

VISVA-BHARATI
SANTINIKETAN

CIRCULAR

Further to the circular of even number dated 24/03/2015 & 09/05/2015, this is for information of all concerned that even after the deadline of 30/04/2015 & 21/05/2015 for submission of Annual Performance Assessment Report (APAR) for the non-academic employees concerned for the year of 2014-2015, some Departments/ Sections have not yet forwarded the same to this office.

It may be appreciated that APAR is necessary for holding of DPC meeting and non-receipt of APAR of employees may lead to delay in promotion, confirmation and other benefits of the employees concerned for which the onus would rest on the departmental authority concerned.

Therefore all concerned, who have not yet sent the APAR, are once again requested to forward the filled in APAR of the staff working under their control for the year 2014-2015 latest by 16th June, 2015 positively.

The filled in APAR should be sent to Joint Registrar (Establishment)

No.Estab/E-III/APAR
Dated: 11/06/2015


Joint Registrar
(Establishment)
Visva-Bharati

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor/All Provosts/ Directors/ Principals of all Bhavanas/ Vibhagas
- 2) All Heads of Departments/ Centres
- 3) Controller of Examination
- 4) Finance Officer
- 5) All Joint Registrars/ Deputy Registrars/ IAC/ Assistant Registrars
- 6) C.M.O. / C.S.O. / U.E.
- 7) C.S. to Vice-Chancellor
- 8) P.A. to Registrar
- 9) Hindi Officer – to translate into Hindi and arrange to upload in the University website.
- 10) Section Officer (M)
- 11) University Webmaster – to upload in the University website.
- 12) File