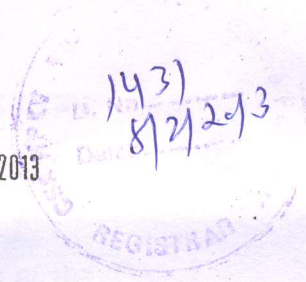


CSK Himachal Pradesh Krishi Vishvavidyalaya  
"General Administration Branch"

8708-8823

07 FEB 2013



No.QSD.2-17/2011 -CSKHPKV (GA)Vol.IV/-

Dated Palampur, the

CIRCULAR

The rules and guidelines for writing Annual Performance Appraisal Reports (previously Annual Confidential Reports) were notified in the University vide notification No. 2-9/79-HPKV(GA)/17535-82 dated 7.8.1979 and No.2-17/86-HPKV(GA)/10632-68 dated 18.3.1986, respectively, which were further amended from time to time.

It has been observed by the worthy Vice-Chancellor that these rules and guidelines are not being followed in letter and spirit and as a result thereof various representations are being received and has desired to circulate the updated rules/guidelines for writing the Annual Performance Appraisal Reports.

Accordingly, the updated rules and guidelines for writing the Annual Performance Appraisal Reports are hereby circulated among all the functionaries in the University as per **Annexure-I** and **Annexure-II**, respectively for information and strict compliance.

*Gema*  
Registrar,  
CSK HPKV, Palampur.

*381*  
Dated Palampur, the:

Endst. No. Even  
Copy to:

1. All the Statutory Officers, CSKHPKV, Palampur.
2. All the Heads of Departments/Units/Offices, CSKHPKV, Palampur.
3. All the Assoc. Directors/Scientist Incharges/Programme Coordinators, RRS/RSSs/KVKs in CSKHPKV.
4. Joint Controller (Audit), CSKHPKV, Palampur.
5. Incharge, UNS, CSKHPKV, Palampur.
6. All Deputy Registrars/Asstt. Registrars/Section Officers/Supdts. (Head quarter).
7. SPS to the Vice-Chancellor/PS to Registrar, CSKHPKV, Palampur.
8. Guard file.

*Ashtu*  
Registrar,  
CSK HPKV, Palampur.

*381*

