



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर - 440 010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

Ref : Admn./APAR/2017-18 / 1482

Date: 20 March 2018.

Circular

20 MAR 2018

Subject: Annual Performance Appraisal Report Form for Group 'C' and Supporting Staff

The forms for Annual Performance Appraisal Report (APAR) for the Group 'C' Technical, Group 'C' Ministerial and Supporting Staff are enclosed. The color codes are different for all these three categories.

| | | |
|-------------|---|-------------------------|
| Light Blue | - | Group 'C' (Technical) |
| Light Green | - | Group 'C' (Ministerial) |
| Pink | - | Supporting Staff |

The guidelines to fill-up the forms are uploaded on the web-site of V.N.I.T.

Annual Performance Appraisal Report (APAR) are to be submitted within the stipulated time. Therefore, all Heads of the Departments / Sections are requested to sent the forms (completed in all respect) to the office of the Registrar on or before 02/07/2018.

V.N.I.T., Nagpur follows the DOPT instruction for APAR maintenance & hence the following schedule is to be follows :-

| | | |
|------|--|---|
| i | Issue of APAR Blank Forms | 26 th to 28 th March 2018 |
| ii | Submission of APAR to respective HoD's / Section Head | 16/04/2018 |
| iii | Submission of APAR by HoD's/Section Heads to Registrar Office | 02/07/2018 |
| iv | Report to be completed by Reviewing Officer | 31/07/2018 |
| v | Disclosure of APAR to individual and Representations if any (within 15 days) on APAR through HoD/Section Heads | 17/09/2018 |
| vi | Forwarding of representations by Registrar to Competent Authority | 08/10/2018 |
| vii | Disposal of representations by Competent Authority | 05/11/2018 |
| viii | Communication of decision of Competent Authority | 15/11/2018 |
| ix | End of APAR procedure & APAR taken on record | 30/11/2018 |

Encl.: Blank APAR forms for Group 'C' -----
Blank APAR forms for Supporting Staff -----

S. R. Sath
Registrar

To,
Dr. / Mr. / Mrs. / Ms. -----
Head of the Department / Section Head -----