विश्वभारती

VISVA-BHARATI

CORRIGENDUM

In partial modification of the earlier Circular vide Ref. no Estab/E-III/APAR dated 05/06/2026 it may be mentioned that APAR may be submitted as per Annexture-I instead of Annexture-A. The link for step to step guidelines to fill up the APAR form is https://drive.google.com/file/d/1Pw9K53t92tD6PqUC4T_9uSYv6rGwtFMZ/view?usp=sharing . Other content of the Circular will remain unaltered.

Ref. No.Estab/E-III/APAR
Date: 08/06/2026

08/06/2026

Registrar
Visva-Bharati

Copy forwarded for information and necessary action to :-

1. All Directors/ All Principals
2. All Heads of Academic and Administrative Departments/ Centre/ Sections/ Offices
3. Finance Officer (Offg.)/ Librarian
4. Joint Registrar (Accounts)
5. Joint Registrars/ JFO/ Deputy Registrars/ Internal Audit Officer/ Assistant Registrars
6. CMO/ UE(Acting)
7. In-Charge Security
8. Joint Registrar & C.S.to Upacharya
9. Assistant Registrar(Meeting)
10. P.A. to Registrar
11. University Webmaster-To upload it into the University website
12. Hindi Officer-To translet into Hindi and arrange to upload the Hindi version in the website
13. File

Annexture-I

Hierarchical Flow of APAR, Visva-Bharati

Sl. No.	Type of Office	Employee for Whom APAR is Applied	Reporting Officer	Reviewing Officer	Approving Officer
1.	**Group - 1** [General Administration; Establishment Section; Estate Office; Legal Cell; Purchase & Store Section; SC, ST, OBC & Minority Cell]	Below Section Officer	Section Officer/ JE or Estate Officer (for Estate Office)	Assistant Registrar/Deputy Registrar /Joint Registrar	Deputy Registrar /Joint Registrar/ Registrar
		Section Officer/ JE or Estate Officer (for Estate Office)	Assistant Registrar/Deputy Registrar /Joint Registrar	Deputy Registrar /Joint Registrar/ Registrar	Registrar
		Assistant Registrar	Deputy Registrars /Joint Registrar/ Registrar (for E-I)	Registrar	Vice-Chancellor
		Deputy Registrar /Joint Registrar	Registrar	Registrar	Vice-Chancellor
2.	**Group - 2** [Examination Section]	Below Section Officer	Section Officer	Assistant Registrar	Deputy Registrar
		Section Officer	Assistant Registrar/ Deputy Registrar	Deputy Registrar/ Prof. In-Charge	Prof. In-Charge
		Assistant Registrar	Deputy Registrar/ Prof. In-Charge	Prof. In-Charge	Vice-Chancellor
		Deputy Registrar	Prof. In-Charge	Vice-Chancellor	Vice-Chancellor
3.	**Group - 3** [Academic & Research Section]	Below Section Officer	Section Officer	Assistant Registrar	Joint Registrar
		Section Officer	Assistant Registrar	Joint Registrar	Director, SEI&RR
		Assistant Registrar	Joint Registrar	Director, SEI&RR	Vice-Chancellor
		Joint Registrar	Director, SEI&RR	Vice-Chancellor	Vice-Chancellor
4.	**Group - 4** [Admission Coordination Cell]	All Employees	Co-ordinator	Registrar	Registrar

5.	**Group - 5** [SAMARTH Office]		All Employees	Nodal Officer	Registrar	Registrar
6.	**Group - 6** [Finance Office]	Internal Audit Office	Below Section Officer	Section Officer	Internal Audit Officer	Finance Officer
			Section Officer	Internal Audit Officer	Finance Officer	Finance Officer
			Internal Audit Officer	Finance Officer	Finance Officer	Vice-Chancellor
		Accounts Office	Below Section Officer	Section Officer	Assistant Registrar (Accounts)	Joint Registrar (Accounts)
			Section Officer	Assistant Registrar (Accounts)	Joint Registrar (Accounts)	Finance Officer
			Assistant Registrar (Accounts)	Joint Registrar (Accounts)	Finance Officer	Vice-Chancellor
			Joint Registrar (Accounts)	Finance Officer	Finance Officer	Vice-Chancellor
		Retirement Benefit Section & Finance Section	Below Section Officer	Section Officer	Assistant Registrar	Finance Officer
			Section Officer	Assistant Registrar	Finance Officer	Finance Officer
			Assistant Registrar	Finance Officer	Finance Officer	Vice-Chancellor
		Development Section	Below Section Officer	Section Officer	Finance Officer	Finance Officer
			Section Officer & PA Level B	Finance Officer	Finance Officer	Finance Officer
7.	**Group - 7** [Computer Centre]		Below System Programmer	System Programmer	Prof. In-Charge	Registrar
			System Programmer	Prof. In-Charge	Registrar	Vice-Chancellor
8.	**Group - 8** [Central Library & other Sectional Libraries]		Below Assistant Librarian	Assistant Librarian/ Deputy Librarian	Librarian	Registrar
			Assistant Librarian	Librarian	Registrar	Vice-Chancellor

			Librarian	Registrar	Registrar	Vice-Chancellor
9.	**Group - 9** [Rabindra Bhavana]		All Employees (Below Gr-A)	Special Officer/ Professor-in-Charge	Director, Rabindra Bhavana	Director, Rabindra Bhavana
			All Employees (Gr-A)	Director, Rabindra Bhavana/ Professor-in-Charge	Director, Rabindra Bhavana	Vice-Chancellor
10.	**Group - 10** [Works & Building (Engineering Section)]		Below Assistant Engineer	Assistant Engineer	Professor-in-Charge	Registrar
			Assistant Engineer	Professor-in-Charge	Registrar	Vice-Chancellor
11.	**Group - 11** [Proctor Office]		Below Section Officer	Section Officer	Proctor	Registrar
			Section Officer	Proctor	Registrar	Registrar
12.	**Group - 12** [Schools]		All Teachers	Principal	Director of SEI&RR	Director of SEI&RR
			All Employees (Non-teaching)	Principal	Registrar	Registrar
13.	**Group - 13** [University Guest House]		All Employees	In-Charge	Registrar	Registrar
14.	**Group - 14** [Central Transport Cell]		All Employees	In-Charge	Registrar	Registrar
15.	**Group - 15** [Internal Quality Assurance Cell]		All Employees	In-Charge	Registrar	Registrar
16.	**Group - 16** [Health & Sanitation]	Health	All Employees (Para-medical & others)	Chief Medical Officer	Registrar	Registrar
			Medical Officer	Chief Medical Officer	Registrar	Vice-Chancellor
		Sanitation	All Employees	In-Charge	Professor-in-Charge	Registrar
17.	**Group - 17** [Upacharya's Office]		Below Section Officer	Section Officer	Assistant Registrar	Joint Registrar

		Section Officer	Assistant Registrar	Joint Registrar	Vice-Chancellor
		Assistant Registrar	Joint Registrar	Vice-Chancellor	Vice-Chancellor
		Joint Registrar	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
18.	**Group - 18** [Karma Sachiba Office]	Below Section Officer	Section Officer	Registrar	Registrar
		Section Officer	Registrar	Registrar	Registrar
19.	**Group - 19** [All Cells/ Offices (Not mentioned above including Granthana Vibhaga)]	All Employees (Below Gr-A)	In-Charge	Registrar	Registrar
		All Employees (Gr-A)	In-Charge/ Registrar	Registrar	Vice-Chancellor
20.	**Group - 20** [Registrar, Finance Officer, Directors]	Registrar, Finance Officer, Directors (3 nos.)	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
21.	**Group - 21** [All Academic Departments]	All Employees (Non-Teaching)	HoD	Principal	Registrar
22.	**Group - 22** [Office of the Principal]	All Employees (Non-Teaching)	Vice-Principal	Principal	Registrar