



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.9-63/2013-Admn./206

24/04/2019

Circular No. 04/HR/2019-20

- Ref.: (1) Office Memorandum No. 210/01/2005-Estt (A) (Pt-II), Government of India, Ministry of Personal, Public Grievance and Pensions, Department of Personnel and training, New Delhi dated 14/05/2009.
(2) Approval of Competent Authority dated 15/04/2019.

All Non-Teaching employees of the Central University of Gujarat, Gandhinagar are required to submit their **Annual Performance Appraisal Report (APAR)** to the Concerned Officer as mentioned in the Annexure-I.

All concerned are requested to take note of Annexure-I, wherein Officers having powers of writing/reviewing the Appraisal Report of the Non-Teaching Staff are mentioned.

Alok Gupta

Registrar (Offg.)

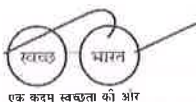
Encl: As above

To

All Non-Teaching Staff

Copy to:

1. All Deans
2. DSW
4. Provost
5. FO (Offg.)
6. CoE (Offg.)
7. All Chairpersons/Coordinators of Centre (By Email)
8. ICT Chairperson – with a request to upload on University Website
9. Assistant Librarian
10. All Wardens
11. VC Secretariat
12. Finance & Accounts Department
13. Admission & Evaluation Department
14. Circular file



एक कदम स्वच्छता की ओर

सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in



15
YEARS OF
CELEBRATING
THE WALKER

Details of Reporting Officers, Reviewing Officer, Communication Officer for the purpose Annual Performance Appraisal Report (APAR)

Sr.No	Post	Group	Reporting Officer	Reviewing Officer	Communicating Officer
ADMINISTRATIVE / MINISTERIAL SERVICES					
1	Registrar	A	Vice-Chancellor	Vice Chancellor	Registrar
2	Finance Officer	A	Vice-Chancellor	Vice Chancellor	Registrar
3	Controller of Examinations	A	Vice-Chancellor	Vice Chancellor	Registrar
4	Deputy Registrar	A	Registrar/Concerned Officer	Vice Chancellor	Registrar
5	Assistant Registrar	A	Deputy Registrar/Concerned Officer	Registrar/Concerned Officer	Registrar
6	Section Officer	B	Assistant Registrar / Deputy Registrar/Concerned Officer	Deputy Registrar/ Registrar / Concerned Officer	Registrar
7	Assistant	B	Assistant Registrar / Deputy Registrar/Concerned Officer	Deputy Registrar/ Registrar / Concerned Officer	Registrar
8	UDC	C	Section Officer/Concerned Officer	Assistant Registrar/ Deputy Registrar /Concerned Officer	Registrar
9	LDC	C	Section Officer	Assistant Registrar/ Deputy Registrar	Registrar
10	Multi Tasking Staff	C	Section Officer/ Assistant Registrar/Concerned Officer	Assistant Registrar/ Deputy Registrar/Concerned Officer	Registrar
ISOLATED SERVICES					
11	Internal Audit Officer	A	Finance Officer	Vice Chancellor	Registrar
12	Public Relation Officer	A	Registrar	Vice Chancellor	Registrar
13	Statistical Assistant	C	Section Officer/ Assistant Registrar	Assistant Registrar/ Deputy Registrar	Registrar
SECRETARIAL SERVICES					
14	Private Secretary	B	Concerned Officer	Registrar	Registrar
15	Personal Assistant	B	Concerned Officer	Registrar	Registrar
LIBRARY SERVICES					
16	Librarian	A	Vice Chancellor	Vice Chancellor	Registrar
17	Deputy Librarian	A	Librarian/Registrar	Vice Chancellor	Registrar
18	Assistant Librarian	A	Deputy Librarian/Librarian	Librarian/Registrar	Registrar
19	Information Scientist	A	Concerned Officer	Concerned Officer	Registrar

20	Professional Assistant	B	Assistant Librarian/Deputy Librarian	Deputy Librarian / Librarian	Registrar
21	Semi Professional Assistant	C	Assistant Librarian/Deputy Librarian	Deputy Librarian / Librarian	Registrar
22	Library Assistant	C	Assistant Librarian/Deputy Librarian	Deputy Librarian / Librarian	Registrar
23	Library Attendant	C	Assistant Librarian/Deputy Librarian	Deputy Librarian / Librarian	Registrar
TECHNICAL / LABORATORY SERVICES					
24	Senior Technical Assistant	B	Concerned Officer	Concerned Officer	Registrar
25	Technical Assistant	C	Concerned Officer	Concerned Officer	Registrar
26	Laboratory Assistant	C	Concerned Officer	Concerned Officer	Registrar
27	Laboratory Attendant	C	Concerned Officer	Concerned Officer	Registrar
INFORMATION AND COMMUNICATION TECH. SERVICES					
28	System Analyst	A	Concerned Officer	Concerned Officer	Registrar
29	Senior Technical Assistant (Computer)	B	Concerned Officer	Concerned Officer	Registrar
30	Technical Assistant (Computer)	C	Concerned Officer	Concerned Officer	Registrar
MEDICAL SERVICES					
31	Medical Officer	A	Registrar	Vice Chancellor	Registrar
32	Nursing officer	B	Medical Officer	Registrar	Registrar
33	Pharmacist	C	Medical Officer	Registrar	Registrar
34	Medical Attendant / Dresser	C	Medical Officer	Registrar	Registrar
ENGINEERING SERVICES					
35	Executive Engineer	A	Registrar	Vice Chancellor	Registrar
36	Assistant Engineer	B	Executive Engineer/Registrar	Registrar	Registrar
37	Junior Engineer (Civil)	B	Executive Engineer/Registrar	Registrar	Registrar
38	Junior Engineer (Elect.)	B	Executive Engineer/Registrar	Registrar	Registrar
RAJBHASHA SERVICES					
39	Hindi Officer	A	Deputy Registrar/Registrar	Registrar	Registrar
40	Hindi Translator	B	Hindi Officer/Deputy Registrar	Deputy Registrar/Registrar	Registrar
41	Hindi Typist	C	Hindi Translator/Hindi Officer	Hindi Officer/Deputy Registrar	Registrar
SECURITY SERVICES					
42	Security Officer	B	Assistant Registrar/Deputy Registrar	Deputy Registrar/Registrar	Registrar
43	Security Inspector	C	Section Officer/ Assistant Registrar	Assistant Registrar/Deputy Registrar	Registrar

GUEST HOUSE / HOSTEL SERVICES

44	Cook	C	Concerned Officer	Concerned Officer	Registrar
45	Kitchen Attendant	C	Concerned Officer	Concerned Officer	Registrar
46	Hostel Attendant	C	Concerned Officer	Concerned Officer	Registrar
TRANSPORT SERVICES					
47	Driver	C	Section Officer/Assistant Registrar	Assistant Registrar /Deputy Registrar	Registrar