

**UNIVERSITY OF NIGERIA, NSUKKA**  
**OFFICE OF THE REGISTRAR**  
**PERSONNEL SERVICES UNIT**

**MEMORANDUM**

<b>To:</b> Provost, College of Medicine Dean, School of Postgraduate Studies Dean, School of General Studies Deans of Faculty Directors of Institute/Unit/Centre Heads of Department	<b>FROM:</b> The Principal Assistant Registrar Personnel Services Unit
<b>OUR REF:</b> UNP/GAAP/ACAD/SATS/VOL.V	<b>DATE:</b> October 24 <sup>th</sup> , 2019.

**SUBJECT**

**SUBMISSION OF 2019 APPRAISAL DOCUMENTS FOR PRESENTATION TO APPROPRIATE UNIVERSITY APPRAISALS COMMITTEES.**

This is with reference to the Registrar's memorandum of 19 July, 2019 on Digital Processing of Staff Appraisals/Assessment for Academic, Senior and Junior Administrative and Technical Staff with effect from 2019 Appraisal year.

We wish to bring to your attention that some Faculties/Administrative Departments/Institutes/Units/Centres are yet to forward their appraisals documents as stipulated in the new format for digital processing of Staff Appraisals/Assessments.

Based on the foregoing, the Registrar has directed that all appraisals documents should be received in Personnel Services Unit to enable us take further necessary action as required on or before Friday, November 01, 2019. Failure to comply implies that cases of affected Faculties/Departments/Units/Centres will not be taken during the 2019 Appraisals Meetings.

The above is for your information and strict compliance.



**ACHIUWA, F.C. (MRS.)**

*Principal Assistant Registrar, Personnel Services*

**For: Registrar**