

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY (REGISTRAR OFFICE)

Estd. Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

Ref. No.: IKGPTU/REG/NC/HRM/85

Dated: 23.04.2025

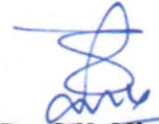
## CIRCULAR

### Sub: Time line of APAR (ACR) of 2024-25.

All the employees of the university are requested to fill up their ACR for Financial year of 2024-25 as per enclosed Performas. A brief time line of APAR (ACR) related activity for the APAR of Financial Year of 2024-25 is as under:

Sr. No.	Activity	Last Date
1.	Officers, Faculty and officials submit the APAR Performa to reporting officer	15 May, 2025
2.	Reporting Officer put the comment on APAR and send it to Departmental Reporting Officer	30 May, 2025
3.	Departmental Reporting Officer put the comment on APAR and submit it to Reviewing Officer	30 June, 2025
4.	Reviewing Officer put the comment on APAR	15 Aug, 2025
5.	Accepting Officer accept the APAR	30 Sep, 2025

This is issued with the approval of Hon'ble Vice Chancellor.

  
(Dr. S.K. Misra)  
Registrar  
B.Singh  
Dated: 23.04.2025

Endst No. IKGPTU/REG/NC/HRM/86-90

A copy of the above is forwarded to the following for information and necessary action please:

1. Secretary to Vice-Chancellor : for kind information of Hon'ble Vice-Chancellor.
2. All Director (Constituent Campuses of University)
3. All HODs (Teaching & Non-Teaching)
4. Incharge (ITS): Upload on University website.
5. Deputy Registrar (HRM)

  
(Dr. S.K. Misra)  
Registrar

# **I.K.Gujral Punjab Technical University Jalandhar**

**CONFIDENTIAL REPORT FOR THE OFFICERS HOLDING GROUP 'A' AND GROUP 'B'  
(GAZETTED) ACADEMIC AND TECHNICAL POSTS.**

**Report for the year/period pending.**

## **PART I**

### **PERSONAL DATA**

**(To be filled by the Administrative Section of PTU)**

- 1. Name of officer**
- 2. Post and date of joining service**
- 3. Post and date of joining PTU**
- 4. Date of Birth**
- 5. Academic Qualification**
- |  |             |              |
|--|-------------|--------------|
| <b>6. Date of appointment to the present grade</b> | <b>Date</b> | <b>Grade</b> |
|--|-------------|--------------|
- |  |             |              |
|--|-------------|--------------|
| <b>7. Present post and date of appointment thereto</b> | <b>Date</b> | <b>Grade</b> |
|--|-------------|--------------|
- 8. Present Pay**
- 9. Period of absence from duty (on leave, training etc) during the year. If he/ she has undergone training, please specify**

**PART II**

**(TO BE FILLED BY THE OFFICER REPORTED UPON)**

**1. Brief description of duties**

**2. Please specify the quantitative/physical/targets/objective set for yourself or that were set you and your achievement against each target.**

**Sr. NO.**

**Target**

**Achievement  
(Please specify your direct  
Contribution)**

**3. Please state briefly the shortfalls with reference to targets. Please specify constraint if any, in achieving the targets.**

**4. Indicate items in which there have been significantly higher achievements and your contribution thereto**

**5. Scientific and Technical Achievements during the year:**  
**(a.) Additional Qualification acquired**

**(b.) Scientific/Technical Management Training Programmers attended.**

**(c.) Publications; scientific/ technical papers published**

**(d) Conferences / seminars attended**

**(e) Participation in deputation / delegation abroad**

**(f) Membership of Professional bodies**

**(g) Honours and awards**

**Date:** \_\_\_\_\_

**6. Please state whether the annual return on immovable property for the proceeding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year, if not, the date of filling the return should be given.**

**Signature of the Officer reported upon  
Designation**



### PART III

#### ASSESSMENT BY THE REPORTING OFFICER

Please comment on Part II as filled in by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if, any, in achieving the objectives.

Please tick in appropriate column

	A Outstanding	B V. Good	C Good	D Average	E Poor
I Intellect					
II. Ability					
a) Professional Knowledge					
b) Analytical Skills					
c) Decision making Ability					
d) Communication Skills					
• Written					
• Oral					
e) Organizing skills					
III Quality of output Productivity					
IV. Personal Qualities					
a) Personality					
b) Cooperativeness					
c) Conscientiousness					
d) Fulfillments of Commitments					
e) Self-reliance					
f) Relations with public					
g) Attitude towards SC/ST					
V. Administrative Ability					
a) Administrative judgment					
b) Organizing Ability					
c) Ability to access					
d) Leadership					

## **General**

### **1. State of Health**

### **2. Integrity**

### **3. General Assessment**

(Please give an overall assessment of the officer with reference to his/her Strength and shortcomings and also by drawing attention to the qualities If any not covered by the entries above)

### **4. Grading**

<b>Outstanding</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>

An officer should not be graded outstanding unless exceptional qualities and performances have been noticed; ground for giving such grading should be clearly brought out.

**Signature Reporting Officer**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

# **I.K.Gujral Punjab Technical University, Jalandhar**

## **ANNUAL CONFIDENTIAL REPORT**

### **ASSESSMENT BY THE REPORTING OFFICER**

Assessment in favour of Mr. /Mrs./Ms./\_\_\_\_\_ S/o/ D/o\_\_\_\_\_

Designation\_\_\_\_\_ of \_\_\_\_\_ (Name of the Department) for the period of 01.04.20..... to 31.03.20.....

Please write one of the following

(Outstanding/Very good/Good/Average/Below Average)

1 Work

(i) Individual \_\_\_\_\_

(ii) As a group \_\_\_\_\_

(iii) Supervision \_\_\_\_\_

2 Proficiency in work \_\_\_\_\_

3 Physique in Health \_\_\_\_\_

4 Punctuality and Regularity \_\_\_\_\_

5 Initiative and Drive \_\_\_\_\_

6 Sense of Responsibility \_\_\_\_\_

7 Relationship with staff \_\_\_\_\_

8 Power of expression and Communication \_\_\_\_\_

9 Intelligence and Temperament \_\_\_\_\_

10 Willingness to work \_\_\_\_\_

11 Leadership Qualities \_\_\_\_\_

12 Reputation for Honesty \_\_\_\_\_

13 Integrity \_\_\_\_\_

14 Defects, if any \_\_\_\_\_

15 Improvement, made if any \_\_\_\_\_

16 No & detail of training programmes \_\_\_\_\_  
attended by the employee during the year of assessment

17 General Remarks \_\_\_\_\_

18 Overall assessment in terms of the following grades

Outstanding: 10    Very Good: <10>8    Good: <8> 6    Average: <6>4    Below Average: <4)

Dated: \_\_\_\_\_

Signature of the Reporting Officer



**ASSESSMENT BY THE REVIEWING OFFICER**

1 I agree with the report of the Reporting Officer as given at: \_\_\_\_\_

2 I do not agree with the report of the Reporting Officer as given at: \_\_\_\_\_

3 General remarks by the Reviewing Officer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Reputation for honesty and integrity \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Signature of Reviewing Officer**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_