



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

Hamdard Nagar, New Delhi-110062

Phone : 011-26059688 (12 Lines)

Website: www.jamiahamdard.ac.in

D.No.Estab/LD/1558

Dated: 18-11-2025

[REMINDER]

Sub: Submission of Annual Performance Appraisal Report (APAR) of Non-Teaching Employees for the period 01st April, 2024 – 31st March, 2025 - Reg.

Ref: Office Order No.AS/ATR-EC (68th)/JH-5/2023 dated 28th March, 2024

This has reference to the Office Order No. No.AS/ATR-EC(68th)/JH-5/2023, dated 28-03-2024 regarding the introduction of Annual Performance Appraisal Report (APAR) for the Non-Teaching and Technical employees of Jamia Hamdard. In this regard it is to inform that the Financial year 01st April, 2024 – 31st March, 2025 only a limited number of APARs have been received so far in respect of regular non-teaching and technical staff.

Therefore, all Reporting and Reviewing Officers (all Deans/HoDs/Directors/Unit/Section Incharge) are hereby reminded to ensure that the APARs for the period 01st April, 2024 to 31st March, 2025 of all regular non-teaching & technical staff under their administrative control are duly completed and submitted in Establishment Section on or before **30th November 2025** failing which the concerned Reporting Officer will be held responsible, as timely submission of APARs is essential for assessment of candidature in DPC / MACP.

Category-wise revised APAR format for each category has been made available on the University website at the following link:

<https://www.jamiahamdard.ac.in/apar-for-non-teaching-employees937>


(Dr. Sarfaraz Ahsan)
Deputy Registrar

Copy to:-

1. Non-Teaching Employees of the University through University Website
2. All Deans/HoDs/Directors/Incharges of Section/Departments/Offices
3. Office of the VC/Registrar/FO/CoE
4. Incharge, HAH-CIT (to upload on the University website)
5. Concerned file