



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Office of the Registrar
Reservation & Coordination Cell

REF: UH / RCC / APAR 2020-21/ 2021

Date: 07.06.2021

E-Circular

Sub: Calling of Annual Performance Appraisal Report (APAR) for the reporting period 2020-21-Time lines for submission of APAR-Reg.

As a part of e-governance and in the light of the situation arising out of spread of Novel Coronavirus, soft copies of APARs of all cadres of Non-Teaching employee pertaining to Group 'A', 'B' and 'C' officers for the reporting year 2020-21 are uploaded on to the University's website.

In view of the above, all the Officers & Staff (Group A, B & C) are requested to download the respective self-appraisal forms available on the UoH Website, fill in and submit the same to the Reporting Officer concerned for the reporting year 2020-21 (1st April 2020 to 31st March 2021).

The following may be noted and strictly adhered to:

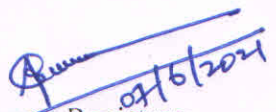
- The Personal Data sheet of APAR has to be filled in by the employee concerned. However, if any of the details in the Personal Data Sheet are not known by the employee(s) concerned, those details can be left blank.
- The Reporting Officers are requested to complete the form with their remarks and submit the same to the Reviewing Officer concerned in a confidential cover. The Reviewing Officer in turn will complete the form with his/ her remarks and forward the same to the undersigned in a sealed cover.
- Further, it is also noticed that some Schools / Departments / Centers are sending the APARs without being reviewed by the Reviewing Authority. It is requested to ensure that the APARs are complete in all respects before sending to this section. It may also be noted that all the officials shall necessarily append date after their signatures. (i.e., employee while submitting Self Appraisal form, Reporting Officer after assessing, Reviewing Officer after Reviewing the APARs).

In the preparation and submission of APAR forms, the following time schedule is required to be strictly adhered to. Any deviation of time schedule will result in invalidation of the APAR forms.

01.	Submission of Self-appraisal to Reporting Officer	On or before 31 st July , 2021
02.	Submission of report by Reporting Officer to Reviewing Officer	On or before 31 st August, 2021
03.	Forwarding of report by Reviewing Officer to Reservation & Coordination Cell in a sealed cover	On or before 30 th September , 2021

Kind cooperation of all concerned is sought for timely submission of APARS as per the above schedule.

(This is issued with the approval of the competent authority)


Deputy Registrar
Reservation & Coordination Cell

To
All concerned

Copy to:

1. OSD to the Vice-Chancellor
2. P.S. to the Registrar
3. Director, Computer Centre /Web Master – With a kind request to upload this Circular and also blank APAR formats for officials of Group A, B & C on UoH Website for downloading of the same by the employees.

[Handwritten signature]