



झारखण्ड केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)
Homepage: <http://www.cuj.ac.in>

Ref. No. CUJ/PM/ACR/01/2012/.604

Dated: 1st June, 2022

सूचना / NOTICE

All the regular employees (Teaching & Non-teaching) of the University are hereby informed to submit their Annual Performance Appraisal Report (APAR 2021-22) duly filled in as per the schedule mentioned below.

Sl. No.	Schedule	Date by which to be completed
1.	Submission of Self-Appraisal to Reporting Officer.	15 th June, 2022
2.	Submission of report by Reporting Officer to Reviewing Officer.	31 st July, 2022
3.	Report to be completed by Reviewing Officer and to be sent to the Administration.	31 st August, 2022

The details of Reporting Officer and Reviewing Officer in respect of teaching and non-teaching employees are given in enclosed Annexure I & II. The format of the APAR can also be downloaded from the University website.

Note : There is no need to attach any supporting documents along with APAR

This is issued with the approval of the Hon'ble Vice Chancellor.


कुलसचिव
Registrar

Copy for Information and necessary action to:

1. All Deans of Schools
2. CoE/Librarian
3. Dean (AA)/ Director (IQAC)/Dean (R&D)
4. All Head/Coordinators of the Dept.
5. DSW/Chairman (Proctorial Board)/
Purchase I/c/ Estate I/c / Technical Cell I/c.
6. DRs/ EE (I/c)/PRO/ARs
7. PS to the Vice Chancellor
8. PS to the Registrar
9. PS to the Finance Officer
10. Technical Cell to upload in University website
11. All Notice Board
12. Guard File



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Annexure-I

Details of Reporting/Reviewing Officer for (Teaching Staff) for year 2021-22

Sl. No.	Name of the post	Reporting Officer	Reviewing Officer
1.	Professors who are not holding the post of Dean/Head	Dean of the School Concerned / Dean, Academic Affairs (If the Dean is Associate Professor)	Hon'ble Vice Chancellor
2.	Associate Professors / Assistant Professor	Head of the Department Concerned	Dean of the School Concerned
3.	All faculty members of the Dept. where there is only Co-ordinator	Dean of the School	Dean, Academic Affairs
4.	Professors / Associate Professors/ Assistant Professors who are working as Head / Co-ordinator	Dean of the School Concerned	Hon'ble Vice Chancellor
5.	Professors / Associate Professors who are working as Dean or Head & Dean both	Dean, Academic Affairs	Hon'ble Vice Chancellor



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Annexure – II

Details of Reporting/Reviewing Officer of Group A, B & C (Non-teaching) for year 2021-22

Name of the post	Reporting Officer	Reviewing Officer
Dy. Registrar, Assistant Registrar, Public Relation Officer, Medical Officer, System Analyst	Registrar	Hon'ble Vice Chancellor
Assistant Librarian, Information Scientist	Librarian	Librarian
All Group B and C employees in Administration		Registrar
1. Store and Purchase Section	I/c Purchase	
2. Health Centre	I/c Health Centre	
3. Estate Section	Deputy Registrar-II	
4. Recruitment Section	Deputy Registrar-I	
5. Engineering Section	Registrar	
6. Technical Cell	I/c Technical Cell	
7. RTI Cell	CPIO	
8. Academic Cell	Dean, Academic Affairs	
9. Admission Cell	I/c Admission Cell	
10. Dean, Student Welfare Cell	Dean, Student Welfare	
11. Proctorial Board	Chairman, Proctorial Board	
12. General Admin/ Teaching Establishment / SC/ST Cell.	Deputy Registrar-II	
13. NonTeaching Establishment / Legal Cell	Deputy Registrar-I	
14. Rajbhasa Cell	Deputy Registrar-II	
15. Security Office	Deputy Registrar-II	
16. All Group A, B and C employees in Finance Section	Finance Officer	Finance Officer
17. All Group A, B and C employees in Examination Section	Controller of Examinations	Controller of Examinations
18. All Group B and C employees in Library	Assistant Librarian/ Information Scientist	Librarian
19. All Group B and C employees working in Academic Department	Heads / Co-ordinator of Department Concerned	Dean of the School

परिशिष्ट-III
Appendix-III

अध्ययन अवकाश या अध्ययन के लिए छुट्टी पर वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट /
Annual Performance Appraisal Report on Study Leave or Leave for Study

(..... से की अवधि के लिए) / (For the period fromto)

A. व्यक्तिगत विवरण / PERSONAL DATA

1. अधिकारी का नाम / Name of the Officer :
2. सेवा/संवर्ग/आवंटन का वर्ष/चयन सूची वर्ष
Service/Cadre/year of allotment/Select List year :
3. सरकारी सेवा में शामिल होने की तिथि
Date of joining Government service :
4. जन्म तिथि / Date of Birth
5. वर्तमान ग्रेड तिथि
Present GradeDate.....
6. अध्ययन अवकाश/छुट्टी का विवरण-
Study Leave / Leave details-
ए) पाठ्यक्रम / Course :
(बी) संस्थान / Institution :
(सी) अवधि / Duration :
7. स्वीकृत अवकाश की अवधि / Period of sanctioned leave :
8. अवधि के दौरान प्राप्त डिग्री/प्रमाणपत्र/डिप्लोमा और मूल्यांकन का विवरण (प्रतियां संलग्न करें)
Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)
9. वार्षिक संपत्ति रिटर्न दाखिल करने की तिथि / Date of filing Annual Property Returns :
10. स्व मूल्यांकन / SELF APPRAISAL :-

स्थान/ Place :

हस्ताक्षर /SIGNATURE
तिथि / Date :

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भाग-V
Section V

स्वीकार
Acceptance

1. क्या आप रिपोर्टिंग/समीक्षा करने वाले अधिकारियों की टिप्पणियों से सहमत हैं?
1. Do you agree with the remarks of the reporting / reviewing authorities ?

हाँ /Yes	नहीं /No
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2. मतभेद के मामले में, विवरण और उसके कारणों का विवरण दिया जा सकता है।
2. In case of difference of opinion, details and reasons for the same may be given.

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3. समग्र ग्रेड (1-10 के स्कोर पर)
3. Overall Grade (on a score of 1-10)

हस्ताक्षर
स्वीकार करने वाले प्राधिकारी का नाम और पदनाम
Signature
Name and designation of the Accepting Authority

स्थान/Place :

दिनांक/Date :