

مولانا آزاد نیشنل اردو یونیورسٹی
مौलانا آزاد नेशनल उर्दू यूनिवर्सिटी

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)



No. MANUU/ER-II/F-429/2014-15/611

8th July 2014

Sub: MANUU – ER-II- Submission of Annual Performance Appraisal Report of Non-Teaching Employees – Called for

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The Heads of the Departments/Sections are requested to send ANNUAL PERFORMANCE APPRAISAL REPORTS of Non-Teaching Employees for the financial years, 2012-2013 and 2013-2014 in respect of the employees working/worked in their Departments/Sections on or before 28th July 2014. The following rank of Officers shall write the APARs.

| Post | Reporting Officer | Reviewing Officer |
|--|---|---|
| All employees below the Rank of S.O & equivalent | Sr. most D.R/ A.R/ A.R.D /A.A.O / S.O of the Dept. /Section | Head & Incharge of the Dept/Section etc. If Head of the Dept./Section is Reporting Officer, the Registrar shall be the Reviewing Officer. |
| S.O & Equivalent Ranks in the Dept/Section | Sr. most D.R/A.R/A.R.D & equivalent ranks if these ranks of officers are not available, then the H.O.D shall be the Reporting Officer | Head of the Dept / Section / Incharge. If H.O.D is the Reporting officer, then the Registrar shall be the Reviewing Officer. |
| R.D/D.R/A.R/A.R.D/A.O & Equivalent ranks | Head/Director/Incharge shall be the Reporting Officer. If any officer below the rank of Head is available in the Dept/Section then the Head shall be the Reviewing Officer. | V.C/Registrar/concerned H.O.D's of Dept. shall be the Reviewing Officer as the case may be |

(The format is available on the university Website)


This may be treated urgent.


To:
All Deans of School of Studies
All Heads/ In charge of Departments/All R.D's
All Section Heads/ In charge

Copy to:

1. Vice-Chancellor's /Registrar's / F.O's
2. Concerned file.


Registrar


23/7/14


Atiq
23/7/14

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INSTRUCTIONS

1. The Annual Performance Appraisal Report (APAR) is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. The Performance Appraisal should be used as a tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realises true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. Answers shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen care fully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average', while giving your comments.
5. The Reporting Officer shall, in the beginning of the year set quantitative / physical targets in consultations with each of the Officers with respect to whom he is required to reported upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting officer. The targets/goals shall be set at the commencement of the reporting year. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
6. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard and his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.

- 10. Some post of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
- 11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.
- 12. The following procedure should be followed in filling up the column relating to integrity:
 - (i) If the Officer's integrity is beyond doubt, it may be so stated.
 - (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the APAR to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
 - (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the APAR.
 - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and dully communicated to the officer concerned.
 - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.
- 13. Guidelines regarding filling up APAR with numerical grading:
 - (i) Numerical grading are to be awarded by Reporting and Reviewing Authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on the scale of 1-10, where 1 refers to the lowest grade and 10 to the highest grade.
 - (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justifies with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the Reporting and Reviewing Authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
 - (iii) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

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- (iv) APARs graded between 6 and 8 will be rated as "Very Good" and will be given a score of 7.
- (v) APARs graded between 4 and 6 will be rated as "Good" and will be given a score of 5.
- (vi) APARs graded below 4 will be given a score of "Zero".

14. Weightage and Mean:

Weights have been assigned to work output, personal attributes and functional competency. The overall grade on a score of 1-10 will be based on 40 % weightage on assessment of work output and 30 % each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

(Ministry of Home Affairs OM No. 51/4/64 Estt (A) dated 23.07.2009 and Department of Personnel and Training OM No. 21011/1/2005-Estt (A) (Pt. II) dated 23.07.2009)