5. Assistant Registrar, Vice-Chancellor's Secretariat, GGS Indraprastha University for kind information of Hon'ble Vice-Chancellor.
6. Assistant Registrar, O/o Registrar, GGS Indraprastha University for kind information of Registrar.
7. Guard File.

(Ajay Kumar)
Assistant Registrar (P-II)