



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Registrar's Office  
Reservation & Coordination Cell

REF: UH/REG/RCC/APAR/2020/5179

Date: 03.07.2020

**e-CIRCULAR**

**Sub: Extension of time lines for submission of APAR for Group 'A', 'B' and 'C' officers upto 31.08.2020 - Calling of APAR for the reporting period 2019-20 - 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.

3. OM No.21011/02/2015-Est(A-II)-Part II, dated 11.06.2020 of Additional Secretary, Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training, New Delhi.

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In continuation of this office e-Circular No.UH/REG/RCC/APAR/2020, dated 29.05.2020 and in view of prevailing situation it has been decided to **further extend** the timelines for distribution, recording and completion of APAR for the year 2019-20 for Group A, B & C officers vide Office Memorandum cited **under reference 3** as a one time measure.

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). It is reiterated that **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.**

For submission of APAR forms, the following **revised time schedule** is required to be strictly adhered to. Any deviation of time schedule will result in invalidation of the APAR forms.

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1.	Submission of Self-appraisal to Reporting Officer	On or before 31 <sup>st</sup> August, 2020
2.	Forwarding of report by Reporting Officer to Reviewing Officer	On or before 30 <sup>th</sup> September, 2020
3.	Forwarding of report by Reviewing Officer to Reservation & Coordination Cell/ Accepting Authority (Wherever provided) in a sealed cover	On or before 15 <sup>th</sup> November, 2020

Kind cooperation of all concerned is sought for timely submission of APARS as per the above schedule. The other terms and conditions shall remain same as per the earlier **e-Circular**.

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

  
**DEPUTY REGISTRAR(RCC)**

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 Revised e-Circular on to UoH Website