

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

No. DR (Estab)/(409)/12719

Dated: 22-12-2022

CIRCULAR

All respective Deans / Chairpersons / HODs are requested to circulate the given below information to the Teaching / Non-Teaching Staff of their respective Department:

1. All Faculty Members will fill the **ONLINE** ACR Form available at www.pl.neduet.edu.pk/Registrar/ACR and submit to their concerned Chairperson not later than **7th January, 2023**. The respective Chairperson after receiving the same will submit to the respective Dean of Faculty after assessment / remarks on or before **14th January, 2023**. The Dean of concerned Faculty will submit the above Report to the Vice Chancellor after due assessment / remarks till **21st January, 2023**.
2. All Officers / Employees in BPS-16 and above will fill the **ONLINE** ACR Form available at www.pl.neduet.edu.pk/Registrar/ACR and submit to their concerned Chairperson / HOD not later than **7th January, 2023**. The respective Chairperson after receiving the same will submit to the Dean of Faculty after assessment / remarks on or before **14th January, 2023**. The Dean of concerned Faculty will submit the above Report to the Vice Chancellor after due assessment / remarks till **21st January, 2023**. In case of Non-Teaching Departments Officers / Employees in BPS-16 and above the concerned HOD shall submit the filled Form to the Pro Vice Chancellor / Vice Chancellor after assessment / remarks till **21st January, 2023**.
3. The Employees working in BPS-11 to 15 will have the **ONLINE** AWR Form available at www.pl.neduet.edu.pk/Registrar/ACR they will fill the Form and submit the same not later than **7th January, 2023**. The respective Chairperson / HOD after receiving the same will submit to the undersigned after assessment / remarks on or before **14th January, 2023**.

- 4 The AWR (Online) for Employees working in BPS-1 to 10 will be available at www.pl.neduet.edu.pk/Registrar/ACR. The HOD will enter the **SUBMIT Button** (as the information of concerned employees is already filled) not later than **7th January, 2023**.

REGISTRAR

To,

All Deans / Chairpersons / HOD

Copy to:

1. PS to Vice Chancellor
2. PA to Pro Vice Chancellor