



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Office of the Registrar
Reservation & Coordination Cell
Date: 19.04.2022

REF: UH/RCC/APAR 2021-22/ 7988

E-Circular

Sub: Calling of Annual Performance Appraisal Report (APAR) for the reporting period 2021-2022 – Timeline for submission of APAR – Reg

As a part of e-governance, soft copies of APARs of all cadres of Non- Teaching employees pertaining to Group 'A' , 'B' and 'C' officers for the reporting year 2021-22 are uploaded in the University's website.

In view of the above, all the Officers and Staff (Group A,B & C) are requested to download the respective self- appraisal forms available in the UoH Website, fillin and submit the same to their respective Reporting Officer concerned for the reporting year 2021-22 (1st April 2021 to 31st March 2022).

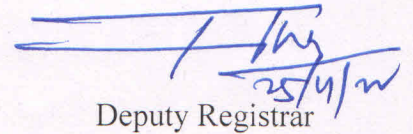
The following may be noted and strictly adhered to :

- The Personal Data sheet of APAR has to be filled 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 inturn shall 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 data 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.

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| 01 | Submission of Self-appraisal to Reporting Officer | On or before 25 th May 2022 |
| 02 | Submission of report by Reporting Officer to Reviewing Officer | On or before 30 th June 2022 |
| 03 | Forwarding of report by Reviewing Officer to Reservation & Coordination Cell in a sealed cover | On or before 31 st July 2022 |

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


Deputy Registrar

To
All concerned

Copy to

1. All Deans of Schools /Head of Deans / Centres / Divisional Heads – With a request to bring this circular to the notice of all the employees working under their control and obtain acknowledgement from them as a token of having noted the time schedule and send a copy of the same to the undersigned for record.
2. OSD to the Vice – Chancellor
3. P.S. to the Registrar
4. Director, Computer Centre /Web Master – With a request to upload this Circular and also blank APAR formats for officials of Group A, B & C in UoH Website for downloading the same by the employees.