

CSU/APAR/2020-Admn./1816
CENTRAL SANSKRIT UNIVERSITY
(Formerly Rashtriya Sanskrit Sansthan)
56-57, Institutional Area, Janakpuri, New Delhi-58

17.11.2020

CIRCULAR

Subject:- Revised Annual Performance Assessment Report (APAR) Forms for academic faculty and other academic staff in the Campuses/Headquarter officer of Central Sanskrit University (Formerly Rashtriya Sanskrit Sansthan) for reporting period 2019-20.

All the academic faculty of the Central Sanskrit University (formerly Rashtriya Sanskrit Sansthan) are informed that the year-wise Annual Performance Assessment Report is essential under the requirement for confirmation / promotion under CAS / review under FR 56 (i) for premature importance not only in the interest of service but also in the interest of the employee.

Accordingly, the revised Annual Performance Assessment Report forms for the period 2019-20 is circulated with a request that the same duly completed in all respects and at all levels may please be sent to the undersigned in a sealed cover on or before 30.11.2020.

Approved Authority for Reporting and Reviewing APAR in r/o Faculty & other Academic Employees will be as follows:-

Campus/HQ	Academic Faculty	Reporting Officer	Reviewing Officer
Campus	All Teaching Faculty (Except HOD & Dean)	Head of Department of concerned subject at Campus level	Director/ Principal of respective Campus
	Assistant Librarian	Director/ Principal of respective Campus	Director/ Principal of respective Campus
	Assistant Director (Physical Education) & Deputy Director (Physical Education)	HOD of Modern Subjects at Campus level	Director/ Principal of respective Campus
	Head of Department of different subjects at Campus level	Director/ Principal of respective Campus	Vice-Chancellor, CSU, Delhi
	Head of Department (of different subjects) & Deans of School of studies at University level	Director/ Principal of respective Campus in which Dean/ HoD is posted	Vice-Chancellor, CSU, Delhi
HQ Office	Academic Faculty members	Senior most Academic faculty member at HQ office	Vice-Chancellor, CSU, Delhi
	Assistant Librarian at HQ office	Senior most Academic faculty member at HQ office	Vice-Chancellor, CSU, Delhi
HQ Office/Campus	Academic Faculty in	Director of concerned	Vice-Chancellor,

	Mukta Swadhyaya Peetham (MSP)	Campus/Director, MSP	CSU, Delhi
	Director(Campus/MSP)/Principal	Vice-Chancellor, CSU, Delhi	Vice-Chancellor, CSU, Delhi

It may please be noted that it is the duty of the officers at each level to observe carefully the work and conduct of officials working under their control and to give necessary advice, training, guidance and assistance, wherever necessary. In this connection, relevant orders, memorandums etc. issued from time to time by the administration may also be kept in view. The APAR is to be based upon the results of such observations and periodical inspections. **While filling up the APAR, tick marks and dashes should not be used.**

It will be highly appreciated if the time schedule in recording these reports is strictly observed by the concerned Reporting Officer/Reviewing Officer/Officials. **The Annual Performance Assessment Report for the previous years, if any, pending in respect of faculty and other academic staff for the period from 2015-16 onwards may also be expedited in the revised APAR form alongwith the reports for the year 2019-20.** In this connection, it may be noted that non-submission of APAR by the concerned Reporting/Reviewing/etc can lead to certain administrative problems. Delay without any justification, in this regard, on the part of Reporting Officers should be adversely commented upon her/his report. Further, if any faculty has transferred from one campus to another campus, the concerned faculty member can submit the APAR for total assessment period by Reporting and Reviewing officer of presently working Campus, for removal of hardship. It also needs to be ensured that the faculty member shall provide proper documentary evidence, wherever required.

It is therefore, requested and informed to all academic faculty of Central Sanskrit University to collect the APAR Form from the website of Central Sanskrit University, i.e. www.sanskrit.nic.in, under Faculty Corner.

The Heads may kindly ensure that all the Assesment Reports for the period ending 30.11.2020 in respect of the staff members working under them are completed well in time and sent to the undersigned in a sealed cover latest by 07.12.2020.

Sd/-

REGISTRAR

Copy to:

1. P.S. to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.
2. The Director, all Campuses of CSU, Delhi.
3. The Director, MSP, CSU, Delhi.
4. D.D. (Admin), CSU, Delhi.
5. Project officer- to upload this circular along with revised APAR form on University website at Faculty Corner.
6. Notice Board, Headquarter office, CSU, Delhi.