



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



स्थापना एवं भर्ती – II अनुभाग / Establishment & Recruitment – II Section

सं./No.MANUU/ER-II-429/EF.69/2026-27/683

14th July 2026

परिपत्र/CIRCULAR

विषय/Sub: Submission of Annual Performance Appraisal Report of Non-Teaching employees for the years 2024-2025 and 2025-2026-Reg.

All the Non-Teaching Employees of the University are required to submit their ANNUAL PERFORMANCE APPRAISAL REPORTS for the years 2024-2025 & 2025-2026 duly reported/reviewed by their Heads concerned. These APARs should reach to the ER-II Section on or before 31.07.2026. The proforma and guidelines are available on the University website.

2. 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 their section	* 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
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 their Section.	*DR/RD/JR or Head of the Section/ Dept *Dean of School, if Head of the Dept is Reporting Officer * Director in Directorates *Registrar, if no other officer is available
AR/ARD or equivalent	* DR/RD or Head of the Section/ Office * Registrar, if the Officer is under his direct control	* Registrar, if the Reporting Officer is other than Registrar * Director, CDOE for ARDs * V.C, if Registrar is the Reporting Officer
R.D/D.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 * V.C, if Registrar is the Reporting Officer

3. This issues with the approval of the Vice Chancellor.

Note: Due to delay in implementation of the online APAR module in the Samarth Portal, APARs for the financial years 2024-2025 and 2025-2026 are being invited in offline mode.

कुलसचिव/Registrar

प्रतिलिपि /Copy to:-

- 1.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/Registrar/FO
- 4.Director, Centre for Information Technology (to upload on the University website)
- 5.Concerned file.

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