



GENERAL ADMINISTRATION

UNIVERSITY OF KASHMIR

Hazratbal Srinagar-06

NAAC Accredited Grade 'A+'

CIRCULAR

All concerned non-teaching employees who are becoming eligible for placement (1st/2nd/3rd tier) under the provisions of Career Advancement Scheme (CAS) up-to 31.07.2022 are hereby directed to submit APR's and Work conduct Report (in case Class-IV employees) of last 03 years within 07 days from the date of issuance of this circular, failing which his/her case shall not be placed in the ensuing screening committee meeting, those employees who have submitted their APR's /Work conduct Reports need not to submit a fresh.

Consequent upon the above, all Deans of Schools/Head of Departments/Directors/Coordinator of various Centres/Controller of Examinations and Officers of the Registry/other immediate officers are requested to issue Annual Performance Report(s) (APR)/Work Conduct and Performance Report to their subordinates staff in view of his/her functional promotion/placement under Career Advancement Scheme (CAS).


Assistant Registrar
General Administration

No.F(APR/WRC-GA)KU/22

Dated: August 04, 2022

Copy for information to the:

1. Dean, Academic Affairs/Dean, Research/Dean, College Development Council/ DSW;
2. Deans, of all Schools;
3. Heads of all Teaching Departments;
4. All concerned Directors;
5. Controller of Examinations;
6. Librarian, Allama Iqbal Library;
7. Provost/Chief Proctor;
8. All concerned Coordinators;
9. All Officers of the Registry/ Examination wing
10. In-charge Officer Regional Centre for Distance Learning, Bathindi Jammu;
11. P.A. to Registrar
12. File.