



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

Ref: Admn./APAR/2022-23/1495

Date: 24 MAR 2023

**Circular**

**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 2022-23 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 Reviewing Officers are requested to send the forms (completed in all respect) to the office of the Registrar on or before 31/07/2023.

V.N.I.T., Nagpur will follow the following APAR maintenance schedule:-

i	Issue of APAR Blank Forms	27 <sup>th</sup> to 31 <sup>st</sup> March 2023
ii	Submission of APAR to respective Reporting Officer	21/04/2023
iii	Submission of APAR by Reporting Officer to Reviewing Officer	03/07/2023
iv	APAR to be completed by Reviewing Officer & send to Registrar's Office	31/07/2023
v	Disclosure of APAR to individual (Issue of Xerox copy)	18/09/2023
vi	Forwarding of representations (if any) by Registrar to Competent Authority	06/10/2023
vii	Disposal of representations by Competent Authority	10/11/2023
viii	Communication of decision of Competent Authority	24/11/2023
ix	End of APAR procedure & APAR taken on record	01/12/2023

Encl.: Blank APAR forms for

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

*S. M. Patil*  
Registrar

To,

All Heads of the Departments / Section - with request to circulate amongst the Faculty and Officers working with them.