



Ref. No. R/V&CS/2019/APAR/ 1034

Date: 06-05-2019

**NOTIFICATION**

Attention of all teachers of the University are invited to this office notification No.AB/Teaching/APAR/17133 dated 14.9.2000; R/V&CS/2006-07/APAR/217 dated May 29/31, 2006; R/V&CS/2015/APAR/1559 dated June 01, 2015 wherein a system of Annual Performance Appraisal Report (APAR) was introduced for all teachers of the University in pursuance to UGC directives read with ECR No.136 dated 29-30, March, 1996 and ECR No.402 dated April 30-May 2, 1997. It has been observed that all the teachers are submitting APAR only at the time of their confirmation in any of the post and/or for the purpose of consideration of their case for promotion under Career Advancement Scheme (CAS).

It is hereby emphasized that Annual Performance Appraisal Report (APAR) needs to be filled up for each calendar year and every teacher is expected to fill up their self appraisal form pertaining to his/her performance for the previous year and the Reporting Officer and Reviewing authority will complete their part of the report before the same is sent to the administration for further action.

The APAR has been modified and the said modified form has been introduced with effect from calendar year 2006. The latest APAR format may be obtained from B.H.U. Press in the first week of December every year. The time-schedule for submission of APAR may be strictly observed as under.

Sl. No.	Nature of Action	Date by which to be completed
1	Obtaining the APAR forms from BHU Press	31 <sup>st</sup> December
2	Submission of Self-appraisal to Reporting Officer by officer to be reported upon	15 <sup>th</sup> January
3	Submission of report by Reporting Officer to Reviewing Officer	25 <sup>th</sup> January
4	Report to be completed by Reporting Officer and sent to the Registrar, BHU	31 <sup>st</sup> January

To streamline the procedure of submission of APAR's, all concerned are requested to submit their **pending APAR's latest by 15<sup>th</sup> June, 2019**. No pending APAR will be received after the aforesaid date. All are hereby requested to strictly comply with the above directives.

From calendar year 2020 and onwards strict adherence may be made to the timeline suggested in the table above. No APAR will be received by the office beyond the last date of them being sent to Registrar, under any circumstances.

All concerned are requested to cooperate.

This issue with the approval of the Vice-Chancellor, BHU.

  
REGISTRAR

**COPY** forwarded for information and necessary action to :

All Directors/Deans/Heads of the Institutes/Faculties/Departments/College/Centers etc. of BHU with the request to give wide publicity amongst the teaching staff.

  
REGISTRAR

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Please upload on Intranet website



7.5.19