



हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

कुलसचिव कार्यालय /Office of the Registrar

आरक्षण एवं समन्वय कक्ष /Reservation & Coordination Cell



सं.No.UH/RCC/F.84-APAR/2025/ 9399

दिनांक/Date: April 17, 2025

परिपत्र /CIRCULAR

It is to bring to the notice of all concerned that the soft copies of Annual Performance Appraisal Reports (APARs) of all cadres of Non-Teaching (Group A, B, and C) for the Assessment Year 2024-25 are made available on the University website.

All the officers and staff are hereby requested to download the respective self-appraisal forms from the University website and submit the filled-in APAR to the reporting/reviewing officer concerned within the stipulated time frame. The timeline for preparation and maintenance of APARs as per the DoPT guidelines are as follows:

1	Submission of self-appraisal to the Reporting Officer	On or before 25 th May 2025
2	Submission of report by the Reporting Officer to the Reviewing Officer	On or before 30 th June 2025
3	Forwarding of report by the Reviewing Officer to the Reservation & Coordination Cell	On or before 31 st July 2025

Further, it may be noted that the APARs play a vital role in assessing the performance, capabilities, attitude, health condition, and integrity while awarding promotion/MACPs to an employee. Therefore, all the employees including reporting and reviewing officers are hereby informed that the above-said schedule shall be strictly adhered to, and any deviation of the schedule will result in invalidation of the APAR.

Hence, it is requested to complete the APARs in timely and make sure to forward the filled-in APAR in all aspects to the Reservation & Coordination Cell on or before the stipulated time frame in order to avoid the administrative proceedings and difficulties in the future for the above said benefits.

INSTRUCTIONS FOR WRITING APAR:

4. The personal data sheet of APAR has to be filled in by the employee concerned, who shall submit the self-appraisal form to the Reporting Officer concerned.
5. The employee may obtain an acknowledgment from the Reporting Officer while submitting the APAR and preserve the same for future reference.
6. The Reporting Officers are requested to complete the form with their remarks and submit the same to the Reviewing Officer concerned. The Reviewing Officer in turn shall complete the form with his/her remarks and forward the same to the undersigned under an acknowledgement.

To
All Concerned

संयुक्त कुलसचिव/Joint Registrar

[Handwritten signature]
17/4/25

Copy to:

1. All Deans of Schools/Heads of Dept./Centres/Heads of administrative units – With a request to bring this Circular to the notice of all employees working under their control and obtain an acknowledgment from them as a token of having noted the time schedule and send a copy of the same to the undersigned for the record.
2. O.S.D. to the Vice-Chancellor
3. Section Officer, O/o. the Registrar
4. Director, CC & CNF – With a request to upload this Circular and also blank APAR formats on the University website.
