



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

Ref : Admn./APAR/2020-21/ 2391

Date: 24 MAR 2021

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 2020-21 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 30/07/2021.

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

i	Issue of APAR Blank Forms	24 th to 26 th March 2021
ii	Submission of APAR to respective HoD's / Section Head	16/04/2021
iii	Submission of APAR by Section Heads to Registrar Office	02/07/2021
iv	APAR to be completed by Reviewing Officer & send to Registrar's Office	30/07/2021
v	Disclosure of APAR to individual (Issue of Xerox copy)	17/09/2021
vi	Forwarding of representations (if any) by Registrar to Competent Authority	08/10/2021
vii	Disposal of representations by Competent Authority	12/11/2021
viii	Communication of decision of Competent Authority	26/11/2021
ix	End of APAR procedure & APAR taken on record	01/12/2021

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 -----