

ASSOCIATION OF INDIAN UNIVERSITIES
[Administration Division]

No. AIU/Estb./APARs/VI/2026/1218-30
April 27, 2026

CIRCULAR

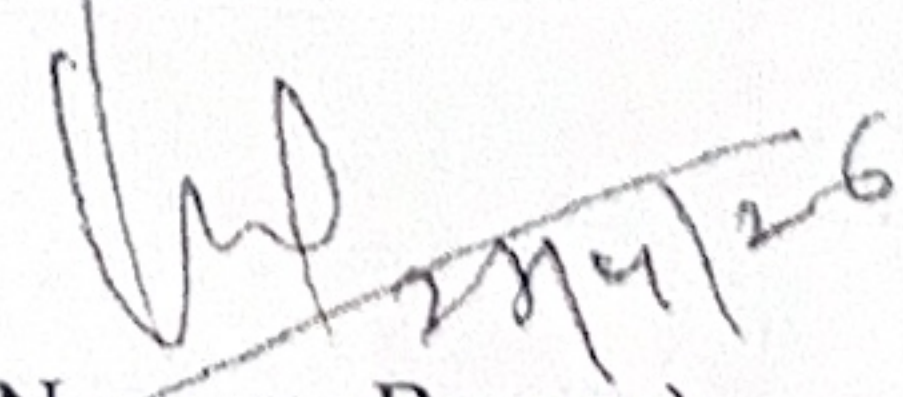
All the regular employees are requested to fill in the relevant part of the APAR (Annual Performance Assessment Report) and submit it to the Reporting Officer concerned for the reporting year 1st April 2025 to 31st March 2026.

The Reporting Officers are requested to complete the APAR form with remarks and submit the same to the Reviewing Officer concerned, and forward the filled-in form to the Administration.

The following time schedule shall strictly be adhered to: -

Sl. No.	Activity	Date by which it may be completed
1	Submission of self-appraisal to the Reporting Officer by the Officer to be reported upon	15 th May 2026
2	Submission of APAR by Reporting Officer to Reviewing Officer	30 th June 2026
3	APAR to be completed by the Reviewing Officer and to be sent to Administration.	31 st July 2026
4	Appraisal by Accepting Authority (wherever provided)	31 st August 2026
5	Disclosure of APAR to the Officer reported upon (where Accepting Authority is involved)	15 th September 2026
6	Submission of representation, if any, on the APAR	Within 15 days from the date of communication
7	Forwarding of representation to the Competent Authority	6 th October 2026
8	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation
9	Communication of the decision of the Competent Authority on the representation by the Administration	15 th November 2026
10	Completion of the entire APAR process, after which the APAR will be finally taken on record	30 th November 2026

The APAR proforma is available for download on the AIU website.


(Nazneen Begum)

Under Secretary (Admn/Estt.)

Copy to:

1. All Divisional Heads/In-charges – with a request to ensure submission of duly filled proforma to the Competent Authority in respect of Officers/Employees in their divisions, under intimation to the Administration Division.
2. PA to SG – for kind information of the Hon'ble SG.
3. Concerned File.