

F.No. CSU/13018(11)/1/2026-Admn./ 104  
**CENTRAL SANSKRIT UNIVERSITY**  
[Established by an Act of Parliament]  
Janakpuri, New Delhi - 110058

Dated: 13.04.2026

**CIRCULAR**

**Sub: - Filling of Annual Performance Assessment Report (APAR)/Performance Based Appraisal System (PBAS) in Online Mode for the Reporting Year 2025-26-Reg.**

All Officers/Officials of Group 'A', 'B' & 'C' (Non-Teaching) and Faculty members are hereby informed that the **Annual Performance Assessment Report (APAR)/Performance Based Appraisal System (PBAS)** for the reporting period **2025-26** is to be filled **in online mode only**, with self-appraisal, as per the following schedule:

Activity	Deadline
Submission of Self-Appraisal	30-05-2026
Reporting by Reporting Officer	30-06-2026
Review by Reviewing Officer	20-07-2026

The APAR/PBAS 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/PBAS are attached herewith for reference and ease of use. Further, the Officers/Officials/Faculty members, who will be filling in their online APAR/PBAS for the first time and if not registered on APAR/PBAS 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 Officers/Officials/Faculties under their control for due compliance. In case of any difficulty in filling the APAR/PBAS, Project Office/ICT Section, Central Sanskrit University, HQ Office, New Delhi, may be contacted.

This is issued 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/Centre 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 to CSU website and to initiate necessary action to enable the employees to file their APAR/PBAS on SAMARTH Portal, smoothly.