

मौलाना आजाद नेशनल उर्दू यूनिवर्सिटी

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 & Recruitment Section -II



No. MANUU/ER.II/F.429/EF.69/2017-18/135

5 May 2017

CIRCULAR

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

Ref: Approval of the Vice-Chancellor dated 03.05.2017.

<< : >>

All the Non-Teaching Employees of the University are requested to send their **ANNUAL PERFORMANCE APPRAISAL REPORTS** for the year 2016-17 and previous years due if any, duly reported / reviewed by their Heads concerned. These APARs should reach to the ER-II Section on or before **31.5.2017**. The proforma and guidelines are available on the University's website.

The details of Reporting and Reviewing Officers to write the report is furnished below:

| Post | Reporting Officer | Reviewing Officer |
|--|--|---|
| All employees below the rank of S.O & equivalent | Senior 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 | Senior 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/ and 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 | VC/ Registrar/ concerned H.O.D's of Dept. shall be the Reviewing Officer as the case may be |

// By Order //


Asst. Registrar
ER-II Section

To

1. All Deans of the University
2. All Heads of Departments/ Sections/ Centres/ Directorates
3. All Regional Directors/ Asst. Regional Directors of RC's/ SRC's
4. All Principals of Off Campuses

Cc to:

1. Vice-Chancellor/ Pro-Vice Chancellor/ Registrar offices
2. Finance & Accounts Section
3. Joint Director, CIT- with a request to upload on the University's website.
4. Concerned file.