

**PANJAB UNIVERSITY, CHANDIGARH**

No. 4154-4303/Estt.

Dated : 9/4 /2021

**CIRCULAR**

**Subject:- Annual Confidential Reports for the year 2020-21 (01.04.2020 to 31.03.2021) of the Non-Teaching Employees.**

Kind attention is invited to Rule 22.2 at page-87 of the P.U. Cal. Volume-III, 2019 under which Heads of the Branches/ Departments/Offices are required to send the Annual Confidential Reports by 30<sup>th</sup> April of each year in the form, prescribed for the purpose on the work and conduct of the employees, who had served under them for the period not less than four months in the year immediately preceding.

The rules regarding Annual Confidential Reports are available from pages 87 to 89 of the P.U. Cal. Vol.III, 2019. It is also requested that the instruction given at (i) and (ii) on the ACR proforma of Class 'B' employees may also be perused before writing the ACRs of the employees.

You are, therefore, requested to send the Annual Confidential Reports for the year 2020-21 immediately, but not later than **15<sup>th</sup> May, 2021** of all the staff worked/ working under you. The Annual Confidential Reports of those employees, who are on leave or transferred, but worked/ working in your Branch/ Dept. during the above said period may also be sent.

**Kindly download the amended rules regarding Annual Confidential Reports and proforma from Links given below:-**

- I. Amended rules of A.C.R. as per P.U. Calendar Volume-III of 2019:-  
"<http://jobs.puchd.ac.in/includes/noticeboard/2018/20180208163123-acrrules.pdf?201809023233>"
- II. A.C.R. Proforma of **Class 'A'** :-  
"<http://jobs.puchd.ac.in/includes/noticeboard/2018/20180208162404-acrproformaclassa.pdf?201809023417>"
- III. A.C.R. Proforma of **Class 'B'** :-  
"<http://jobs.puchd.ac.in/includes/noticeboard/2018/20180208162620-acrproformaclassb.pdf?201809023555>"
- IV. A.C.R. Proforma of **Class 'C'** :-  
"<http://jobs.puchd.ac.in/includes/noticeboard/2018/20180208163654-acrproformaclassc.pdf?201809023652>"

The Heads of all the P.U., Teaching & Non-teaching Department/Branches/Offices/ Regional Centres/Constituent Colleges/Library/Hostel/ Holiday Homes etc. are requested to please send all the confidential reports of their respective Department, etc collectively upto **15<sup>th</sup> May 2021** along with the list of employees in separate envelope by mentioning properly the group i.e. Class 'A', 'B' and 'C' to the Assistant Registrar (Establishment- Non-Teaching).

However, in future, it is requested to send the A.C.Rs in time (normally upto 15<sup>th</sup> May, every year). No formal letter/invitation will be sent in future.

**Note:- It is observed that in a few cases, the A.C.R. of all the employees working in the Department/Branch/Offices are not sent by their respective Heads, which also affects the further promotion of employees. In case, ACR of any of the employee is not received timely, the Establishment Branch will not be responsible for non-completion of ACR file of the concerned employee.**

**Therefore, all the Heads to take note of it and send A.C.Rs of all the employees, with certificate that no A.C.R. of any employee is pending with the Head of the Department/Branch/Office.**

**Let us take steps to make our Panjab University, a  
"DIGITAL UNIVERSITY"**

  
**REGISTRAR**

**Issued to:-** All the Heads of all the P.U., Teaching & Non-teaching Department/ Branches/ Offices/ Regional Centres/ Constituent Colleges/ Library/Hostel/ Holiday Homes etc. **through their respective official E-mail IDs.**