



JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A+' Category
New Delhi - 110062

JH/RO/00/2024/20
3rd May, 2024

OFFICE ORDER

Sub : Submission of Annual Performance Appraisal Report (APAR) of Non-Teaching Employees for the year 2023-2024 - Reg.

Ref: Office Order No.AS/ATR-EC (68th)/JH-5/2023 dated 28th March, 2024

This is with reference to Office Order No. No.AS/ATR-EC(68th)/JH-5/2023 dated 28th March, 2024 regarding the introduction of Annual Performance Appraisal Report (APAR) for the non-teaching and Technical employees of Jamia Hamdard for the Financial year 2023-2024. Subsequently, the existing practice of writing Annual Confidential Reports (ACR) is discontinued.

Category-wise revised APAR format for the following categories are now made available on the University website.


S. No.	APAR format for non-teaching and technical staff	Form
1.	Deputy Registrar/Deputy Finance Officer/Assistant Registrar/Assistant Finance Officer/Assistant Controller of Examinations/Secretary to VC	CR 01
2.	Executive Engineer/Assistant Engineer	CR 02
3.	System Analyst/ Programmer/Assistant Programmer/Computer Programmer	CR 03
4.	Senior Personal Assistant/Personal Assistant/Stenographer	CR 04
5.	Professional Assistant/Semi Professional Assistant	CR 05
6.	Section Officer	CR 06
7.	Senior Assistant/Assistant	CR 07
8.	Sr. Tech. Assistant/Tech. Assistant/Lab Assistant	CR 08
9.	Junior Assistant/Data Entry Operator	CR 09
10.	Junior Engineer or equivalent/Supervisor	CR 10
11.	MTS/Attendant/Lift Operator/Helper/ Safai Worker /Aaya	CR 11
12.	Lady Health Visitor/Staff Nurse/Ward Sister/Attar/Dark Room Assistant	CR 12
13.	Drivers	CR 13
14.	Cook/Mess Attendant	CR 14
15.	Lab/X-Ray/OT/Dialysis Technician/Lab Assistant	CR 15

Ms. Ruby Palta, PA to Registrar has been assigned the responsibility of maintaining the APAR records and she will work in Coordination with Establishment Branch.

All the non-teaching and technical employees are therefore required to submit their Annual Performance Reports within the next 15 days of the issue of this order to their concerned Reporting Officer/Reviewing Officer.

Accordingly, all Reporting Officer/Reviewing Officer are requested to complete the APAR of all employees under their control within the stipulated time and forward it to the O/o Registrar latest by 31.05.2024, without fail.

Henceforth, MAPC and other promotion cases will not be considered without completion of APARs.


31/5/2024
(Dr. M. A. Sikandar)
Registrar

Copy to:-

1. Non-Teaching Employees of the University through University Website
2. All Deans/HoDs/Directors/Incharges of Section/Departments/Offices
3. Office of the VC/Registrar/FO/CoE
4. Incharge, HAH-CIT (to upload on the University website)
5. Concerned file

JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi-110062

F.No. AS/ATR-EC(68th)/JH-5/2023/

Dated: 28th March 2024

OFFICE ORDER

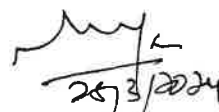
Sub: ADOPTION OF ANNUAL PERFORMANCE APPRAISAL / ASSESSMENT REPORT (APAR) FOR THE NON-ACADEMIC STAFF AT JAMIA HAMDARD AS PER THE GOVERNMENT OF INDIA INSTRUCTIONS.

The Annual Confidential Reports (ACRs) for government employees including autonomous bodies and universities have been replaced with Annual Performance Appraisal / Assessment Report (APAR) by the Government of India including Autonomous bodies and Central Universities and Govt. funded Deemed to be Universities. However, the switchover from the ACRs to APARs did not happen at Jamia Hamdard and the ACRs system was continued by the Establishment Section despite the fact that the MACP (Modified Assured Career Progression Scheme) and Departmental Promotion Committee (as per model RRs) mandates assessment of APARs gradings / bench mark. Hence the matter was placed before the Executive Council.

2. The Executive Council in its 68th Meeting held on 19.12.2024 considered and approved the adoption of Annual Performance Appraisal / Assessment Report (APAR) for the Non-Academic Staff at Jamia Hamdard as per Govt. of India, DoPT OM No. 21011/1/2005-Estt(A) (Part-II) dated 14th May, 2009 as amended from time to time. Accordingly, the APAR has been made applicable with immediate effect starting from the financial year 2023-24 onwards.

3. The format for various categories of non-teaching employees except statutory officers shall be made available through university website soon by the Establishment Section. The nodal officer for completion of APAR shall be the Deputy Registrar and Establishment Section. The DOPT Manual for preparation of APARs is available at <https://documents.doptcirculares.nic.in/D2/D02ser/BROCHURE-CR.pdf>

4. The Annual Performance Appraisal Report (APAR) is an important document as it provides the basic and vital inputs for assessing the performance of an officer and for his/her further promotions/career advancements. The Reporting and the Reviewing Officers should, therefore, undertake the process with a high sense of responsibility. It is not meant to be a fault-finding process but a development tool.


28/3/2024

The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon. It is, therefore, essential that APARs are completed in a time bound manner so that up-to-date APARs are available by due date as per the schedule prescribed by the DoPT guidelines. (Annexure-I).

5. Any delay/mistake in furnishing basic employee information by the Officer Reported Upon will be his/her own responsibility. The Officer Reported Upon must furnish information in the prescribed format well in time with due care. The officer himself will be responsible for correctness of details provided.


28/3/2024
(Dr. M.A. Sikandar)
REGISTRAR

Encl: As above.

Copy to:-

1. All Deans of Schools/HoDs of Departments/Directors of Centres/Director, IQAC/Chief Proctor/DSW/Provosts (Boys/Girls).
2. The Finance Officer/Controller of Examinations/University Librarian
4. Deputy Registrar/Dy Finance Officer/All Assistant Registrar/AFO/IAO
5. Secretary to VC
6. Guard File.
7. I/c, HAH CIT - for uploading of a copy of the Office Order on the website.