

इलाहाबाद विश्वविद्यालय

इलाहाबाद -211002



UNIVERSITY OF ALLAHABAD

ALLAHABAD- 211002

REGULATION FOR RECRUITMENT AND PROMOTION OR NON- TEACHING EMPLOYEES OF UNIVERSITY – 2018

Annual Performance Assessment Report for the Year.....

(Group- B / Group-C Employees)

1	Name of Employee	
2	Date of first appointment at the University	
3	Present Designation	
4	Probation/ Confirmed	
5	Education Qualification	
6	Statement of Consumption Leave in the Last Year (Excluding Casual Leave)	
7	Expected about the current post/specified liability as office/Library / Maintenance of laboratory records/ keeping finance related records up to date / Disposal of Communication number/presented/Disposal of pending Cases, Collaboration in conducting experimental classes, Office/ Library / Relative to the Laboratory allocation grant purchase/ Expenses, Official/ updating Laboratory records and physical verification, maintenance of laboratory equipment, exposure of purchased book/ Distribute, Head Department / Loyalty by other members of the work done by the Librarian etc.	
8	Head of Department / Discharge of other works provided by the Head of the office.	
9	Examination / Administration/ Execution of tasks specified in the operation of admissions and other academic activities	
10	Participation in administrative committees constituted at the university level / Help.	
11	Any specific contribution you made to the integrated development of the University.	

Countersigned

(Head of Department)

Candidate Signature

Date:

REGULATION FOR RECRUITMENT AND PROMOTION OR NON- TEACHING EMPLOYEES OF UNIVERSITY - 2018

(2)

**Report of the Reporting Officer :
(Head of the Department / Section Officer or equivalent)**

(Expected by Staff, Efficiency in discharge of specified work, Awareness of duty discharge, Laboriousness, initiative in action and dedication, Relation with affiliates etc include the points, Numerical Grading (1 to 10) provided in a paragraph, which is possible in serial form, in the sentences).

(Reference : DoPT O.M. 21011/2/2005- Estt (A) (Pt- II) Dated : 14th May 2009 and even No. Letter Dated : 23rd July 2009).
Numerical Grading : Assessment of work Output = 40%, Assessment of Personal Attribute= 30% and Functional Competency = 30%)

Reviewing Officer's Reports

(Professor & Head the College)

Report's of Revising Officer

(Dean of the concerned Faculty,AU)

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UNIVERSITY OF ALLAHABAD

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REGULATION FOR RECRUITMENT AND PROMOTION OR NON- TEACHING EMPLOYEES OF UNIVERSITY – 2018

Annual Performance Assessment Report for the Year.....

(Group- C MTS/ Lab Attendant/Office Peon/ Library Peon/ Chowkidar)

1	Name of Employee	
2	Date of first appointment at the University	
3	Present Designation	
4	Probation/ Confirmed	
5	Education Qualification	
6	Statement of Consumption Leave in the Last Year (Excluding Casual Leave)	
7	Dop& T, Govt of India OM No: AB-14017/6/2009- Estt(RR) Dates : 30/4/2010 MTS/Lab Attendant / Office Peon/Chowkidar Expected about the current post/specified liability as office/Library / Maintenance of laboratory records/ keeping finance related records up to date / Disposal of Communication number/presented/Disposal of pending Cases, Collaboration in conducting experimental classes, Office/ Library / Relative to the Laboratory allocation grant purchase/ Expenses, Official/ updating Laboratory records and physical verification, maintenance of laboratory equipment, exposure of purchased book/ Distribute, Head Department / Loyalty by other members of the work done by the Librarian etc.	
8	Head of Office / Discharge of other works provided by the Head of the Department.	
9	Administration / Teacher's/ Execution of tasks specified in the operation of Examination activities	
10	Any specific contribution you made to the integrated development of the University.	

Countersigned

(Head of Department)

Candidate Signature
Date:

REGULATION FOR RECRUITMENT AND PROMOTION OF NON-TEACHING EMPLOYEES OF UNIVERSITY - 2018

(2)

Report of the Reporting Officer:
(Head of the Department / Section Officer or equivalent)

(Expected by Staff, Efficiency in discharge of specified work, Awareness of duty discharge, Laboriousness, initiative in action and dedication, Relation with affiliates etc include the points, Numerical Grading (1 to 10) provided in a paragraph, which is possible in serial form, in the sentences).

(Reference : DoPT O.M. 21011/2/2005- Estt (A) (Pt- II) Dated : 14th May 2009 and even No. Letter Dated : 23rd July 2009).

Numerical Grading : Assessment of work Output = 40%, Assessment of Personal Attribute= 30% and Functional Competency = 30%

Report's of Revising Officer

(Professor & Head of the Department)