

CSU/APAR/2023-Admn./4161
CENTRAL SANSKRIT UNIVERSITY
Janak Puri, New Delhi-110058
Accredited with 'A++' Grade by NAAC

Dated: 06.02.2024

CIRCULAR

Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the Year 2022-23.

All officers/officials of Group 'A', 'B' & 'C' (Non-Teaching) are required to fill their APAR in online mode with self appraisal for the year 2022-23, which will become due w.e.f. 01.04.2023 and to be submitted latest by **25th February, 2024**. The self appraisal submitted by the officer/official is to be reported latest by **10th March, 2024** and to reviewed latest by **20th March, 2024** by the respective officers as prescribed vide **Annexure-I**. All concerned officers/officials are required to strictly adhere to the time schedule prescribed as above.

The officers/officials will be able to fill online APAR by logging into the SAMARTH portal under HR tab Career Advancement Scheme using their unique Samarth ID and password using the link: sanskrit.samarth.ac.in. However, stepwise application submission details are attached herewith for better understanding the process of submission of APARs. Further, the officials, who will be filling their online APAR for the first time and if not registered on APAR portal, are required to get themselves registered in Samarth Portal through ICT Cell/Section.

All HODs/Section heads are requested to ensure needful circulation of the aforesaid instructions among officials/officers under their control for due compliance. In case of any difficulty in filling the APAR, Project officer I/c, Project Section, Central Sanskrit University, Janakpuri, Delhi, may be contacted.

Encl:- As above.


(Prof. R.G. Murali Krishna)
Registrar I/c

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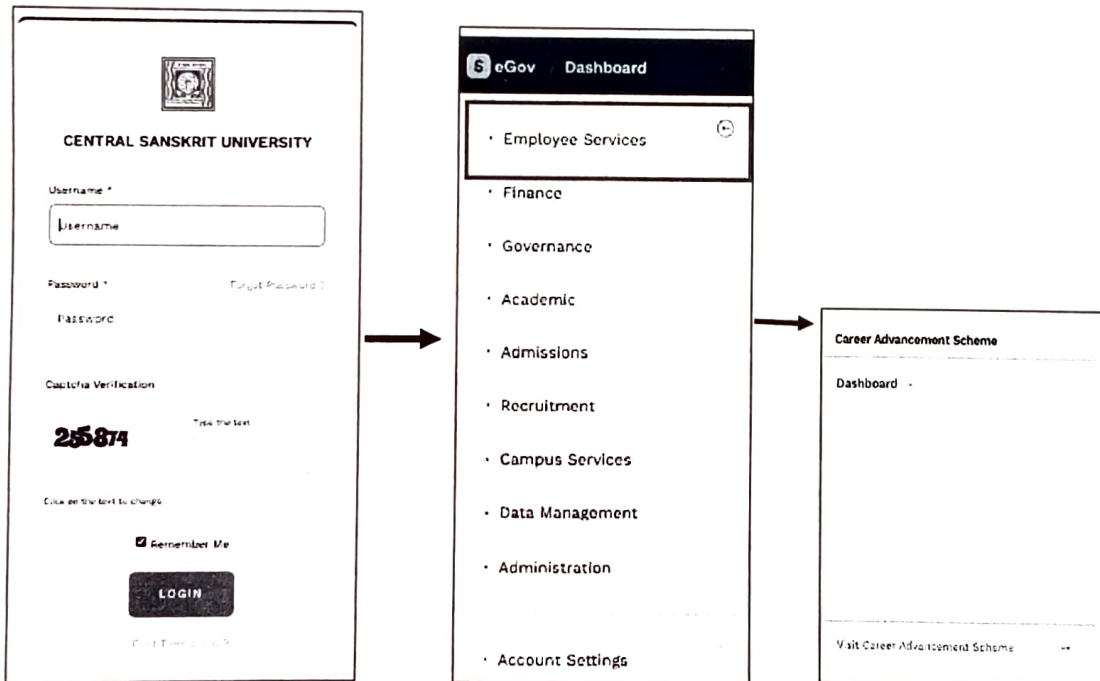
1. P.S. to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.
2. The Director(s), all Campuses of CSU, Delhi.
3. The Director, MSP, CSU, Delhi.
4. D.D. (Admin), CSU, Delhi.
5. All Section Heads at HQ office, CSU, Delhi.
6. Project Officer/ICT I/c- with request to upload this circular in CSU website and to initiate necessary action to enable the employees to file their APAR on SAMARTH Portal, smoothly.
7. Notice Board, Headquarter office, CSU, Delhi.

Career Advancement Scheme

Introduction

Samarth's CAS module allows employees to apply for career advancement schemes under

- Annual Performance Appraisal System (**APAR**)
1. Login into the Samarth eGov portal with the User ID and the password provided Using the Link (<https://sanskrit.samarth.ac.in/>)
 2. Click on the Employee Services section on the left, then click on 'Dashboard' under Career Advancement Scheme.



3. After Clicking on the dashboard under the CAS, The Employee needs to fill their APAR form by clicking on the Process Application for selected Employee.

The screenshot shows the 'APAR Applications' page. The table below contains the following data:

| S.No | Form No. | Session | Employee Name | Designation | Category | Group | Whether permanent/temporary/officiating | Form Status | Action |
|------|--------------------|---|------------------|-------------|------------|---------|---|-------------|--------|
| 1 | APAR-2024M78-82018 | CLUJ 2022-2023 April - 2022 to March - 2023 | Mr. Rajesh Tyagi | one on one | Unreserved | GROUP B | Permanent | Processed | |

CENTRAL SANSKRIT UNIVERSITY

56-57, Institutional Area, Janakpuri, New Delhi-58

Annexure – I

Reporting and Reviewing Authorities for APAR

| Academic & Non-Academic staff | Reporting Officer | Reviewing Officer |
|---|---|---|
| Director of Campuses/Dean/Professor & Professor In-Charge as Directors /Associate Professor In-Charge as Directors/ Registrar/Controller of Exam/ Finance Officer/Librarian | Vice-Chancellor, CSU, Delhi | Vice-Chancellor, CSU, Delhi |
| All Teaching Faculty/ Assistant Librarian/ Assistant Director (Physical Education)/ Deputy Director (Physical Education) | Director of CSU Campus | Vice-Chancellor, CSU, Delhi |
| Assistant Professor & Associate Professor at HQ office | Dean, Academic Affairs | Vice-Chancellor, CSU, Delhi |
| Assistant Librarian at HQ office | Librarian | Vice-Chancellor, CSU, Delhi |
| Academic Faculty in Mukta Swadhyaya Peetham (MSP) | Director of concerned Campus/Director, MSP | Vice-Chancellor, CSU, Delhi |
| Project Officer/Deputy Director (Admin.) | Registrar | Vice-Chancellor, CSU, Delhi |
| Deputy Director (Academic) | Dean, Academic Affairs | Vice-Chancellor, CSU, Delhi |
| Deputy Controller (Exam) | Controller of Examination | Vice-Chancellor, CSU, Delhi |
| Deputy Director (Finance) | Finance Officer | Vice-Chancellor, CSU, Delhi |
| Assistant Director (Correspondence Course) | Deputy Director/ Director (MSP) | Director (MSP) |
| Assistant Director (R&P) | Deputy Director/ Director (P&P) | Director (P&P) |
| Assistant Director (Examination) | Deputy Controller (Examination) | Controller of Examination |
| Section Officer at HQ Office | Assistant Director | Deputy Director/Deputy Controller |
| | Deputy Director | Registrar/Controller of Examination/ Finance officer |
| | Professor-in-charge as Director/Associate Professor-in-charge as Director | Professor-in-charge as Director/Associate Professor-in-charge as Director |
| Section Officer at Campus | Director of CSU Campus | Director of CSU Campus |
| Professional Assistant/Curator/Copyist/Library Pandit/ Manuscript Pandit | Assistant Librarian | Director of CSU Campus |
| All Group-C non-teaching Staff upto and including the post of Assistant at HQ Office | Section Officer | Assistant Director/ Deputy Director |
| | Assistant Director | Deputy Director/ Professor-in-charge as Director/ Associate Professor-in-charge as Director |
| All Group-C non-teaching Staff upto and including the post of Assistant at Campus | Section Officer (Admin.)/ Section Officer (Finance) | Director of CSU Campus |