UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu Tawi (J&K)-180006 (INDIA)

CIRCULAR

In terms of **Chapter XXXIII of the University Statutes** governing the **Maintenance and Custody of Annual Performance Reports (APR)**, it is hereby enjoined upon all concerned that the Annual Performance Report/Annual Work and Conduct Report of every Officer/Official of the University **must be recorded for each financial year.**

The APR shall be written and processed strictly in accordance with the prescribed procedure laid down in the University Calendar, Volume-I in the said Chapter.

All Initiating and Reviewing Authorities shall strictly adhere to the prescribed statutory provisions and timelines. Any request beyond the stipulated period shall not ordinarily be entertained and may be considered only in exceptional cases, subject to a detailed written justification duly forwarded by the concerned Controlling Officer for approval of the Competent Authority.

The officer/authority responsible for delay shall be personally accountable for the lapse and may be liable for appropriate administrative action as per rules. All concerned are directed to take note and ensure strict compliance.

By Order

REGISTRAR

No. Estab/26/ 13480-580
Date. 06/11/2026

Copy to:

1. Special Secretary to the VC, University of Jammu for the kind information of the worthy Vice-Chancellor please.
2. P.A. to the Registrar/ Sr. P.A to Controller of Examination.
3. Director, Centre for IT ES & ET, CD&OE/ CDC/ DLL/ DIQA/ Directorate of Sports & Phy. Education/ MMTTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/ DSRS/ Centre for History of culture of Jammu & Ladakh Region/ SHTM/ ICccR & HRM/ School of Visual and Performing Arts, Design and Arch./ Centre for Women's Studies.
4. Dean Student Welfare/ Planning/Provost Hostels (Boys/Girls)/ Dean Student Placement.
5. All Rectors/ Directors, Offsite Campus, University of Jammu
6. All Heads of the Teaching Department, University of Jammu
7. I/c Librarian/ GZSAC
8. I/c Director Computer Centre, University of Jammu
9. Programmer Coordinator, NSS, University of Jammu
10. Chief/Deputy Proctor, University of Jammu
11. Medical Officer, University Health Centre
12. All Wardens of University Hostels.
13. All Joint/ Deputy/ Assistant Registrars, University of Jammu
14. Executive Engineer, University Works Department
15. Manager, Guest House
16. President, JUTA/ JUOWA/ JUNTEU/ JUNGEU/
17. Chief Security Officer, University of Jammu
18. Sr P.A. to the Dean Academic Affairs/Dean Research Studies/ Finance Officer University of Jammu.
19. All Sections
20. Concerned
21. Guard File