मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, Ministry of Education, Govt. of India)
(Accredited Grade "A" by NAAC)
Establishment & Recruitment-II Section

06 MAY 2022

MANUU/ER-II-429/EF.69/2022-2023/*III*   May 2022

CIRCULAR

Sub: Submission of Annual Performance Appraisal Report of Non-Teaching Employees
for the year 2021-2022-Reg

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All the non-teaching employees of the University are hereby informed to submit their Annual Performance Appraisal Reports for the year 2021-2022 duly reported/reviewed by their Reporting/Reviewing Officers concerned. These APARs should reach to the ER-II Section on or before 10.06.2022. The proforma of APAR alongwith guidelines are available on the University website.

The details of Reporting and Reviewing Officers to submit the remarks are as under:

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 this Section/Office	*AR/DR/JR/ARD/RD concerned or Head/in-charge 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 this Section/ Office	*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/JR or Head of the Section/ Office *Registrar, if the Officer is under his direct control	* Registrar, if the Reporting Officer is other than Registrar * PVC, if the Registrar is Reporting Officer * Director, DDE for ARDs
R.D/D.R/J.R/Director and equivalent	* Head/Director/In-charge of the Branch/ Division etc. * Registrar, if the Officer is under his direct control	*Registrar, if the Reporting Officer is other than Registrar * PVC, if the Registrar is Reporting Officer

Registrar I/c

Copy to:-
1. All the Non-Teaching Employees of the University through University Website
2. All the Heads/In-charges of Sections/Departments/Directorates/Campuses/offices
3. Offices of the V.C/P.V.C/Registrar
4. Director, Centre for Information Technology (to upload on the University website)
5. Concerned file.