



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



File No. F.3(243)/Admn./CAS/APAR/IGDTUW/2021/Part –File 11851 Dated: 22/12/2023

**CIRCULAR**

**Sub: Chain of Reporting and Reviewing Officer for Annual Performance Appraisal Report (APAR) of the Employees (Teaching and Non-Teaching) working at IGDTUW.**

To streamline the reporting and review of APARs in the University in the time bound manner, chain of Reporting and Reviewing Officer for Teaching and Non –Teaching staff are appended below:-

SI No	Category	Reporting Officer	Reviewing Officer
1	Pro Vice Chancellor	Vice Chancellor	Vice Chancellor
2	Professor	Vice Chancellor	Vice Chancellor
3	HoDs	Vice Chancellor	Vice Chancellor
4	Associate Professors	HoD( <i>if HoD is Professor</i> ) In other cases Vice Chancellor	Dean AA
5	Deans	Vice Chancellor	Vice Chancellor
6	Asst Professors	HoD	Dean AA
7	Librarian	Chairman LAC	Registrar
8	Registrar	Vice Chancellor	Vice Chancellor
9	Dy Registrar	Registrar	Vice Chancellor
10	Asst Registrar	Dy Registrar	Registrar
11	Controller of Exams/ Dean (EA)	Vice Chancellor	Vice Chancellor
12	Dy Controller of exam	CoE / Dean (EA)	Dean EA / Vice Chancellor
13	Asst Controller of Exams	Dy Controller of Exams	Controller of Exams /Dean (EA)
14	Public Relation Officer	Deputy Registrar	Registrar
15	System Analyst	DR (GA)	Registrar
16	Work Shop Superintendent	HoD	Registrar
17	Section Officer	Asst Registrar/Dy Registrar	Registrar
18	Private secretary	I/c branch	Registrar
19	Sr Technical Asst	Lab In charge	HoD
20	Prof Library Asst	Librarian	Chairman LAC
21	Senior Stenographer	I/C Branch	Registrar
22	General Asst	I/C Branch	Registrar
23	Store Keeper	Stores in charge	Registrar
24	Technical Asst	Lab In charge	HoD
25	Lab Asst Grade I	Lab In charge	HoD
26	Asst	I/C Branch	Registrar
27	Asst Accounts Officer	AFO	DFO
28	Stenographer	I/C Branch	Registrar
29	Cashier	AFO	DFO
30	Jr Asst	I/C Branch	Registrar

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31	Driver cum Motorcycle messenger	I/C Branch	Registrar
32	Lab Asst Grade II	Lab In charge	HoD
33	MTS	I/C Branch	Deputy Registrar/ Registrar
34	Asst Accountant	AFO	DFO
35	Employees working in Vice Chancellors Secretariat	Vice Chancellor	Vice Chancellor
36	Controller of Finance	Vice Chancellor	Vice Chancellor
37	Dy Finance Officer	Controller of Finance/Registrar	Vice Chancellor
38	Asst Finance Officer	Dy Finance Officer/Registrar	Controller of Finance/Registrar

Further to aware the area of responsibility with respect to completing of APARs for Teaching and Non- Teaching staff are laid down in the succeeding paragraphs:-

(a) **Action by Employee Being Reported Upon:**

Employee will fill up Appraisal in the prescribed form only which is available on University website. Appraisals in any other form are to be treated as invalid. . He/she must fill all the columns of self-appraisal. The period of Appraisal is normally 01 Aug to 31 Jul of the next year in respect Teaching Staff Members. However if any employee has joined the organisation in between this period he will raise his Appraisal from the date of joining till 31 Jul of the year for Teaching staff and Non- Teaching APAR cycle is 01 Apr to 31 Mar of the next year. The employee should have done minimum service of three months under Reporting Officer to be reported thereon. The duly filled report is to be submitted to Reporting Officer under covering letter. Once received by Reporting Officer, Employee should take a receiving from Reporting Officer.

(b) **Action by Reporting Officer:**

Reporting officer will check all the entries filled by employees in APAR. He/ She will be responsible to check the relevance of his/her achievements in terms of period of achievement and authenticity. Once satisfied, Reporting Officer will give his numerical grading. After Reporting Officer has given his comments on Annual Confidential Report, classification of this report becomes "CONFIDENTIAL" and it is not to be shown to the individual till completion of Appraisal process. After completing his portion of assessment the APAR will be sealed in an envelope and forwarded to Reviewing Officer. A copy of receiving is to be kept in Dept file.

(c) **Action by Reviewing Officer:**

Reviewing officer will go through the numerical grading given by reporting officer and, if satisfied, can endorse "I Agree" and sign the Reviewing officer column of APAR. If he is not satisfied and his assessment varies from the assessment of Reporting Officer, he will put his numerical grading and sign the APAR. The grading given by Reviewing Officer will be treated as final grading.

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(d) **Action by Personnel Dept:**

Personnel department will check the whole report and if all entries are found in place will keep the report in of Annual confidential Report Record. The correctly filled Annual Confidential Reports will be shown to the employee reported upon and a Mandatory Disclosure form will be obtained from him for having perused Annual Confidential Report and is satisfied with the remarks of Reporting and Reviewing officer. In case any discrepancies are found of minor nature, report is sent back to the Reviewing Officer for corrections. In case of any major overlook or irregularity by Reporting Officer or Reviewing Officer the report will be brought on file and will be put up to the Head of University for counselling of Reporting Officer/ Reviewing Officer.

(e) Nomination of Accepting Officer: - Accepting Officer shall record and make safe custody all APARs received.

All concerned are to adhere the above given guidelines for timely completion of APARs.

This issues with the approval Competent Authority.

  
(Prof. R.K. Singh)  
Registrar

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**Copy to:-**

- (a) PS to Hon'ble Vice Chancellor
- (b) PA to Registrar
- (c) All Concerned
- (d) System Analyst – Uploading on Notices/Circular in IGDTUW website
- (e) Guard File