



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD
कुलसचिव कार्यालय /Office of the Registrar
आरक्षण एवं समन्वय कक्ष /Reservation & Coordination Cell



UH/RCC/84/2026/ 9141

19.01.2026

CIRCULAR

Sub: Timely submission of Annual Performance Appraisal Report (APAR) for the Assessment Year 2024-25- Reg

Ref: 1. Circular No. UH/RCC/F.84-APAR/2025 dated:17.04.2025.
2. Registrar's Order dated: 07.01.2026.

Whereas, the schedule of preparation and maintenance of Annual Performance Appraisal Reports (APARs) in respect of Group A, B & C employees was communicated vide circular cited under reference 1 above, with a direction to submit the APARs within the last date i.e. 31.07.2025.

However, it is observed that, despite the orders above a good number of employees are yet to submit their Annual Performance Appraisal Reports (APARs) for the Assessment Year 2024-25. As per the DoPT O.M dated:16.02.2009 it is mandatory for all the employees to submit their Annual Performance Appraisal Reports (APARs) within stipulated timeline farmed by the DoPT. The APARs play a vital role in Assessing Performance, capabilities, attitude, health condition and integrity of the employees.

The last date for submission of Annual Performance Appraisal Reports (APARs) for the Assessment Year 2024-25 has already been over and as per the provisions laid down in the aforeside DoPT O.M. a "**No Report**" certificate shall be issued to the employees who failed to submit their APARs within the timeline.

However, keeping in view the benefit of doubt a **one-time** chance till 31.01.2026. has been given to the employees who are yet to submit their APARs. Accordingly, all the Reporting/Reviewing Officers concerned are hereby informed to forward the duly filled in APARs pending with any, to the undersigned before 31.01.2026. The APARs forwarded after the last date will not be considered in any circumstances and a "**No Report**" certificate shall be issued to the defaulter employees.

Joint Registrar
10/1/26

To

1. All concerned
2. Director, CC – With a request to place this Circular on the University website