



# 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/01/2012/09

Dated: ..6<sup>th</sup> April, 2021

## NOTICE

All the regular employees (Teaching & Non-teaching) of the University are hereby informed to submit their Annual Performance Appraisal Report (APAR 2020-21) 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.	20 <sup>th</sup> April, 2021
2.	Submission of report by Reporting Officer to Reviewing Officer.	05 <sup>th</sup> July, 2021
3.	Report to be completed by Reviewing Officer and to be sent to the Administration.	05 <sup>th</sup> August, 2021

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.

  
कुलसचिव  
Registrar

### Copy for Information and necessary action to:

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

  
कुलसचिव  
Registrar



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Annexure – I

## Details of Reporting/Reviewing Officer for (Teaching Staff) for year 2020-21

Sl. No.	Name of the post	Reporting Officer	Reviewing Officer
1.	Professors / Associate Professors / Assistant Professor	Head of the Department Concerned	Hon'ble Vice Chancellor
2.	All faculty members of the Dept. where there is only Co-ordinator	Dean of the School	Hon'ble Vice Chancellor
3.	Professors / Associate Professors/ Assistant Professors who are working as Head / Co-ordinator	Dean of the School Concerned	Hon'ble Vice Chancellor
4.	Professors / Associate Professors who are working as Dean or Head & Dean both	Hon'ble Vice Chancellor	Hon'ble Vice Chancellor

  
6/4/21





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**Annexure - II**

**Details of Reporting/Reviewing Officer of Group A, B & C (Non-teaching) for year 2020-21**

Name of the post	Reporting Officer	Reviewing Officer
Dy. Registrar, Internal Audit Officer, Executive Engineer, Assistant Registrar, Public Relation Officer, Medical Officer, System Analyst, Assistant Director (OL)	Registrar	Hon'ble Vice Chancellor
Assistant Librarian, Information Scientist	Deputy Librarian / Librarian	Librarian
All Group B and C employees in Administration		
1. Store and Purchase Section	I/c Purchase	Registrar
2. Health Centre	I/c Medical Officer	
3. Estate Section	I/c Estate	
4. Recruitment Section	Deputy Registrar-1	
5. Engineering Section	I/c EE	
6. Technical Cell	I/c Technical Cell	
7. RTI Cell	CPIO	
8. Academic Cell	Prof. I/c Academic Cell	
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. General Admin/ NonTeaching Establishment / Legal Cell	Deputy Registrar-I	
14. Rajbhasa Cell	Assistant Director (OL)	
15. Security Office	Deputy Registrar-II	
All Group A, B and C employees in Finance Section	Deputy Registrar / Finance Officer	Finance Officer
All Group A, B and C employees in Examination Section	Deputy Registrar / Controller of Examinations	Controller of Examinations
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 / Co-ordinator of Department Concerned	Dean of the School

*[Handwritten Signature]*  
5/4/21