

जामिया मिल्लिया इस्लामिया

(केन्द्रीय विश्वविद्यालय) (नैक प्रत्यायित 'A++' ग्रेड)
मौलाना मोहम्मद अली जौहर मार्ग, जामिया नगर, नई दिल्ली-११००२५

JAMIA MILLIA ISLAMIA

(A Central University) (NAAC Accredited 'A++' Grade)

Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi-110025

दूरभाष : 26984075, 26988044

Tel. : 26981717, 26985176

ई-मेल : registrar@jmi.ac.in

E-mail

वेबसाइट : https://jmi.ac.in

Web.

3rd Rank in NIRF



جامیہ
ملیہ
اسلامیہ

कुलसचिव कार्यालय

Office of the Registrar

دفتر مسجیل

F.No. Gen.101/E-NT/R.O./JMI/2026

Date: 20.05.2026

OFFICE ORDER

The Competent Authority, Jamia Millia Islamia, on the recommendations of the Committee constituted for preparation of the Annual Performance Appraisal Report (APAR) Guidelines and APAR Proforma for the non-teaching employees of the University, has kindly approved the adoption of the Annual Performance Appraisal Report (APAR) system from the calendar year 2025, in anticipation of approval of the Executive Council of the University.

The APAR system shall be applicable to all the permanent non-teaching employees of the University and to be implemented with immediate effect from the calendar year 2025 onwards, in supersession of the existing Annual Confidential Report (ACR) system.

The Annual Performance Appraisal Report (APAR) is an important document which provides essential inputs for assessment of performance, career progression, promotion, financial upgradation under applicable schemes, and other service-related matters. The Reporting Officers and Reviewing Officers are, therefore, advised to undertake the process with due diligence and ensure timely completion of APARs in accordance with the prescribed timelines and guidelines. The time schedule for preparation/completion of the APAR Report and guidelines are placed at **Annexure-I**.

Further, the APAR formats/proformas applicable to various categories of non-teaching employees are also enclosed at **Annexure-II**.


(Prof. Md. Mahtab Alam Rizvi)
Registrar

1. All Deans of Faculties/Heads of Departments/Directors of Centres/Principals of Schools/Headmaster of Schools/Heads of Administrative Units, JMI.
2. The Offg. Finance Officer, JMI
3. The Hony. Director, FTK-CIT – to upload the enclosed proformas of APAR/ guidelines on Jamia's website
4. The Public Information Officer, JMI
5. The Deputy Registrar, Council & Ordinance Section, JMI- for placing before the next meeting of Executive Council for approval
6. Secretary to the Registrar, JMI
7. P.A. to the Vice Chancellor, JMI
8. Concerned File/folder


(Assistant Registrar, Estt.-NT)