



PONDICHERRY UNIVERSITY
(A Central University Established Under the Act of Parliament, 1985)

M.P.T. SAGAYARAJA
ASSISTANT REGISTRAR (R.S)

R.V. Nagar, Kalapet,
Puducherry – 605 014.

NO.PU/REGR/APAR/2019-20/260

Date: 15.05.2020

CIRCULAR

Sub: PU – Calling of APAR for the reporting year 2019-20 – Extension of time lines for submission of APAR due to COVID-19 – Reg.

Ref : 1.OM No.21011/1/2009-Estt.(A)(Pt.II), dated 27.03.2020.

2.OM No.21011/02/2015-Estt(A-II)-Part II, dated 30.03.2020 of the Additional Secretary, Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training, New Delhi.

In the light of the situation arising due to lockdown on account of COVID-19 the GOI has issued revised time lines for submission and finalization of APAR for the reporting year 2019-20 vide office memoranda cited under reference.

In view of the above, all the Officers (Group-'A' & 'B', Medical Officers, Technical Officers and Private Secretaries) are requested to fill the respective self appraisal report and submit the same to the Reporting Officer concerned for the reporting year 2019-20 (1st April 2019 to 31st March 2020). The Reporting Officers are requested to complete the form with their remarks and submit the same to the Reviewing Officer concerned in a Confidential cover. The Reviewing Officer in turn will complete the form with his/her remarks and forward the same to the undersigned in a sealed cover by superscribing the envelope as "APAR forms". Wherever, the Reporting Officer concerned is Registrar, it may directly be sent to the Registrar for assessment and review.

In the preparation and submission of APAR forms, the following time schedule is required to be strictly adhered and any deviation of time schedule will result in invalidation of the APAR forms.

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| 1. Submission of self appraisal to Reporting Officer (where applicable) | : | on or before
30 th June 2020 |
| 2. Submission of report by Reporting Officer to Reviewing Officer | : | on or before
31 st July 2020 |
| 3. Report to be completed by Reviewing Officer and sent to Registrar (in sealed cover) | : | on or before
31 st August 2020 |

Kind cooperation of all concerned is sought for timely completion of the APAR work as per the above schedule.

//BY ORDER//


(M.P.T. SAGAYARAJA)
ASSISTANT REGISTRAR (R.S)

Encl: Blank APARs for (1) Group 'A' Officers (2) Group 'B' Officers (3) Medical Officers
(4) Technical Officers (5) Private Secretaries

To
All Group 'A' & 'B' Officers/Medical Officers/Technical Officers/Private Secretaries
Pondicherry University

Copy to:

1. The Asst. Registrar to VC - for kind information of VC
2. The Systems Manager, Computer Centre - for hosting it in the e-Circular