

مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
 (A Central University established by an Act of Parliament in 1998)  
 (Accredited 'A' Grade by NAAC)  
 (Establishment and Recruitment Section - II)



MANUU/ER-II-429/EF69/2019-2020/ 56

23<sup>rd</sup> April 2019

**CIRCULAR**

**Sub:** Submission of Annual Performance Appraisal Report of Non-Teaching Employees

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All the non-teaching employees of the University are requested to send their **ANNUAL PERFORMANCE APPRAISAL REPORTS** for the year 2018-2019 duly reported/reviewed by their Heads concerned. These APARs should reach to the ER-II Section on or before **31.05.2019**. The proforma and guidelines are available on the University website.

It is observed that, some of the Non-Teaching Employees have not submitted the APARs of the previous years. Hence, they are also desired to submit the APARs of the year 2018-2019 and previous years, if any on or before the due date.

The details of Reporting and Reviewing Officers to write the report are under:

Post	Reporting Officer	Reviewing Officer
Below the level of Section Officers or its equivalent	<ul style="list-style-type: none"> <li>Section Officer Concerned</li> <li>AR/ARD/Head concerned of the Section/Dept/Office, if Section Officer is not posted in this Section/Office</li> </ul>	<ul style="list-style-type: none"> <li>AR/DR/JR/ARD/RD concerned or</li> <li>Head/incharge of the Dept./Section/Office/Campus concerned</li> <li>Dean of School, if Head of the Dept. is Reporting Officer</li> <li>Dean, Satellite Campuses, if incharge of outside Campus is Reporting Officer</li> <li>Director in Directorates</li> </ul>
Section Officers and its equivalent ranks in the Dept/Sections/Campus/Office	<ul style="list-style-type: none"> <li>AR/ARD/Head of the Dept.</li> <li>DR/RD/JR or Head of the Section/Dept. if AR/ARD is not posted in this Section/Office</li> </ul>	<ul style="list-style-type: none"> <li>DR/RD/JR or Head of the Section/Dept</li> <li>Dean of School, if Head of the Dept is Reporting Officer</li> <li>Dean, Satellite Campuses is Reporting Officer or</li> <li>Director in Directorates</li> <li>Registrar, if no other officer is available</li> </ul>
AR/ARD or equivalent	<ul style="list-style-type: none"> <li>DR/RD/JR or Head of the Section/Office</li> <li>Registrar, if the Officer is under his direct control</li> </ul>	<ul style="list-style-type: none"> <li>Registrar, if the Reporting Officer is other than Registrar</li> <li>PVC, if the Registrar is Reporting Officer</li> <li>Director, DDE for ARDs</li> </ul>
R.D/D.R/J.R/Director and equivalent	<ul style="list-style-type: none"> <li>* Head/Director/Incharge of the Branch/ Division etc.</li> <li>* Registrar, if the Officer is under his direct control</li> </ul>	<ul style="list-style-type: none"> <li>Registrar, if the Reporting Officer is other than Registrar</li> <li>PVC, if the Registrar is Reporting Officer</li> <li>Director, DDE for RDs</li> </ul>

*M. H. Qureshi*  
 23/4/19

Assistant Registrar

Establishment & Recruitment -II

Copy to:-

1. All the Non-Teaching Employees of the University through University Website
2. All the Head/Incharges of Section/Departments/Directorates/Campuses/offices
3. Office of the VC/PVC/Registrar/FO/CoE
4. Director, Centre for Information Technology (to upload on the University website)
5. Concerned file.

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 EPARX 2300-6612. 13. 14. 15 Website: www.manuu.ac.in