



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Registrar's Office  
Reservation & Coordination Cell

REF: UH/REG/RCC/APAR/2020/

Date: 29.05.2020

**e-CIRCULAR**

Sub: Calling of APAR for the reporting period 2019-20 Extension of time lines for submission of APAR due to COVID-19 – Reg.

Ref: 1.OM No.21011/1/2009-Estt.(A)(Pt.II), dated, 27.03.2020.  
2.OM No.21011/02/2015-Estt(A-II)-Part II, dated 30.03.2020 of the Additional Secretary, Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training, New Delhi.

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In the light of the situation arising due to lockdown on account of COVID-19 the GOI has issued revised time lines for submission and finalization of APAR for the reporting year 2019-20 vide office memoranda cited under reference.

In view of the above, all the Officers & Staff (Group A, B & C) are requested to **download** the respective self-appraisal report available **on UoH Website**, fill in and submit the same to the Reporting Officer concerned for the reporting year 2019-20 (1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020). **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 concerned employee(s) those details can be left blank. The Reservation & Coordination Cell shall take care of it.** 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. Wherever, the Reporting Officer concerned is the Registrar, it may directly be sent to the Registrar for assessment and review.

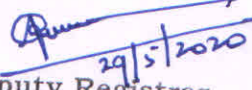
In the preparation and submission of APAR forms, the following time schedule is required to be strictly adhered to. Any deviation of time schedule will result in invalidation of the APAR forms.

1.	Submission of Self-appraisal to Reporting Officer (where applicable)	On or before 30 <sup>th</sup> June, 2020
2.	Submission of report by Reporting Officer to Reviewing Officer	On or before 31 <sup>st</sup> July, 2020
3.	Forwarding of report by Reviewing Officer to Reservation & Coordination Cell/ Accepting Authority (Wherever provided) in a sealed cover	On or before 31 <sup>st</sup> August, 2020

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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)**

  
29/5/2020

Deputy Registrar  
Reservation and 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 on to UoH Website and also Blank APAR formats for officials of Group A, B & C may be hosted on UoH Website for downloading of the same by the employees.