

कक.के.वि. मिसील क्रमांक/Admn-III/F-782/2/2024-25/1168

28. Jan 2025

परिपत्र / CIRCULAR

Sub: Submission of Annual Performance Appraisal Report (APARs)– reg.

All the Permanent Non-Teaching Staff of Central University of Karnataka, Kalaburagi are hereby informed to fill in and submit APARs as per the following Schedule.

1. Last date of submission of filled up APAR (Annual Performance Appraisal Report) to the concerned reporting offices on or before 30.04.2025.
2. The applications of APAR are available at CUK website.
3. Reporting officers/Reviewing officer shall note the details of time –schedule for completion of APARs.

By Order

To

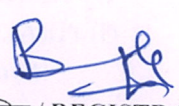
1. All Deans/Directors/Heads/Coordinators/Section Heads-requested to bring the content of the above matter among their respective staff.
2. All Permanent Non-Teaching Staff Members.
3. System Analyst-Requested to upload the revised APAR formats of Group (A, B, C employees).

Enclosed:

1. APAR format for Group (A, B, C employees).
2. Time Scheduled details for Reporting and Reviewing officer's

Copy to:

1. Concerned File


कुलसचिव / REGISTRAR
कर्नाटक केंद्रीय विश्वविद्यालय
कुलसचिव / REGISTRAR
कर्नाटक केंद्रीय विश्वविद्यालय
Central University of Karnataka
कलबुराग / KALABURAGI

No. 21011/04/2023-Estt.(A.II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi – 110001

Dated 28th May, 2024

OFFICE MEMORANDUM

Subject: Extension of timelines for recording of APARs for the year 2023-24 in respect of Central Civil Services – reg.

The undersigned is directed to invite reference to this Department's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 regarding timelines for recording of APARs and extension of timelines for submission of self-appraisal, respectively.

2. In view of engagement in ongoing Lok Sabha Election, 2024, difficulties have been reported by the officers belonging to Central Civil Services in sticking to the timelines given in the OMs referred to above.

3. Accordingly, the matter has been re-considered in this Department and it has been decided, with the approval of the competent authority, to extend the existing timelines for recording APAR for the year 2023-24, in relaxation of OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23.07.2009 and OM No. 21011/04/2023-Estt. (A.II) dated 15.04.2024, as follows:

S.No.	Activity	Cut off dates	
		Existing	Revised
(1)	Distribution of blank APAR forms to all concerned	31 st March (This may be completed even a week earlier)	31 st March (This may be completed even a week earlier)
(2)	Submission of self-appraisal to the Reporting Officer by ORU	30 th April	30 th June
(3)	Submission of report by Reporting Officer to Reviewing Officer	30 th June	31 st August
(4)	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided	31 st July	31 st October
(5)	Appraisal by accepting authority, wherever provided	31 st August	31 st December
(6)	(a) Disclosure to the ORU where there is no Accepting Authority	01 st September	1 st November

	(b) Disclosure to the ORU where there is Accepting Authority	15 th September	1 st January
(7)	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication	15 days from the date of receipt of disclosure
(8)	Forwarding of representation to the Competent Authority a. Where there is no Accepting Authority for APAR b. Where there is Accepting Authority for APAR	21 st September 06 th October	15 days from the date of receipt of representation
(9)	Disposal of representation by the competent authority	Within one month from the date of receipt of representation	Within one month from the date of receipt of representation
(10)	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November	15 days from the date of disposal of representation
(11)	End of entire APAR process, after which the APAR will be finally taken on record	30 th November	15 days from the date of Communication of the decision

3. The aforesaid relaxation is just a one-time measure for the Central Civil Services Officers for the year 2023-24.


(S. P. Pant)
Director(PP.II)
23093074

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

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1. AIS Division, DoPT, North Block, New Delhi.
2. NIC, for uploading in DoPT website.



No.CUK/ADMN-III/F-782/2022-23/173

10th May, 2022

OFFICE ORDER

In partial modification to the Office Order No. CUK/ADMN-III/F-782/2016-17/083, dated: 20.04.2017 and as per the approval of Hon'ble Vice Chancellor on 18.02.2022, the Reporting and Reviewing Officer for Annual Performance Assessment Reports for Non-Teaching/Non Academic Employees of Central University of Karnataka as under:-

Sl. No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
1.	Pro-Vice Chancellor, Registrar, Finance Officer, Controller of Examinations, Librarian	Vice Chancellor	Vice Chancellor	Vice Chancellor
2.	Group-A Officers	Immediate Officer.	Immediate Officer above the reporting Officer. (Not below the rank of Registrar/ Finance Officer/Controller of Examinations and Librarian)	Vice Chancellor
3.	Group-B Employees	Immediate Officer. (Not below the rank of Group-A Officers)	Immediate Officer above the reporting Officer.	Registrar/ Finance Officer/Controller of Examinations and Librarian
4.	Group-C Employees	Immediate Officer. (Not below the rank of Section Officers)	Immediate Officer above the reporting Officer.	Registrar/ Finance Officer/Controller of Examinations and Librarian

Note: 1. The order will be effective from Financial Year 2021-22.

2. In case Sl. No. 4 Section Officer post is vacant, the immediate section head shall be the reporting Officer.

All the employees shall route their APAR's every year, accordingly.

By Orders

9-5-2022
Registrar

To:

1. All Deans/Directors/Heads/Coordinators/Section Heads concerned- Requested to bring the content of the above order to the notice of their respective staff.
2. All the permanent Non-Teaching employees.

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Concerned file

कुलसचिव/REGISTRAR
Central University of Karnataka
गुलबर्गा GULBARGA.

CENTRAL UNIVERSITY OF
KARNATAKA
(Established by an Act of the Parliament in 2009)



Administration Section
Kadaganchi, Aland Road
Dist: Kalaburagi 585 367
Phone (08477) – 226708/722
Website: www.cuk.ac.in
Email: registrar@cuk.ac.in

F.NO.CUK/ADMN-111/F-782/02/2023-24 | 360

Date: 11/3/2024

CIRCULAR

All the permanent Non-Teaching Staff of Central University of Karnataka, Kalaburagi are hereby informed to fill in and submit APARs as per the following schedule: -

1. Last date for submission of filled up APAR (Annual Performance Appraisal Report) to the concerned reporting officers is 17.04.2024. 25/01/25
2. The applications of APAR are available at CUK website.
3. Reporting Officer/Reviewing Officer shall note the details of time-schedule for completion of APARs.

#By Order#


Registrar
6/3/24

1. All Deans/ Directors/Heads/Coordinators/ /Section Heads concerned- Requested to bring the content of the above matter among their respective staff.
2. All the permanent Non-Teaching employees.
3. System Analyst — Requested to upload the Revised APAR formats of (Group A, B and C employees) on CUK Website.

ಕು.ಯಿವ / REGISTRAR
ಕರ್ನಾಟಕ ಕೇಂದ್ರೀಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
Central University of Karnataka
ಕಲಬುರಗಿ / KALABURAGI

Enclosed:

1. APAR format for Group A, B, C employees.
2. Time Schedule details for Reporting and Reviewing officers.

Copy to:
Concerned file.