

F.No. CSU/13018(11)/1/2025-Admn. /526
CENTRAL SANSKRIT UNIVERSITY
[Established by an Act of Parliament]
Janakpuri, New Delhi - 110058

Date: 08.05.2025

CIRCULAR

Sub:- Filling of Annual Performance Assessment Report (APAR) in Online Mode for the Reporting Year 2024-25 - Reg.

All Officers/Officials of Group 'A', 'B' & 'C' (Non-Teaching) are hereby informed that the **Annual Performance Assessment Report (APAR)** for the reporting period **2024-25** is to be filled in **online mode only**, with self-appraisal, as per the following schedule:

Activity	Deadline
Submission of Self-Appraisal	31-05-2025
Reporting by Reporting Officer	30-06-2025
Review by Reviewing Officer	31-07-2025

The APAR form is to be filled through the SAMARTH Portal under the HR tab → Career Advancement Scheme by logging in with the unique Samarth ID and password using the link: <https://www.sanskrit.samarth.ac.in>

Stepwise instructions for submission of the online APAR are attached herewith for reference and ease of use. 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.

This issues with the approval of the Competent Authority.


[Prof. R.G. Murali Krishna]
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. Deputy Director (Admin), CSU, Delhi.
5. All Section Heads at HQ office, CSU, Delhi.
6. 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.