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/ 4108   Dated: 13th May 2019

CIRCULAR

Sub: Revised Timeline for Annual Appraisal

In supercession to this office Circular issued vide No. SMVDU/Adm /Estt./19/3136-38 dated: 16th April 2019 and as approved by the Competent Authority, it is notified for the information of all Employees concerned that Annual Appraisal of all Employees shall now be conducted as per following schedule:

a) The period of Annual Appraisal of all Employees shall be from 1st July to 30th June 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/Deans/Section Heads concerned latest by 15th July every year.

c) Further, increment shall be released only to Employees, whose Appraisal Forms are received by the prescribed date i.e., 15th July every year.

d) All meetings of Annual Performance Review Committee shall be completed and approval of the Competent Authority taken by 25th July every year for which Assistant Registrar (Establishment) shall be responsible.

e) The Establishment wing shall send the information to Finance wing latest by 28th July 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 July 2019, in the Establishment wing .

This is issued with the approval of Competent Authority.

Registrar

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