

From

The Registrar,
CCS Haryana Agricultural University,
Hisar.

To

All Deans/Directors/HODs/Offices,
(including outstations),
CCS HAU, Hisar.

Memo No. Admn.F.3/2014/V-20/ 5782-5896
Dated 9/09/15

Subject: Clarification regarding acceptance of SAR.

This is in supersession to this office Memo No. Admn.F.3/2014/V-20(Vol 3)/
7199-7310 dated 4.12.2014 on the subject cited above.

The Vice-Chancellor has approved the revised procedure for submission and
processing of SARs as under:-

Existing procedure

"After receipt of SARs from the concerned teacher/Project Incharge, the Head of the Department after recording his/her observations/remarks in the SARs of the teachers will submit the same to the Dean, Post-graduate Studies in case of the teachers involved in P.G. teaching, to the Director of Research in case of teachers involved in Research in addition to teaching/extension and to the Director Extension Education in case of teachers involved in extension work in addition to teaching/research work. The Dean, Post-graduate Studies/Director of Research/ D.EE after recording his/her observations/remarks will return the SARs to the concerned Head of the Department. Thereafter the HOD will submit the SARs to the concerned Dean/ D.R/ D.EE as the case may be. The Controlling Officers after recording their observations/remarks will finally submit the SARs to the Vice-Chancellor for acceptance."

Amended procedure

"After receipt of SARs from the concerned teacher/Project Incharge/ Administrative Head of the Department, the Technical Head of the Department after recording his/her observations/remarks in the SARs of the teachers will submit the same to the concerned Controlling Officer i.e. Dean/D.R/ D.EE as the case may be. The Controlling Officers after recording their observations/remarks will finally submit the SARs to the Vice-Chancellor for acceptance."

Para (ii), (iii) and (iv) of rule 5(1) of the instructions of writing of Annual Confidential Reports/Self Assessment Reports may be deemed to be amended to this extent.

You are requested to take further necessary action in the matter accordingly:-

please


(Dr. M. S. Dahiya)
Registrar

CC

1. The Secretary to Vice-Chancellor, CCS HAU, Hisar.
2. The President, HAUTA, CCS HAU, Hisar.
3. The Advisor (RC)/Controller of Examination, CCS HAU, Hisar.
4. The Dy. Registrars/Dy. CAUs/ARs/ACs/A&AO, CCS HAU, Hisar.
5. All Assistants (Internal).