



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A' Category

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HAMDARD NAGAR
NEW DELHI - 110062

No.Estab/LD/ 668

Dated: 26/11/2020

CIRCULAR

Subject: Completion of Annual Confidential Report (ACR)/ Annual Performance Appraisal Report (APAR) of Non-Teaching Staff.

The Annual Confidential Report (ACR) /Annual Performance Appraisal Report (APAR) of Non-Teaching Staff has to be recorded every year for the period from 1st January to 31st December of the year, as per the general orders issued in this regard by the Jamia Hamdard Administration. Accordingly, it is requested that necessary action for completion of the Annual Confidential Report (ACR) / Annual Performance Appraisal Report (APAR) of the non-teaching staff for the period may be initiated and completed by all Deans/HoDs/Sections/ Units Head/In-charge.

2. Generally, it has been observed at the time of scrutinizing of an individual's ACR Dossier that the ACRs/APARs are not being submitted in time by the Reporting/Reviewing Officers, technically, which should be completed within the prescribed time frame period in future, as per time schedule as attached **Annexure**.

3. The Performa of APAR of all classes of non-teaching employees can be downloaded from the JH website and take print on a good quality paper (12'x8') to complete the ACR/APAR within stipulated time. The separate forms shall not be supplied by the Establishment Section.


4. The following points may please be considered while processing the ACR/APAR completed:-

- (i) Guidelines for reporting, reviewing and accepting authority of ACR/APAR by the appropriate authorities to be carefully completed in all parts and should be sent to Establishment Section as per the time schedule.
- (ii) Where the Reporting Officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within a period of one month of his retirement or demission of office.
- (iii) In case it is not possible to fill in Part-I of the form by the officers reported upon. The same may be filled by the Reporting Officer under whose charge the officer is working on the basis of information available with them, to avoid delay.
- (iv) Where a reporting officer is not available to initiate a report, and if the Reviewing Officer was available during the period of report, then the report may be initiated by the Reviewing Officer directly and submit the same to the next higher authority for review. In case, this is also not possible, a performance certificate should be given indicating clearly the reasons for doing so by the Head of the Departments / Units/Sections.

- (v) The name and the designation in block letters of the Reporting and Reviewing officer under whose charge the employee is working should be written and stamped properly. The date on which reporting/reviewing was done should also be indicated invariably. No enclosures should be attached with the ACRs/APARs except a copy of appreciation letter, if any issued by appropriate authority.
- (vi) At times an employee has worked in more than one office or under more than one officer during the year under report; no action is to be taken to get the ACR filled in when an officer has worked in a particular office or under a particular officer for less than three months.
- (vii) Reporting officer should not wait till the expiry of the time-limit as per the time schedule for submission of self-appraisal of the employee to be reported upon and should remind the officer to be reported upon in writing, asking him to submit the ACR form by the stipulated date.
- (viii) As per the instructions contained in DoP&T O.M. No. 21011/02/2009-Estt.(A) dated 16th February, 2009 and O. M. No. **21011/1/2005-Estt.(A)(Pt.I) dated 23rd July, 2009**, if a Reporting Officer has failed to initiate action to complete ACR/APAR within stipulated time, his right to enter any remarks in the ACR/APAR and should submit all ACRs/APAR to the Reviewing Officer on the next working day.
- (ix) The remarks against the column /Para of ACR/APAR shall be filled up by Reporting Officer in accordance with DoPT OM No. 21011/27/2015-Estt.(A-II) dated 11.02.2016, in one of three options:-
 - a). Beyond doubt.
 - b). Since the integrity of the Officer is doubtful, a secret note be attached.
 - c). Not watched the employees work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the employee.

In view of above, all Reporting Officer/Reviewing Officer are requested to kindly complete the ACR/APAR of all employee under their control within stipulated time and forward it to the Establishment Section, for processing the cases of employee for Confirmation/DPC/MACP etc.

This Issues with the approval of the competent authority.


(S.S. Akhtar)
Registrar

Distribution:-

1. All Deans/HoDs/Unit Heads/Section In-charges
2. Finance Officer
3. Controller of Examinations
4. D.S.W./Proctor/Provost/Security In-charge
5. M.S. Majeedia Unani Hospital
6. University Librarian
7. Director IQAC/JHRCA
8. Sr. Consultant (E&M)
- ✓ 9. System Analyst- to upload this circular alongwith proforma on JH website.
10. PS to Vice-Chancellor
11. PS to Pro-Vice Chancellor
12. PA to Registrar
13. Guard File

TIME SCHEDULE FOR COMPLETION OF ACR/APAR

S.No.	Nature of Action	Date(s) by which to be completed
1.	Distributions of blank ACR/APAR forms by all Deans/HoDs/Sections/Units Head/In-charge to the employees for completion of Part-I	31 st December (This may be completed even a week earlier)
2.	Submission of ACR/APAR form after completion of Part-I by the concerned employee to the Reporting Officer	10 th January
3.	Submission of report of ACR/APAR by Reporting Officer to Reviewing officer	31 st January
4.	Report to be completed by Reviewing Officer and to be sent to the Administration/Establishment Section	1 st March
5.	Appraisal by accepting authority	31 st March
6.	End of entire process, after which the ACR/APAR will be finally taken on record by the Establishment Section	30 th May





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FORM – CR 10
For Non-Teaching

CONFIDENTIAL REPORT FOR THE PERIOD FROM TO

PART – 1

1. Name 2. Designation
3. Date of birth 4. Whether SC/ST
5. Date of appointment / promotion to the present post and scale of pay
6. Period of absence from duty on leave (other than casual leave)
i.e. training study leave etc. during the year

(Signature of Employee)

PART – II

ASSESSMENT BY THE REPORTING OFFICER

7. (a) Professional knowledge
(b) Examinations passed and degree / diploma, if obtained during the reporting period
8. Proficiency
9. Work output Extraordinary / Good / Fair / Average
10. Industry and keenness
11. Discipline 12. Loyalty
13. Relationship with fellow employees and superiors
.....
14. Punctuality & Regularity
15. Willingness to accept assigned duties and cooperation
.....
16. Strong Points
17. Weak Points
18. Integrity (No entry should be made in this column on the basis of unconfirmed suspicion about the integrity. Whether suspicion has not been verified, this column should be left blank. A separate secret note should be sent to the superior officer in case of doubtful integrity requiring verification and confirmation)
.....
19. Written or oral warning given during the period under review, if any, give brief mention
.....
.....
20. Overall Grading: Outstanding / Very Good / Good / Average.

Signature of Reporting Officer

Name

Date

Designation

Contd...P/2.

PART – III

(REMARKS OF THE REVIEWING OFFICER)

Overall assessment of performance / Fitness for Promotion / Agreement / Disagreement with the Reporting officer:

Signature of the Reviewing Officer

Name

Designation

PART – IV

Action taken by the Administration in respect of Adverse Comments

- 1.
- 2.
- 3.
- 4.

Signature of Communicating Officer

Dated:

Name

PART – V

Acceptance of the Report by the Vice-Chancellor/Registrar with remarks

Vice Chancellor/Registrar

PART – III

(REMARKS OF THE REVIEWING OFFICER)

Overall assessment of performance / Fitness for Promotion / Agreement / Disagreement with the Reporting officer:

Signature of the Reviewing Officer

Name

Designation

PART – IV

Action taken by the Administration in respect of Adverse Comments

- 1.
- 2.
- 3.
- 4.

Signature of Communicating Officer

Dated:

Name

PART – V

Acceptance of the Report by the Vice-Chancellor/Registrar with remarks

Vice Chancellor/Registrar