

# ನೆಫ್ರೋ-ಯುರಾಲಜಿ ಸಂಸ್ಥೆ



(ಕರ್ನಾಟಕ ಸರ್ಕಾರ - ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆ - ನೋಂದಣಿ ಸಂಖ್ಯೆ : 1052/03-04)

(ಉನ್ನತ ವೈದ್ಯಕೀಯ ವಿಜ್ಞಾನದ ಒಂದು ಸ್ನಾತಕೋತ್ತರ ಸಂಸ್ಥೆ  
ರಾಜೀವ್ ಗಾಂಧಿ ವೈದ್ಯಕೀಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಂಗಳೂರು ಇದರ ಅಂಗಸಂಸ್ಥೆಯಾಗಿದ್ದು  
ಭಾರತೀಯ ವೈದ್ಯಕೀಯ ಪರಿಷತ್ತಿನೊಂದಿಗೆ ಗುರುತಿಸಿಕೊಂಡಿದೆ)

ವಿಕ್ಟೋರಿಯಾ ಆಸ್ಪತ್ರೆ ಆವರಣ, ಬೆಂಗಳೂರು - 560 002.

ಇ-ಮೇಲ್ : [nephrourology.institute@gmail.com](mailto:nephrourology.institute@gmail.com)

ವೆಬ್‌ಸೈಟ್ : [www.nephrourology.in](http://www.nephrourology.in)

No. INU/EST(1)/24/2020-21

Date : 04.05.2021

## OFFICIAL MEMORANDUM

Sub : Annual Performance Reports of all the Teaching & Non-Teaching Staff in the Institute of Nephro-Urology, Bangalore.

\* \* \* \* \*

The Karnataka Civil Services (Performance Reports) Rules 2000 has come into force with effect from 01.04.2000. According to the new rules the performance report of a Government Servant is required to be written for the period commencing from 1<sup>st</sup> of April of a calendar year ending on 31<sup>st</sup> March of the next calendar year. The report has to pass through three stages viz the Reporting Authority the Reviewing Authority and the Accepting Authority. These Authorities are defined in the Annexure below.

As per the Byelaws of the Institute we are required to follow the Karnataka Civil Services Rules wherever specific rules have not been framed. Hence, this submission of Annual Performance Reports is mandatory for all the Teaching as well as the Non-teaching Staff working in this Institute in view of the above and also the confusion prevailing in the Institute regarding the procedure of submission and also the Reporting the APR's. The following Annexure and guidelines below are issued.



Identification of Competent Authorities for Reporting, Reviewing and Accepting the APR's all the Teaching & Non-teaching staff working in the Institute of Nephro-Urology, Bangalore.

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
1	Medical Suptd., and Professors and HOD's of rank of Professors.	Director	Director	Director
2	HOD's rank of Associate Professors	Director	Director	Director
3	Associate Professors	HOD	Director	Director
4	Assistant Professors	HOD	Director	Director
5	Tutors	HOD	Director	Director
6	Administrative Officer	Director	Secretary	Parent Department
7	Accounts Officer	Director	Director	Director
8	Asst. Administrative Officer	CAO	Director	Director
9	Asst. Accounts Officer	Accounts Officer	Director	Director
10	Office Suptd.,	CAO	Director	Parent Department
11	Accounts Suptd.,	Accounts Officer	Director	Director
12	First Division Assistant	CAO	Director	Director
13	Accountant	Accounts Officer	Director	Director
14	Stenographer	Director	Director	Director
15	Junior Asst. Cum Data Entry Operator	CAO	Director	Director
16	Nursing Suptd.,	Medical Suptd.,	Director	Director



17	Nursing Officer	Nursing Suptd.,	Medical Suptd.,	Director
18	Lab Technician	HOD's In-charge of assigning Duty Roaster	Medical Suptd.,	Director
19	X-Ray Technician	HOD	Medical Suptd.,	Director
20	Dialysis Technician	HOD	Medical Suptd.,	Director
21	OT Technician	HOD	Medical Suptd.,	Director
22	Medical Social Worker	Medical Suptd.,	Director	Director
23	Medical Record Technician	Medical Suptd.,	Director	Director
24	Pharmacy Officer	Medical Suptd.,	Director	Parent Department

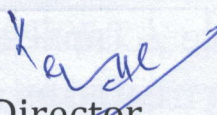
**Note :**

1. All the staff of this Institute are hereby informed to submit their APR's (Annual Performance Report) duly filled (Part - I & II if APR form), directly to their reporting officers on or before 30<sup>th</sup> April every year. (As per the table above).
2. APR's should not be submitted directly to the Administrative office / Tapal in case if it is given it will not be considered and also treated as not received.
3. All the staff members who are required to submit their APR's shall submit it directly to the officer's who have to initiatlly write the APR's and after obtaining their signatures give it to the staff as per the directions of the officers concerned (Reporting Authority).



4. The Reporting Authority after filling in all the columns in the APR's in the prescribed time limit (up to 30<sup>th</sup> June that is 2 Months) shall put all the APR's in a sealed cover and send it to the Reviewing Authority along with a covering letter listing out the number of APR's in the sealed cover. The cover shall be marked as Confidential.
5. In case where the Reviewing Authority and the Accepting Authority different, the reviewing authority shall after filling his remarks again put all the APR's in a sealed cover and submit the sealed cover to the Accepting Authority (Up to 30<sup>th</sup> September that is 3 months).
6. Junior Assistant Cum Data Entry Operators working under Medical Departments their APR's shall be initiated by the Medical Superintendent and Reviewing and Accepting Authority will remain the same as in the table.
7. In case of Deputation Employees their APR's after the Reporting Officer and Reviewing officer complete the formalities the APR's shall be send to their Parent Department.

The following guidelines shall be strictly adhere to until further orders.

  
Director

Institute of Nephro-Urology  
Bangalore.

**Copy to :**

1. All the Teaching and Non-teaching Staff, Institute of Nephro-Urology, Bangalore.
2. Notice Board / Website / Office Copy.