

NATIONAL SANSKRIT UNIVERSITY

TIRUPATI - 517 507 (A.P.)

F.No.NSUT/Estt./APAR/2021

Dated 23.06.2021

OFFICE ORDER NO.154

- Sub: National Sanskrit University - Establishment - Extension of timeline for recording of Annual Performance Assessment Report (APAR) in respect of Faculty, Group-A, B and C Officers for the year 2020-21 - Regarding.
- Ref: LOM No.21011/02/2015-Estt.(A-II)-Part.II dated 17th June, 2021 issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Gov. New Delhi.
2. Note Orders of the Vice-Chancellor dated 22.06.2021.

As per the Office Memorandum first and Note Orders of the Vice-Chancellor second reference cited above, the timelines for distribution, recording and completion of APAR for the year 2020-21 for Faculty, Group-A, B and C Officers is extended as a one-time measure owing to the situation arising out of the lock-down due to spread of Corona Virus. Further, it is also stated that it shall also apply to the reporting/reviewing/accepting authorities, who have demitted office or retired from service on or after 28.02.2021 and they shall be allowed to record their remarks till the respective extended cut-off dates.

In this connection above mentioned faculty and officers are hereby intimated to submit the APARs as per the enclosed Annexure timelines.


REGISTRAR

To

All the Staff of Faculty, Group A, Group B and Group C.

Copy to

- The Finance Officer
- The Deputy Registrar
- The Assistant Registrar (Admn.)
- The Assistant Registrar (F&A)
- Information Scientist for hosting/updating the University website.
- The System Analyst
- PS to Vice-Chancellor
- PS to Registrar
- Office Order File.

Time schedule for recording and completion of APAR for the year 2020-21 for Group
'A', 'B' and 'C' officers of Central Civil Services

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms/ on line generation of APAR.	31 st July, 2021
2.	Submission of self-appraisal to the reporting officer	31 st August, 2021
3.	Forwarding of report by reporting officer to reviewing officer	30 th September, 2021
4.	Forwarding of report by Reviewing Officer to APAR Cell/ Accepting authority (wherever provided)	15 th November, 2021
5.	Appraisal by Accepting Authority, wherever provided	15 th December, 2021
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority,	30 th November, 2021
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority.	31 st December, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent authority (i) Where there is no accepting authority for APAR (ii) Where there is accepting authority for APAR.	31 st December, 2021 15 th January, 2022
9.	Disposal of representation by the competent authority.	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 st March, 2022