



MANUU/ER-II-429/EF.69/2021-2022/ 945

8th November 2021

CIRCULAR

Sub: Submission of Annual Performance Appraisal Report of Non-Teaching Employees-Reminder
Ref: MANUU/ER-II-429/EF.69/2021-2022/370 dated 21.06.2021

Reference is invited to the Circular cited above wherein all the Non-teaching employees were directed to submit their APARs for the year 2020-2021 on or before 31.07.2021. However, it is observed that large number of non-teaching employees have not submitted their APARs till date.

Therefore, the non-teaching employees who have not submitted their APARs so far, are once again directed to submit the same in the ER-II Section duly reported and reviewed by the concerned officers on or before 15th November 2021 without fail

The proforma and guidelines are available on the University website, which can be accessed through the flowing link;

<https://manuu.edu.in/University/Resources/Employee-Forms?NameContains=&page=1>

Siddiq 8-11-21
Registrar (I/c)

Copy to:-

1. All the Non-Teaching Employees of the University through University Website
2. All the Head/Incharges of Sections/Departments/Directorates/Campuses/Offices/Centres
3. Office of the VC/PVC/Registrar/FO/CoE
4. Director, Centre for Information Technology (to upload on the University website)
5. Concerned file.