



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.69/2023-24/40

13<sup>th</sup> April 2023

**परिपत्र/CIRCULAR**

**विषय/Sub** Submission of Annual Performance Appraisal Report of Non-Teaching Employees for the year 2022-2023-Reg.

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All the Non-Teaching Employees of the University are requested to send their ANNUAL PERFORMANCE APPRAISAL REPORTS for the year 2022-2023 duly reported/reviewed by their Heads concerned. These APARs should reach to the ER-II Section on or before 28.04.2023. 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 this Section/Office	* 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 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 * Director, DDE for ARDs * V.C, if Registrar is the Reporting Officer
R.D/D.R/J.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, dated 10.04.2023.

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/OSD-I/OSD-II
- 4.Director, Centre for Information Technology (to upload on the University website)
- 5.Concerned file.