मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSIT

(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/EF.69/2020-2021/307

12ᵗʰ June 2020

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 2019-2020 duly reported/reviewed by their Heads concerned. These APARs should reach to the ER-II Section on or before 31.07.2020. The proforma and guidelines are available on the University website.

The details of Reporting and Reviewing Officers to submit their remarks.

Post	Reporting Officer	Reviewing Officer
Below the level of Section Officers or its equivalent	* Section Officer Concerned * AR/ARD/Head concerned of The Section/ Dept/ Office, if Section Officer is not posted in this Section/Office	* AR/DR/JR/ARD/RD concerned or * Head/incharge of the Dept./ Section/ Office/Campus concerned * Dean of School, if Head of the Dept. is Reporting Officer * Dean, Satellite Campuses, if incharge of outside Campus is Reporting Officer * Director in Directorates
Section Officers and its equivalent ranks in the Dept/Sections/Campus/ Office	*AR/ARD/Head of the Dept. *DR/RD/JR or Head of the Section/Dept. if AR/ARD is not posted in this Section/ Office	*DR/RD/JR or Head of the Section/ Dept *Dean of School, if Head of the Dept is Reporting Officer *Dean, Satellite Campuses is Reporting Officer or * Director in Directorates *Registrar, if no other officer is available
AR/ARD or equivalent	* DR/RD/JR or Head of the Section/ Office *Registrar, if the Officer is under his direct control	* Registrar, if the Reporting Officer is other than Registrar * PVC, if the Registrar is Reporting Officer * Director, DDE for ARDs
R.D/D.R/J.R/Director and equivalent	* Head/Director/Incharge of the Branch/ Division etc. * Registrar, if the Officer is under his direct control	*Registrar, if the Reporting Officer is other than Registrar * PVC, if the Registrar is Reporting Officer * Director, DDE for RDs

12-06-2020

REGISTRAR (i/c)

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.