

UNIVERSITY OF JAMMU

CIRCULAR

It has been observed that APRs in respect of every Officer/Official working in the University are not being received regularly as a result of which problems arise while screening the records at the time of promotion/placement of the concerned. As per Regulations governing 'Maintenance and Custody of Annual Performance Reports' given in Chapter XXXIII of University Calendar 2010 volume-I, the APR's are required to be submitted in the following manners:-

- The Annual Performance Report shall be written in respect of every officer/official working in the University for each financial year. The Initiating Officer shall record his remarks and send the report to the Reviewing Authority by the end of June of the following year.
- The Reviewing Authority shall submit the report for a year to the Accepting Authority by 15th of July of the following year and the report shall be completed as far as possible by the end of July.
- An Officer (Initiating/Reviewing) who fails to record the report of the Officer within the prescribed time will himself come under adverse comment by the next superior at the time of writing of his A.P.R.

In view of above, all the Rectors/Directors/HOD's/Controlling Officers are requested to send the APR's of the respective Officers/Officials accordingly.

No: Estab/19/ 2044-2143

Dated: 15.05.2019

Copy to :-

1. Special Secretary to the Vice Chancellor, University of Jammu for the kind information of the worthy Vice Chancellor please
2. Sr. P.A. to the Dean Academic Affairs
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Dean Research Studies /Dean Student Placement/Dean Students Welfare
5. Director, DDE/CDC/DLL/DIQA/Physical Education/Academic Staff College/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/CHTM/ICCCR&HRM /School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/Centre for IT Enabled services & Management
6. All Heads of the Teaching Departments of the University
7. Provost (Boy's/Girl's Hostel)
8. I/c General Zorawar Singh Auditorium
9. I/C Librarian, Dhawantri Library
10. Convener.
11. Programme Coordinator, NSS
12. Medical Officer, UHC
13. All Wardens of University Hostels
14. All Joint/Deputy /Assistant Registrars
15. Executive Engineer, UWD
16. Manager Guest House
17. Security Officer
18. All Sections
19. Guard File

M. J. J. J.
REGISTRAR
14/5 14/5/19/15