



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(A Central University established by an Act of Parliament of India in 2009)

Ref. No. CUJ/PM/ACR/01/2012/233

Dated: 12th April, 2019

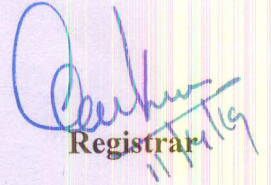
NOTICE

All the regular employees (Teaching & Non-teaching) of the University are hereby informed to submit their Annual Performance Appraisal Report (APAR 2018-19) 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.	24 th April, 2019
2.	Submission of report by Reporting Officer to Reviewing Officer.	30 th June, 2019
3.	Report to be completed by Reviewing Officer and to be sent to the Administration.	31 st July, 2019

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.

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


Registrar

Copy for Information and necessary action to:

1. All Deans of Schools/All Head/Coordinators of the Dept.
2. CoE/Librarian/ Dean Students Welfare
3. DRs/ IAO/EE/ HC I/c/PRO/ARs
4. PS to the Vice Chancellor
5. PS to the Registrar
6. PS to the Finance Officer
7. System Analyst to upload in University website
8. All Notice Board
9. Guard File


Registrar



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(A Central University established by an Act of Parliament of India in 2009)

Annexure – I

Details of Reporting/Reviewing Officer for Faculty

Sl. No.	Name of the post	Reporting Officer	Reviewing Officer
1	Professors / Associate Professors / Assistant Professor	Head of the Department Concerned	Dean of the School Concerned
2	Professors / Associate Professors who are working as Head	Dean of the School Concerned	Hon'ble Vice Chancellor
3	Professors / Associate Professors who are working as Head & Dean both	Hon'ble Vice Chancellor	Hon'ble Vice Chancellor
4	Assistant Professor working as Coordinator of the Department where there is no Head of Department	Dean of the School Concerned	Hon'ble Vice Chancellor



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(A Central University established by an Act of Parliament of India in 2009)

Annexure – II

Details of Reporting/Reviewing Officer of Group A, B & C employees

Name of the post	Reporting Officer	Reviewing Officer
Dy. Registrar, Internal Audit Officer, Executive Engineer, Assistant Registrar, Public Relation Officer, Medical Officer, System Analyst, Hindi Officer	Registrar	Hon'ble Vice Chancellor
Assistant Librarian, Information Scientist	Librarian	Hon'ble Vice Chancellor
All Group B and C employees in Administration	Controlling Officer of the Sections	Registrar
All Group B and C employees in Finance Section	Finance Officer	Registrar
All Group B and C employees in Examination Section	Controller of Examinations	Registrar
All Group B and C employees in Library	Dy. Librarian/Assistant Librarian/ Information Scientist	Librarian
All Group B and C employees working in Academic Department	Head of Department Concerned	Registrar