



हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

Office of the Registrar
Reservation and Coordination Cell

REF: UH/RCC/APAR/2020/5720

28 December 2020

CIRCULAR

It is for the information of all concerned that the time schedule for preparation of Annual Performance Appraisal Reports (APAR) is not being adhered to, thereby hampering the smooth consideration of cases pertaining to confirmation, promotion, etc.

In accordance with the DoP&T O.M.s issued from time to time, it is stated that if an employee fails to submit his self-assessment report by the stipulated date, it would be presumed that no self-appraisal is being submitted by the individual concerned. In such cases, the reporting and reviewing officers can proceed to write the report on the basis of their knowledge about the work and conduct of the officer reported upon.

In case the APAR is not initiated by the Reporting Officer for any reason beyond the stipulated time in the schedule in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APAR s held by him for reporting to the Reviewing Officer on the next working day.

Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond the stipulated time in the schedule in which the financial year ended.

In case the remarks of the Reporting officer or/and Reviewing Officer as the case may be have not been entered in the ACR due to the concerned officer forfeiting his right to make any entry as per the provision above, a 'No Report Certificate' to this effect shall be added in his APAR for the relevant period by the Reservation & Coordination Cell. The period of 'No Report Certificate' shall not be considered for promotion, confirmation etc. resulting in financial loss to the employee concerned. In order to avoid any loss to an employee, timely completion and submission of APARs may be ensured.


28/12/2020

Deputy Registrar
Reservation and Coordination Cell

To
All concerned

Copy to

- (i) All Deans /Heads /Directors /Librarian/ Chief Warden
- (ii) OSD to VC, PS to PVC-1/PVC-2/Registrar/F.O/C.E./
- (iii) Deputy Registrars/ Assistant Registrars/ Administrative Heads
- (iv) Webmaster-with a request to upload the same on the University website and for circulation to all faculty/non-teaching officers through emails.