

Ref. No. CUJ/PM/ACR/01/2012/261

Date: 08. April, 2026

सूचना / NOTICE

All the regular employees (Teaching & Non-teaching) of the University are hereby informed to submit their Annual Performance Appraisal Report (APAR 2025-26) duly filled in as per the schedule mentioned below.

Sl. No.	Schedule	Date by which to be completed
1.	Submission of Self-Appraisal to the Reporting Officer.	23 <sup>rd</sup> April, 2026
2.	Submission of report by Reporting Officer to the Reviewing Officer.	8 <sup>th</sup> July, 2026
3.	Report to be completed by Reviewing Officer and to be sent to the Administration.	8 <sup>th</sup> August, 2026

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

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

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



कुलसचिव (प्रभारी) /  
REGISTRAR (I/c)

**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).
6. Purchase I/c/ Estate I/c / Technical Cell I/c/ Health Centre I/c/ EE (I/c)/ PRO I/c.
7. DRs/ ARs.
8. Technical Cell to upload in University website.
9. PS to the Vice Chancellor.
10. PS to the Registrar.
11. PS to the Finance Officer.
12. All Notice Board.
13. Guard File.



ज्ञानखण्ड 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>

**Annexure-I**

**Details of Reporting/Reviewing Officer for (Teaching Staff) for year 2025-26**

Sl. No.	Name of the post	Reporting Officer	Reviewing Officer
1.	Dean of the School	Hon'ble Vice Chancellor	Hon'ble Vice Chancellor
2.	Head/ Cordinator of the Departments	Dean of School concerned	Hon'ble Vice Chancellor
3.	Professors/ Associate Professors of the Departments	Head of the Department concerned	Hon'ble Vice Chancellor
4.	Assistant Professors of the Departments	Head of the Department concerned	Dean of School concerned
5.	Department with no Head but Coordinator	Dean of the School Concerned	Hon'ble Vice Chancellor

**Annexure – II**

**Details of Reporting/Reviewing Officer of Group A, B & C (Non-teaching) for year 2025-26**

Name of the post	Reporting Officer	Reviewing Officer
Dy. Registrar, Executive Engineer, Assistant Registrar, Public Relations Officer, Medical Officer, System Analyst, Hindi Officer & Security Officer	Registrar	Hon'ble Vice Chancellor
Assistant Librarian, Information Scientist	Librarian	Hon'ble Vice Chancellor
All Group A, B and C employees of Hon'ble VC Secretariat	Hon'ble Vice Chancellor	Hon'ble Vice Chancellor
All Group B and C employees of Registrar Secretariat	Registrar	Registrar
All Group A, B and C employees in Finance Section	Finance Officer	Finance Officer
All Group A, B and C employees in Examination Section	Controller of Examinations	Controller of Examinations
All Group B and C employees in Library	Assistant Librarian	Librarian
All Group B and C non-teaching employees working in Academic Departments	Deans of the School where the employee is reporting to Dean. Heads / Co-ordinators of the Department concerned	Registrar
<b>All Group B and C employees in Administration</b>		
Engineering Section	Executive Engineer	Registrar
Store and Purchase Section	Prof. I/c Purchase	
Health Centre	I/c Health Centre	
Estate Office	Prof. I/c Estate Officer	
Recruitment Cell	Deputy Registrar-I	
Technical Cell	Prof. I/c Technical Cell	
RTI Cell	CPIO	
Academic Cell	Dean, Academic Affairs	
Admission Cell	Chairman, Admission Cell	
Dean, Students' Welfare Cell	Dean, Students' Welfare	
Proctorial Board	Chairman, Proctorial Board	
General Admin/ Teaching Establishment / SC/ST Cell.	Prof. I/c Teaching	
Non-Teaching Establishment / Legal Cell	Deputy Registrar-I	
Rajbhasa Cell	Hindi Officer	