



MANUU/ER-II/F.429/2015-2016/25


06 April 2016

CIRCULAR

Sub: MANUU/ER-II section – Submission of Annual Performance Appraisal Report of Non-Teaching Employees- Called for- Reg.

The Heads of all Departments/Sections/Centres/Directorates/RCs/SRCs/Off campuses are requested to send **ANNUAL PERFORMANCE APPRAISAL REPORTS** of Non-Teaching Employees for the Financial year 2015-16 and previous years due if any, in respect of the employees working/worked in their Departments/Sections in sealed covers on or before **29.04.2016**. The format is available on the University website.

By order#


Assistant Registrar
ER-II Section

To

1. All Deans of the University
2. All Heads of Departments/Sections/Centres/Directorates
3. All Regional Directors/Asst. Regional Directors of RCs/SRCs
4. All Principals of Off Campuses

Copy to:-

1. Vice Chancellor's /Registrar office
2. Finance and Accounts Section
3. Honorary Director, Centre for Information Technology – with a request to upload in the website.
4. Concerned file.