

REMINDER-I
MOST URGENT



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

No. F.1(6)(34)/2014/Pers.-II/

Dated the Aug, 2014

CIRCULAR

This is in continuation to earlier Circular dated 27.05.2014. Annual Confidential Reports in respect of Non-Teaching Officers and Officials 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 01.04.2013 - 31.03.2014 (2013-2014) has become due.

It is pertinent to mention that APARs of some employees are still awaited in the Personnel Branch.

In view of the above, all Non-Teaching Officers and Officials, who have not submitted the APAR for the period 2013-2014, are hereby reminded that they are required to submit their respective APARs as per requirement of the prescribed format, duly reported & reviewed, at the earliest in the Personnel Branch to get their records updated.

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

(A. K. Verma)
Joint Registrar (Personnel)

Dated the 04th Aug, 2014

No. F.1(6)(34)/2014/Pers.-II/ 3952

Copy to the following for information and necessary action:-

1. All Deans/ Directors/ Branch Heads/ Section Officers, GGS Indraprastha University.
2. Controller of Finance, GGS Indraprastha University.
3. Controller of Examinations (O) & (P), GGS Indraprastha University.
4. Incharge (Server Room) with the request to upload the circular on the University's website.
5. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
6. P.S. to the Registrar, GGS Indraprastha University.
7. Notice Board.
8. Guard File.

(Pushpendra Kumar)
Assistant Registrar (P-II)