Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

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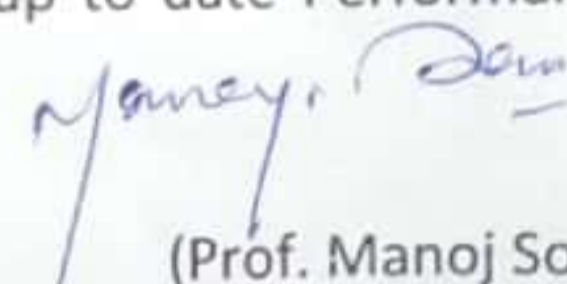F.3(243)/Admn/CAS/APAR/IGDTUW/2021/ 97

Dated: 27/4/2023

Circular

To maintain the up to date record of Annual Performance Appraisal Reports/API Scores till year ending 31st March, 2023 in case of Non-Teaching Staff and 30th June, 2022 in the case of Teaching Staff/Faculty Members, all the Non- Teaching Staff (Group-A, B & C) staff members and all Teaching /Faculty member, IGDTUW are hereby asked to submit their up to date "Self Appraisals" for the reporting year 2022-23 & 2021-22 respectively, within a week to the concerned reporting officer (Concerned HoD/Branch Officer), if any already submitted, for taking further necessary action thereon by him/her.

All the Heads of Departments/Branch In-Charges/Reporting & Reviewing Officers, IGDTUW are also hereby requested to submit the duly filled APAR (reported & Reviewed) in respect of Non-Teaching (Group-A, B & C) staff members and all Teaching/Faculty members, IGDTUW, for the reporting year 2022-23 & 2021-22 respectively, working under them positively by 15.05.2023, if not already submitted, to the Personnel Branch of IGDTUW.
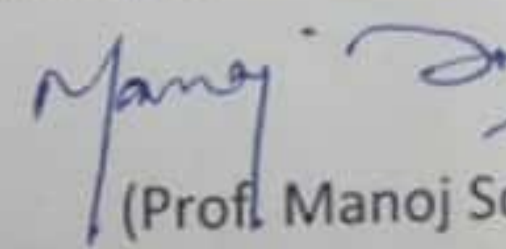
The APAR Forms/API Scores of all categories of Non-Teaching (Group-A, B & C) and all categories of Teaching/Faculty members are available on the website of IGDTUW. The Teaching Staff/Faculty Members may also submit their duly filled/completed up to date Performance Based Appraisal System (PBAS), if not already submitted.

(Prof. Manoj Soni)
Registrar, IGDTUW

F.3(243)/Admn/CAS/APAR/IGDTUW/2021/ 97

Dated: 27/4/2023

Copy forwarded for information and necessary action to the: -
1. PS to Hon'ble Vice Chancellor, IGDTUW
2. PA to Registrar, IGDTUW
3. Pro-Vice Chancellor, IGDTUW
4. All Deans (Examination Affairs/Academic Affairs/Student Welfare/ IRD & RC), IGDTUW
5. All HoDs (MAE/ECE/IT/Applied Science/Arch & Plg./Management/AI &DS), IGDTUW.
6. Librarian, IGDTUW
7. Additional Registrar (GA)
8. DFO/AFO, IGDTUW
9. System Analyst, IGDTUW- with a request to upload the same on University website.
10. Chief Hostel Warden, IGDTUW
11. All Teaching & Non- Teaching Staff Members, IGDTUW through their HoDs/Branch Officers.
12. Guard File

(Prof. Manoj Soni)
Registrar, IGDTUW