



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042
(Vigilance Branch)
cvo@dtu.ac.in



No.F.DTU/Vig/APAR/ORD./24/2023/1882

Dated: 13/05/2026

OFFICE MEMORANDUM

Sub: APAR for the year 2025-26 i.e. from 01.04.2025 to 31.03.2026 in respect of non-teaching staff.

This is in continuation of this office O.M. of even No.1796 dated 25.03.2026 wherein schedule of APAR for the year 2025-26 i.e. from 01.04.2025 to 31.03.2026 in respect of non-teaching staff was issued along with Annexure-I & II.

In the Annexure-I, a partial modification of the Reporting/Reviewing Officers for the year 2025-2026 in r/o of following officers have been made as per details below: -

S.No.	Designation	Reporting Officer	Reviewing Officer
13.	1. Registrar 2. Controller of Finance (COF) 3. Controller of Examination (COE) 4. Chief Operating Officer (COO)	Vice Chancellor	Vice-Chancellor

The time schedule for preparation/completion of APAR for the year 2025-2026 is also revised as per Annexure-II.

Further, the revised forms of APAR in r/o above also attached herewith. The other contents of Office Memorandum dated 25.03.2026 will remain same.

This issued with the approval of the Competent Authority.

(Prof. T. Vijaya Kumar)
Chief Vigilance Officer

Encls: As above

No.F.DTU/Vig/APAR/ORD./24/2023/1882

Dated: 13/05/2026

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.
4. Head Computer Centre - With the request to upload this Office Memorandum on University website.
5. File

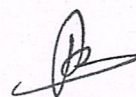
(Sunil Chhikara)
Assistant Registrar (Vig.)

**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 2025-26 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.	Sr. Office Asstt./ Office Asstt./ Jr. Office Asstt./ Care Taker/ Staff of Stores	Section Officer	Assistant Registrar/ Dy. Registrar
3.	Chief Store Keeper (Ex-Cadre Post)	A.R/D.R(Store)	Registrar
4.	Section Officer	Immediate Superior officer in the Channel	Next Superior officer to the Reporting officer in the Channel of work
5.	Assistant Registrar/Dy. Registrar	Registrar	VC
6.	Executive Engineer (Civil)	Registrar	VC
7.	Junior Engineer/Assistant Engineer (Civil/Electrical)	Executive Engineer (Civil)/CPO	Registrar
8.	Ministerial Staff Accounts	Sr. AO/AAO	COF
9.	DCA/Accounts Officer/AAO	COF	Registrar
10.	Documentalist/Asstt. Librarian/Counter Assistant	Librarian	Registrar
11.	Librarian	Registrar	VC
12.	Assistant Director Physical Education	Director Phy. Education	VC
13.	1. Registrar 2. Controller of Finance (COF) 3. Controller of Examination (COE) 4. Chief Operating Officer (COO)	Vice Chancellor	Vice-Chancellor
14.	Assistant Programmer	Knowledge Network Manager/System Manager/Chief Controlling Officer	Head (CC)
15.	Network Manager/System Manager/EDP Manager, Computer Center	Head, Computer Center/COE	VC
16.	Stenographers I/II/III	Immediate Superior Officer in the Channel of work	Next Superior officer to the Reporting Officer in the Channel of work.
17.	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.



Time schedule for preparation/completion of APAR
(Reporting year-Financial year)
2025-2026

S.No.	Activity	Date by which to be completed
1.	Downloading of blank APAR forms by all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	www.dtu.ac.in
2.	Submission of self-appraisal to reporting officer by officer to be reported upon along-with Annual Checkup Certificate (where applicable).	30 th May
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided.	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	1 st September
	(b) Disclosure to the officer reported upon where there is accepting authority.	15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	21 st September 6 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November

