



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

No.F.2 (210)/Admn./PF/2018/IGDTUW/ 485

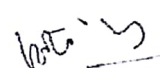
Dated: 22/01/2019

CIRCULAR

To maintain the up to date record of Annual Performance Appraisal Reports/API Scores/FADs till year ending 31st March, 2018 in case of Non-Teaching Staff and 30th June, 2018 in the case of Teaching Staff/Faculty Members, all the Non-Teaching (Group- A, B & C) staff Members and all teaching /faculty members of, IGDTUW are hereby asked to submit their up to date "Self Appraisals", for the reporting year 2013-14 onwards, within a week to the concerned reporting officer (concerned HoD/Branch Officer/Section Officer, as applicable), if not already submitted, for taking further necessary action 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), for the reporting year 2012-13 onwards, In respect of Non-Teaching (Group- A, B & C) staff members and all Teaching/Faculty Members of IGDTUW working under them positively by 15.02.2019, if not already submitted, to the concerned Personnel Branch of IGDTUW.

The APAR Forms/API Score Forms/FADs 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. R.K. Singh)
Registrar

No.F.2 (210)/Admn./PF/2018/IGDTUW/ 486 507

Dated: 22/01/2019

Copy forwarded for information and necessary action to the:-

1. All the Deans (Planning & Development/Examination/Academics/ Students Welfare/International Affairs).
2. Chief Proctor, IGDTUW.
3. All Dy. Deans (Students Welfare/R&C/IRD), IGDTUW.
4. All HoDs (MAE/ECE/CSE/IT/Applied Science/Arch & Plg.), IGDTUW.
5. Chief Hostel Warden, IGDTUW.
6. Dy. Registrar, IGDTUW
7. In-Charge (Medical centre), IGDTUW.
8. In-Charges (Training & Placement Cells), (MAE), IGDTUW.
9. In-Charges (Training & Placement Cells), (ICT), IGDTUW.
10. Dy. Finance Officer, IGDTUW.
11. Consultant (Dy. Registrar), Academic Branch, IGDTUW.

Contd... Pg. 02/PTO

::02::

From pre-page:

12. In-Charge Personnel, IGDTUW.
13. Librarian, IGDTUW.
- ✓ 14. System Analyst, IGDTUW with a request to upload the order on the University website.
15. Store Officer, IGDTUW.
16. Section Officer (Personnel Branch-I), IGDTUW.
17. Section Officer (Personnel Branch-II), IGDTUW.
18. Section Officers – (GA), IGDTUW.
19. P.S. to Vice Chancellor, IGDTUW.
20. PA to Registrar, IGDTUW.
21. All Staff Members (Non-Teaching & Teaching), IGDTUW through their HODs./Branch Officers.
22. Guard File.

(B.S.Rawat)
In-Charge (Personnel)