

**NOTIFICATION****Subject: Guidelines for submission of Annual Performance Appraisal Reports (APARs) for Non – Teaching Employees**

The Board of Management in its 31st meeting held on 25.05.2021 approved the guidelines for submission of Annual Performance Appraisal Reports (APARs) for Non-Teaching Employees of Dr. B. R. Ambedkar University Delhi (AUD) working on regular / deputation basis.

The guidelines for submission of Annual Performance Appraisal Reports (APARs) for Non-Teaching Employees are as under:

Categories	Post	Reporting Officer	Reviewing Officer
Statutory Officers	Registrar/ Controller of Finance	Vice Chancellor	
Administrative Divisions in Main Campus and additional Campuses	Deputy Registrars & equivalent	Registrar	Vice Chancellor
		Controller of Finance	
		Dean	
	Executive Engineer	Registrar	Vice Chancellor
	Medical Officer	Registrar	Vice Chancellor
	Assistant Registrars & equivalent	Deputy Registrars	Registrar
		Registrar	Vice Chancellor
		Controller of Finance	
		Dean	
	Section Officer & its equivalent	Assistant Registrars	Deputy Registrars & equivalent
		Deputy Registrars & equivalent	Registrar/Dean
	Security Officers & its equivalent	Assistant Registrars	Deputy Registrars & equivalent
		Deputy Registrars & equivalent	Registrar
	Security Supervisor	Security Officer	Assistant Registrar/ Deputy Registrar
Assistant Engineer	Executive Engineer	Registrar	
Staff Nurse	Medical Officer	Registrar	
	Assistant Registrar	Deputy	



			Registrar
	Sr. Assistant & equivalent	Assistant Registrar & equivalent/	Deputy Registrar & equivalent/Dean
		Deputy Registrar & equivalent/	Dean
	Jr. Assistant/ Assistant	Assistant Registrar & equivalent	Deputy Registrar & equivalent/Dean
		Deputy Registrar & equivalent	Dean
	MTS	Section Officer	Assistant Registrar
		Assistant Registrar & equivalent	Deputy Registrar & equivalent/Dean
	Office of the VC	Assistant Registrar/ Deputy Registrar	Vice Chancellor
Schools	Assistant Registrar & equivalent	Dean	Vice Chancellor
	Section Officer & equivalent	Assistant Registrar	Deputy Registrar/Dean
		Deputy Registrar	Dean
		Dean	Vice Chancellor/ Any other officer authorised by Vice Chancellor
	Assistant/ Studio Assistant/ Sr. Assistant & equivalent	Assistant Registrar/	Deputy Registrar & equivalent/Dean
		Deputy Registrar	Dean
		Dean	Vice Chancellor Any other officer authorised by Vice Chancellor
	MTS/ Jr. Assistant & equivalent	Section Officer	Assistant Registrar
		Assistant Registrar	Deputy Registrar/Dean
		Dean	Vice Chancellor Any other officer authorised by Vice Chancellor



Library	MTS/ Jr. Library Assistant/ Library Assistant/ Jr. Executive (Library)	Assistant Librarian	Deputy Librarian
		Deputy Librarian	Librarian
IT Services	MTS	System Administrator	Director, IT Services
	Technical Assistant	System Administrator	Director, IT Services
	Jr. System Administrator	System Administrator	Director, IT Services
	System Administrator	Director, IT Services	Vice Chancellor
	Director, IT Services	Vice Chancellor	

Note:

- (i) Vice Chancellor may designate any officer as Reporting/Reviewing officer as deemed fit.
- (ii) For the non-teaching staff having multiple charges:

Post	Reporting Officer	Reviewing Officer
Officer upto Section Officer	DR (HR) {on the basis of recommendation of immediate reporting officers}	Registrar
Assistant Registrar and above	Registrar {on the basis of recommendation of immediate reporting officers}	Vice Chancellor

2. This notification shall be in supersession of earlier notification / order, if any, issued in this regard.

(Dr. Nitin Malik)
Registrar

Copy to:

- 1) Office of the Vice Chancellor, Dr. B. R. Ambedkar University Delhi
- 2) Office of the Registrar, Dr. B. R. Ambedkar University Delhi
- 3) All Deans of Schools/ Divisions
- 4) Controller of Finance / Librarian / Proctor
- 5) Directors of Centres / Director, IT Services
- 6) All Deputy Registrars / Assistant Registrars / System Administrators
- 7) Executive Engineer (Civil)
- 8) Webmaster – For uploading on AUD's website & intranet
- 9) Notification File | Guard File
- 10) Notice Board | Office Copy