



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

Ref : Admn./APAR/2019-20/ 1775

Date: 15 APR 2020

Circular (Revised date)

Subject: Annual Performance Appraisal Report Form for Group 'B' and 'C' staff.

The forms for Annual Performance Appraisal Report (APAR) for Group 'B' & 'C' (Technical) staff and Group 'B' & 'C' (Ministerial) staff are enclosed. The details related to assigned duties and achievements during the year 2019-20 are to be mentioned. The color codes are different for all these three categories.

Light Blue /Pink	-	Group 'B' & 'C' (Technical)
Light Green/Pink	-	Group 'B' & 'C' (Ministerial)

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 send the forms (completed in all respect) to the office of the Registrar on or before 31/07/2020.

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	On or before 28 th May 2020
ii.	Submission of APAR to respective HoD's / Section Head	30/06/2020
iii.	Submission of APAR by HoD's/Section Heads to Registrar Office	31/07/2020
iv.	Report to be completed by Reviewing Officer	31/08/2020
v.	Disclosure of APAR to individual (Issue of Xerox copy)	08/10/2020
vi.	Receipt of Representations, if any on APAR	23/10/2020
vii.	Forwarding of representations by Registrar to Competent Authority	29/10/2020
viii.	Disposal of representations by Competent Authority	30/11/2020
ix.	Communication of decision of Competent Authority	15/12/2020
x.	End of APAR procedure & APAR taken on record	31/12/2020

Encl.: Blank APAR forms for

Light Blue /Pink	-	Group 'B' & 'C' (Technical)
Light Green/Pink	-	Group 'B' & 'C' (Ministerial)

S.R. Sath
Registrar

To,

Dr. / Mr. / Mrs. / Ms. -----

Head of the Department / Section Head -----