

No. Admin-13018(11)/1/2024-Admin/626  
**CENTRAL SANSKRIT UNIVERSITY**  
Janakpuri, New Delhi-110058  
Accredited with 'A++' Grade by NAAC

Dated: 06.06.2024

**CIRCULAR**


**Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the year 2023-24.**

All Officers/Officials of Group 'A', 'B' & 'C' (Non-Teaching) are required to fill their APAR in online mode with self-appraisal for the year 2023-24, which became due w.e.f. 01.04.2024 and to be submitted latest by **30<sup>th</sup> June, 2024**. The self-appraisal submitted by the officer/official is to be reported latest by **20<sup>th</sup> July, 2024**, to be reviewed latest by **31<sup>st</sup> July, 2024** by the respective officers as prescribed vide **Annexure-I**. All concerned officers/officials are required to strictly adhere to the time schedule prescribed as above.

The officers/officials will be able to fill online APAR by logging into the SAMARTH portal under HR tab Career Advancement Scheme using their unique Samarth ID and password using the link: [www.sanskrit.samarth.ac.in](http://www.sanskrit.samarth.ac.in). However, stepwise application submission details are attached herewith for better understanding the process of submission of APARS. Further, the officials, who will be filling their online APAR for the first time and if not registered on APAR portal, are required to get themselves registered in Samarth Portal through ICT Cell/Section.

All HODs/Section Heads are requested to ensure needful circulation of the aforesaid instructions among officials/officers under their control for due compliance. In case of any difficulty in filling the APAR, Project Office/ ICT Section, Central Sanskrit University, HQ Office, New Delhi, may be contacted.

Encl:- As above.

  
(Registrar In-charge)

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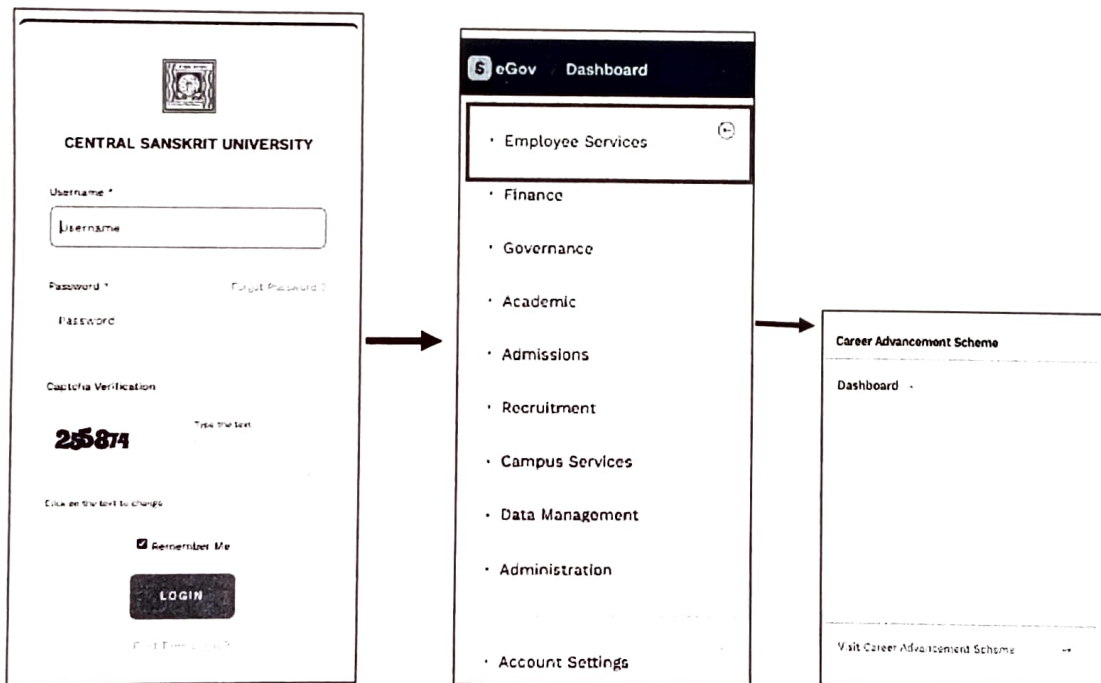
1. P.S. to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.
2. The Director (s), All Campuses of CSU, Delhi.
3. The Director, MSP, CSU, Delhi.
4. Director (Publications), CSU, Delhi
5. D.D. (Admin), CSU, Delhi.
6. All Section Heads at HQ office, CSU, Delhi.
7. ✓ Project Officer/ICT In-charge :- **with request to upload this circular in CSU website and to initiate necessary action to enable the employees to file their APAR on SAMARTH Portal, smoothly.**

# Career Advancement Scheme

## Introduction

Samarth's CAS module allows employees to apply for career advancement schemes under

- Annual Performance Appraisal System (**APAR**)
1. Login into the Samarth eGov portal with the User ID and the password provided Using the Link (<https://sanskrit.samarth.ac.in/>)
  2. Click on the Employee Services section on the left, then click on 'Dashboard' under Career Advancement Scheme.



3. After Clicking on the dashboard under the CAS, The Employee needs to fill their APAR form by clicking on the Process Application for selected Employee.

The screenshot shows the 'APAR Applications' page. The table displays the following data:

#	Form No.	Session	Employee Name	Designation	Category	Group	Whether permanent/temporary/officiating	Form Status	Action
1	APAR-20241478-82018	CLUJ 2022-2023 April - 2022 to March - 2023	Mr. Rajesh Tyagi	one in only	Unreserved	GROUP B	Permanent	Processed	

# CENTRAL SANSKRIT UNIVERSITY

56-57, Institutional Area, Janakpuri, New Delhi-58

**Annexure – I**

## **Reporting and Reviewing Authorities for APAR**

<b>Academic &amp; Non-Academic staff</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
Director of Campuses/Dean/Professor & Professor In-Charge as Directors /Associate Professor In-Charge as Directors/ Registrar/Controller of Exam/ Finance Officer/Librarian	Vice-Chancellor, CSU, Delhi	Vice-Chancellor, CSU, Delhi
All Teaching Faculty/ Assistant Librarian/ Assistant Director (Physical Education)/ Deputy Director (Physical Education)	Director of CSU Campus	Vice-Chancellor, CSU, Delhi
Assistant Professor & Associate Professor at HQ office	Dean, Academic Affairs	Vice-Chancellor, CSU, Delhi
Assistant Librarian at HQ office	Librarian	Vice-Chancellor, CSU, Delhi
Academic Faculty in Mukta Swadhyaya Peetham (MSP)	Director of concerned Campus/Director, MSP	Vice-Chancellor, CSU, Delhi
Project Officer/Deputy Director (Admin.)	Registrar	Vice-Chancellor, CSU, Delhi
Deputy Director (Academic)	Dean, Academic Affairs	Vice-Chancellor, CSU, Delhi
Deputy Controller (Exam)	Controller of Examination	Vice-Chancellor, CSU, Delhi
Deputy Director (Finance)	Finance Officer	Vice-Chancellor, CSU, Delhi
Assistant Director (Correspondence Course)	Deputy Director/ Director (MSP)	Director (MSP)
Assistant Director (R&P)	Deputy Director/ Director (P&P)	Director (P&P)
Assistant Director (Examination)	Deputy Controller (Examination)	Controller of Examination
Section Officer at HQ Office	Assistant Director	Deputy Director/Deputy Controller
	Deputy Director	Registrar/Controller of Examination/ Finance officer
	Professor-in-charge as Director/Associate Professor-in-charge as Director	Professor-in-charge as Director/Associate Professor-in-charge as Director
Section Officer at Campus	Director of CSU Campus	Director of CSU Campus
Professional Assistant/Curator/Copyist/Library Pandit/ Manuscript Pandit	Assistant Librarian	Director of CSU Campus
All Group-C non-teaching Staff upto and including the post of Assistant at HQ Office	Section Officer	Assistant Director/ Deputy Director
	Assistant Director	Deputy Director/ Professor-in-charge as Director/ Associate Professor-in-charge as Director
All Group-C non-teaching Staff upto and including the post of Assistant at Campus	Section Officer (Admin.)/ Section Officer (Finance)	Director of CSU Campus