

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-II Section)



MANUU/ER-II-429/EF69/2017-2018/80

20th April 2018

CIRCULAR

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

All the non-teaching employees of the University are requested to submit their **ANNUAL PERFORMANCE APPRAISAL REPORTS** for the year 2017-18 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 **11.5.2018**. The proforma and guidelines are enclosed herewith.

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

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

REGISTRAR

Copy to:-

- All the Non-teaching Employees of the University through University website
- All the Head/Incharges of Section/Departments/Directorates/Campuses/Offices etc
- Office of the VC/PVC/Registrar/FO/CoE
- Director, Centre for Information Technology (to upload on the University website)
- Concerned file.

Gachibowli, Hyderabad – 500 032, Telangana, India

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