



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182320, J&K Email: registrar@smvdu.ac.in

No: SMVDU/Adm/Estt./19/3136-38

Dated: 16th April 2019

CIRCULAR

Sub: Timeline for Annual Appraisal

As desired by the Competent Authority, it is for the information of all concerned that Annual Appraisal of all employees shall now be conducted as per following schedule:

- a) Issuance of Appraisal forms to the employees from 1st April to 15th April every year.
- b) Receipt of Appraisal forms in the Establishment wing, from all employees duly filled in and complete in all respects, to be submitted through their respective Head of Schools/Section Heads latest by 15th May every year.
- c) Only Annual Increments of those employees shall be released, whose Appraisal Forms are received by the prescribed date.
- d) Those employees whose Appraisal Forms are not received by 15th May every year, their Annual Increments shall be withheld and the concerned School/Section Head shall be responsible for the same.
- e) All meeting of Annual Performance Review Committee shall be completed and approval of the Competent Authority taken by 15th June every year for which Assistant Registrar(Establishment) shall be responsible.
- f) The Establishment wing shall send the information to Finance wing latest by 22nd June of every year for release of annual increment in favour of eligible employees.

It is therefore, enjoined upon all employees to submit their Appraisal Forms for the year 2018-19 complete in all respects, through their concerned Head of Schools/Section Heads/Deans latest by 15th May 2019, in the Establishment wing. No further extension in dates shall be provided.

This is issued with the approval of Competent Authority.


Registrar
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Enclosures:

- a) Appraisal formats.

Copy to:

1. All Deans / Head of School(s)/Section Heads, for information and compliance.
2. Faculty I/c Website, for information and uploading the same on the University website.
3. PS to VC for the kind information of Hon'ble Vice Chancellor.
4. Office Order / Circular file.
5. Concerned File.