



**Sher-e-Kashmir University of Agricultural  
Sciences and Technology of Jammu**

**C I R C U L A R**

**Sub: Submission of Annual Performance Reports in respect of  
Teaching/Non-Teaching staff of SKUAST-Jammu**

It has been informed that the Annual Performance Reports for the year 2016-17 in respect of Teaching / Non-Teaching staff of SKUAST-Jammu have become due. In this regard, all Officers of the University as well as Chief Scientist, WMRC/ I/c FSR / I/c, Stations & Sub-stations / Sr. Scientist & Head, KVKs are requested to furnish the same to this office by **28<sup>th</sup> September, positively.**

Further, it is also requested that while sending the APRs of the employees concerned, the following points should be ensured:

1. All pages of the ARPs should be numbered and signed by the employee/initiating (Reporting) officer.
2. The name of the official should be mentioned on each page of the APRs.
3. The performance of the employees must specifically be recorded as Below Job Requirement/Satisfactory/Good/Very Good/Excellent etc.
4. The signatory authority should mention their name along with official seal while signing the APRs.

The submission of APRs is a regular feature, as such, the APRs should be timely submitted every year.

Sd/-  
**Registrar**

No : AUJ/Est/17-18/G-101/2690-2750

Dated: 11-09-2017

**Copy to:-**

- All Officers of the University\_\_\_\_\_.
- Chief Scientist, WMRC, Chatha
- All I/c, CSS,\_\_\_\_\_
- All HoDs FoA/FBSc. Chatha / FVSc & AH, R.S. Pura
- I/c, Stations/Sub-stations\_\_\_\_\_
- SVC for kind information of the Hon'ble Vice Chancellor

**Asstt. Registrar (Est)**

08/9/2017

Chatha, Jammu, J & K 180 009, INDIA

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