

HUMAN RESOURCE MANAGEMENT BRANCHIKGPTU/HRM/CIR 1359Date 04/8/2021**CIRCULAR**

As per the directions of Government of Punjab vide Personnel Department letter No.15/27/2008-2P.P.1/615 dated 05-07-2021 and IKGPTU circular No. IKGPTU/REG/1179 dated 27-10-2020, it is mandatory for the all the employees/officers and faculty of the University to fill up their Annual Performance Appraisal Report (APAR) through online mode at "Integrated Human source Management System, (iHRMS) portal, Government of Punjab. Accordingly, University has created user accounts of all its employees employees/officers and faculty on iHRMS Punjab portal. Login id and password of the employees have been sent via SMS at their registered mobile number directly. A brief of time line of APAR related activity (as decided by Govt. of Punjab) is as mentioned below.

Sr. No.	Activity	Last date
1.	Officials, employees and faculty submit the APAR Performa to reporting officer	16 August 2021
2.	Reporting officer put the comment on APAR	16 September 2021
3.	Reviewing officer put the comment on APAR	6 October 2021
4.	Accepting officer accept the APAR	31 October 2021

In case of any difficulty arises, regarding filling of APAR, non receiving of login id and password etc, following APAR custodian may be contacted.

S.No	Group	Concerned APAR Custodian details
1.	A- officers	Sh. Rajesh Kumar Kala, SA – 8283802842, 8837672692 (rajeshkumarsaini.ptu@gmail.com)
2.	A- Faculty *	Sh. Varinder Singh, SA 99143-10468 (varinder.singh633@gmail.com)
3.	B	Sh. Rakesh Kumar, SA 9417425691 (pturakesh@gmail.com)
4.	C & D**	Sh. Sunil Kumar, SA 9478098126, 9876080074 (sunil4003@ptu.ac.in)

* As per direction of NIC Punjab, faculty members will have to fill the APAR (ACR) proforma manually for the assessment year 2020-21. After filling it, they will upload a

dully signed & scanned copy of the same at their iHRMS user account and will forward to concerned reporting officer, who will put his/her remarks and will forward to next authority accordingly.

**As per Govt. of Punjab Personnel Department letter No.15/27/2008-2P.P.1/615 dated 05-07-2021. Employees of Group D, will fill up their personal information on APAR (ACR) manually for the assessment year 2020-21 and will hand over to Sh. Sunil Kumar, SA-HRM branch, who will upload it on at iHRMS portal and will forward the same to concerned reporting officer for filling up APAR.


04/08/2021
(Devinder Kumar)

Deputy Registrar

Cc:-

1. I/C Secretariat of VC – For kind information of hon'ble Vice Chancellor please
2. Registrar - For information please
3. All HoDs/In- Charge (Non-Teaching)
4. Director Main campus: To inform all Deputy Dean (Faculty), HoDs (Teaching) and In-Charge, Constituent campuses
5. In-charge (ITS): To update on University website
6. Office Copy