



विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली 110 002  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

No.F. 10-11/2016(Admn./AB)

11<sup>th</sup> March, 2016

Circular

**Subject: Circulating of the Annual Performance Assessment Report (APAR) in the office of UGC from reporting period 2015-16.**

All the employee of the UGC are informed that the Annual Performance Assessment Report is essential under the requirement for confirmation, promotion, review under FR 56 (i) for premature importance not only in the interest of service but also in the interest of the employee but most of them are not complying.

It is therefore, requested and informed to all UGC employees to collect the APAR form from the Admn./AB and follow the schedule as indicated in the office order as circulated and make sure that their APAR form is duly filled and submitted to the Admn. /AB in time.

**(Ajay Kumar Khanduri)**  
**Deputy Secretary (Admn.)**

**Copy to:**

1. All Officers/Sections, UGC
2. PS to Chairman/VCM/Secretary/FA/Director (Admn.) UGC
3. All Regional Offices/UGC NET Division/35, Ferozeshah Road, UGC
4. Notice Board
5. Guard File

**(Sudha Sharma)**  
**Section Officer (Admn.)**



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11<sup>th</sup> March, 2016

**OFFICE MEMORANDUM**

The Annual Performance Assessment Report forms for the period ending 31.03.2016 is circulated with a request that the same duly completed in all respects and at all levels may please be Sent to the undersigned in a sealed cover within the specific period as mentioned in the time scheduled circulated vide **Office Order No. 59/2016 dt. 11<sup>th</sup> March, 2016.**

It may please be noted that as per instructions already circulated vide office memorandum No.F.10-11/2016 (Admn./A&B) dated 11<sup>th</sup> March, 2016 (copy enclosed), it is the duty of the officers at each level to observe carefully the work and conduct of officials working under their control and to give necessary advice, training, guidance and assistance, wherever necessary. In this connection, relevant orders, memorandums etc., issued from time to time by the administration may also be kept in view. The APAR is to be based upon the results of such observations and periodical inspections. **While filling up the APAR tick marks and dashes should not be used.**

It will be highly appreciated if the time schedule in recording these reports is strictly observed by the concerned Reporting Officer/Reviewing Officer/officials. The Annual Performance Assessment Report for the previous years, if any, pending may also be expedited with these reports. In this connection, it may be noted that non-submission of APAR by the concerned Reporting/Reviewing/ etc. can lead to certain administrative problems. Delay without any justification, in this regard, on the part of Reporting Officers should be adversely commented upon in her/his report.

The Bureau Heads/Divisional Heads/Branch Officers may kindly ensure that all the Assessment Reports for the period ending 31.03.2016 in respect of the staff members working under them are completed well in time and Sent to the undersigned in a sealed cover latest by as per schedule given in O.O. No F.59/2016 dated 11<sup>th</sup> March, 2016.

(Ajay Kumar Khanduri)  
Deputy Secretary (Admn.)



No.F.10-11/2016(Admn.I/A & B)

11<sup>th</sup> March, 2016

**OFFICE ORDER NO. 59/2016**

It has been decided to observe the following schedule for writing of the Annual Performance Assessment Report(s) in respect of the University Grants Commission employees for the year 2015-16.

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR Forms to all concerned (i.e to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	31 <sup>st</sup> March
2.	Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of Report by Reporting Officer to Reviewing officer.	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be Sent to Administration or APAR Section/Cell or Accepting Authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by Accepting Authority wherever provided	31 <sup>st</sup> August.
6.	(a) Disclosure to the officer reported upon where there is no Accepting Authority. (b) Disclosure to the officer reported upon where there is Authority.	1 <sup>st</sup> September. 15 <sup>th</sup> September.
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representation to the competent authority	21 <sup>st</sup> September

	(g) Where there is no accepting authority for APAR (h) Where there is accepting authority of APAR	06 <sup>th</sup> October
9	Disposal of representation by the Competent Authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell.	15 <sup>th</sup> November.
11	End of entire APAR process after which the APAR will be finally taken on record.	30 <sup>th</sup> November.

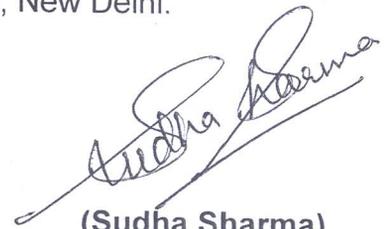
All Officers/Officials are requested to strictly observe the above time-schedule as regards the writing of APAR. If any Officer/Official failed to submit APAR in time, an adverse remark shall be entered in his/her APAR by the competent authority. The reporting and reviewing Officers may also submit the APAR of concerned officer as per schedule.



(Ajay Kumar Khanduri)  
Deputy Secretary (Admn.)

Copy to:

1. All Officers/ Section officers in UGC main building.
2. All Regional Offices.
3. PS to Chairman/ VCM/Secretary/Director (Admn)/FA, UGC.
4. UGC branch offices at 35, Feroze Shah Road & NET Division, New Delhi.
5. UGC website, e-office.
6. Guard File.



(Sudha Sharma)  
Section Officer (Admn.)