



इलाहाबाद विश्वविद्यालय
प्रयागराज – 211 002, उ०प्र० (भारत)
UNIVERSITY OF ALLAHABAD
Prayagraj – 211 002, U. P. (INDIA)



REGULATION FOR RECRUITMENT AND PROMOTION OF NON-TEACHING EMPLOYEES OF UNIVERSITY –
2024

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 OF NON-TEACHING EMPLOYEES OF UNIVERSITY – 2024

(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%)

		1	Name of Employee
		2	Date of first appointment to the University
		3	Present Designation
		4	Promotion / Continued
		5	Education Qualification
		6	Statement of Congestion Leave in the Last Year
		7	Expected about the current postulated liability as officer/Staff / Maintenance of laboratory reports keeping finance related records up to date / Deposit of Communication number/expense/Receipt of pending Cases/ Collaboration in conducting experimental classes/ Office Library / Reserve in the Laboratory allocation grant purchase/ Expenses/ Office/ updating Laboratory records and physical location, maintenance of laboratory equipment, expense of purchased goods/ Lab/ware, Head Department / Officer by other members of the work done by the Officer etc.
		8	Head of Department / Discharge of other work provided by the Head of the office
		9	Participation in administrative committee constituted at the University level / Help
		10	Participation in administrative committee constituted at the University level / Help
		11	Any specific contribution you want to be included in the report of the University

Reviewing Officer's Reports
(Professor & Head the College)

Report's of Revising Officer
(Dean of the concerned Faculty, AU)

Continued

Candidate's Signature
Date

(Head of Department)