



# جامعہ ہمدرد JAMIA HAMDARD

(Deemed to be University)  
Accredited by NAAC in 'A+' Category

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Phone : 011-26059688 (12 Lines)  
Website: [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in)

D.NO.:Etab/LD/2026/ 1141  
Dated: 18-08-2026

## [GENTLE REMINDER]

### **Sub: Submission of Annual Performance Appraisal Report (APAR) of Non-Teaching Employees for the period 01<sup>st</sup> April, 2025 – 31<sup>st</sup> March, 2026 – Reg.**

This has reference to Office Order 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 for the Financial Year **01<sup>st</sup> April, 2025 – 31<sup>st</sup> March, 2026**, only a limited number of APARs have been received so far in respect of regular non-teaching and technical staff.

2. Therefore, all Reporting and Reviewing Officers (all Deans/HoDs/Directors/Unit/Section Incharge) are kindly reminded to ensure that the APARs for the period **01<sup>st</sup> April, 2025 to 31<sup>st</sup> March, 2026** of all regular non-teaching and technical staff under their administrative control are duly completed by Reporting Officer and Reviewing Officer and submitted in the Establishment Section on or before **31<sup>st</sup> August, 2026**, failing which the concerned Reporting / Reviewing Officer will be held responsible, as timely submission of APARs is essential for assessment of candidature in **DPC/MACP**.

3. Those who have already submitted the APAR may please ignore this gentle reminder.

4. 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>

Issued for strict compliance please.

  
18/08/26  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

### **Copy to:**

1. Non-Teaching Employees of Jamia Hamdard through the Website.
2. All Deans/HoDs/Directors/Incharges of Sections/Departments/Offices.
3. A.R. to the Hon'ble Vice Chancellor
4. Sr. P.A. to the Registrar
5. Incharge, HAH-CIT (to upload on the University website).
6. Concerned file.