

No. Admin-13018(11)/1/2024-Admin/626  
**CENTRAL SANSKRIT UNIVERSITY**  
Janakpuri, New Delhi-110058  
Accredited with 'A++' Grade by NAAC

Dated: 06.06.2024

CIRCULAR


**Sub:- Regarding filling of Annual Performance Assessment Report (APAR) in Online mode for the year 2023-24.**

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 2023-24, which became due w.e.f. 01.04.2024 and to be submitted latest by **30<sup>th</sup> June, 2024**. The self-appraisal submitted by the officer/official is to be reported latest by **20<sup>th</sup> July, 2024**, to be reviewed latest by **31<sup>st</sup> July, 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: [www.sanskrit.samarth.ac.in](http://www.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 Office/ ICT Section, Central Sanskrit University, HQ Office, New Delhi, may be contacted.

Encl:- As above.

  
(Registrar In-charge)

Copy to:

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. Director (Publications), CSU, Delhi
5. D.D. (Admin), CSU, Delhi.
6. All Section Heads at HQ office, CSU, Delhi.
7.  Project Officer/ICT In-charge :- **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.**



