

# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
BAWANA ROAD, DELHI-110042  
(Vigilance Branch)  
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No.F.DTU/Vig/APAR/ORD./24/2023/70

Dated: 08/06/2023

## OFFICE MEMORANDUM

**Sub: APAR for the year 2022-23 i.e. from 01.04.2022 to 31.03.2023 in respect of non-teaching staff.**

The preparation/completion of Annual Performance Assessment Report (APAR) for the reporting year 2022-23 in respect of Govt. employees (excluding teaching staff) may be carried out strictly as per the time schedule given at Annexure II to this letter.

**Self-Appraisal.** The Reporting Officer should not wait till the expiry of the time limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer/official to be reported upon in writing, asking him/her to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer/official to be reported upon fails to submit the self-appraisal by stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer/official to be reported upon. While doing so, he can also point out the failure of the officer/official reported upon to submit his self-appraisal within the stipulated time.

**Processing of APAR.** When the Reporting Officer completes his part of the report and submits the report to Reviewing Officer under a covering letter for review, he will do so under intimation to Vigilance Branch. After the review of the reports, the Reviewing Officer will forward the APAR to Vigilance Branch under a sealed covering letter.

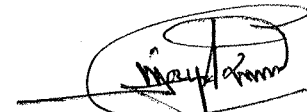
However, the processing of APARs **in respect of the Officers (1) Registrar (2) Controller of Finance (COF) (3) Controller of Examination(COE) and (4) Chief Operating Officer (COO) mentioned at Col.No.13 of Annexure-I will be as under:-**

Officer, after completion of his/her self-appraisal part of the report, will submit the APAR to the Vigilance branch through Chief Vigilance Officer in a sealed cover. The Vigilance branch will get the same report and reviewed by the respective reviewing officer and keep the APARs in its safe custody.

The Reporting and Reviewing Officer in respect of Non-teaching staff for the year 2022-23 shall be as per **Annexure-I**

APAR forms may be downloaded from the university website and distributed accordingly. In case of any problem in downloading the APAR forms from the website, please intimate to Vigilance Branch for issuance the forms.

In spite of issuing of the instructions/guidelines for completion of all activities relating to the APAR, the reports on officials are not written in time with the result that complete APAR dossiers are not available when officials are considered for confirmation, promotion, deputation to ex cadre posts, MACP etc. This often results in delay in the issue of orders of promotion, MACP etc., and thereby causes hardship to the employees whose cases are due for consideration. To improve this situation and further streamline the procedure for writing the APAR, the time schedule given at Annexure II shall be strictly adhered to by all the authorities concerned.



(Prof. T. Vijaya Kumar)  
Chief Vigilance Officer

**Encls: As above**

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Copy to:-

1. PA to Hon'ble VC for information of Vice Chancellor.
2. PA to Registrar
3. All HoDs / Branch In-charges, DTU with the request to circulate to all staff. / All Deans.
4. Head Computer Centre - With the request to upload this Office Memorandum on University website.
5. File



(Dr. Lokesh Garg)  
Assistant Registrar (Vig.)

**THE FOLLOWING GUIDELINES ARE BROUGHT TO THE NOTICE OF ALL  
REPORTING/REVIEWING OFFICER**

|    |                                                                                                                                                                                                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | If any officer/official to be reported upon delays submission of self-appraisal this should be commented upon by the Reporting Officer.                                                                   |
| 2. | The delay on the part of the Reporting Officer should be adversely commented upon by the Reviewing Officer.                                                                                               |
| 3. | Confidential reports should be written on the basis of instructions/ guidelines for the APARs.                                                                                                            |
| 4. | In case of APARs adversely commented upon, the Reviewing Officer will communicate the adverse entries to the officer/official reported upon in writing for submitting representation against the entries. |
| 5. | Self-appraisal to be confined in the space allotted and no additional sheet allowed.                                                                                                                      |

**The Reporting and Reviewing Officer for Officers for the year 2022-23 shall be as under:**

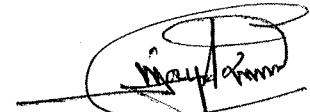
| Sr. No. | Designation                                                                                                              | Reporting Officer                                                    | Reviewing Officer                                                      |
|---------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------|
| 1.      | Sr. Mech./ Foreman/ Draughtsman/Jr. Mech./ other Technical staff/Non-Technical staff deputed in Labs                     | Lab In-charge                                                        | HoD                                                                    |
| 2.      | Section Officer                                                                                                          | Immediate Superior officer in the Channel                            | Next Superior officer to the Reporting officer in the Channel of work  |
| 3.      | Sr. Office Asstt./ Office Asstt./ Jr. Office Asstt./ Care Taker/ Staff of Stores                                         | Section Officer                                                      | Assistant Registrar/ Dy. Registrar                                     |
| 4.      | Assistant Registrar/Dy. Registrar (Estt./Legal/Gen.)                                                                     | Registrar                                                            | VC                                                                     |
| 5.      | Executive Engineer (Civil)                                                                                               | Registrar                                                            | VC                                                                     |
| 6.      | Junior Engineer/Assistant Engineer (Civil/Electrical)                                                                    | Assistant Engineer/Executive Engineer (Civil)/CPO                    | Registrar                                                              |
| 7.      | Network Manager/System Manager/EDP Manager, Computer Center                                                              | Head, Computer Center/COE                                            | VC                                                                     |
| 8.      | Ministerial Staff Accounts                                                                                               | Sr. AO/AAO                                                           | COF                                                                    |
| 9.      | DCA/Accounts Officer/AAO                                                                                                 | COF                                                                  | Registrar                                                              |
| 10.     | Documentalist/Asstt. Librarian/Counter Assistant                                                                         | Librarian                                                            | Registrar                                                              |
| 11.     | Assistant Director Physical Education                                                                                    | Director Phy. Education                                              | VC                                                                     |
| 12.     | Librarian                                                                                                                | VC                                                                   | Secretary (TTE)                                                        |
| 13.     | 1. Registrar<br>2. Controller of Finance (COF)<br>3. Controller of Examination (COE)<br>4. Chief Operating Officer (COO) | Senior Most Dean/Any other Officer as decided by the Vice-Chancellor | Vice-Chancellor                                                        |
| 14.     | Assistant Programmer                                                                                                     | Knowledge Network Manager                                            | Chief Operating Officer (COO)                                          |
| 15.     | Stenographers I/II/III                                                                                                   | Immediate Superior Officer in the Channel of work                    | Next Superior officer to the Reporting Officer in the Channel of work. |
| 16.     | Any other official(s) not specified above                                                                                | Immediate Superior Officer in the Channel of work                    | Next Superior officer to the Reporting Officer in the Channel of work. |

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