राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in
(An Autonomous Institution of the Govt. of India under Ministry of Education)

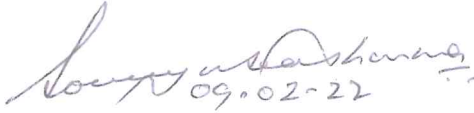No. NITD/Estt./Non-teaching-APAR/2022   Dated: 9th February, 2022

CIRCULAR

This is to inform to all permanent employees of the Institute that the proforma of Annual Performance Appraisal Report (APAR) from January, 2021 to December 2021 has to be downloaded which is available in Institute's website. After fill in personal data (part-1 & 2) of said proforma, submit to the respective Head of the Departments/ Sections/Centers and Central facilities of the Institute for assessment and numerical gradation which is essential for career advancement like Departmental Promotion, MACPS (Modified Assured Career Progression Scheme) etc. as per Rules.

In context to the above, respective Head of the Departments/ Sections/Centers and Central facilities of the Institute are hereby requested to provide Annual Performance Appraisal Report (duly filling in the Reporting Officer's part along with assessment and numerical gradation) of the permanent employees who are working under their control as per the said proforma of the respective employee and also requested for onwards submission to the Joint Registrar (Estt.) within 11th February,2022 positively.

It is further informed that who have not yet submitted APAR for the previous two years i.e. 2019 &2020 are also advised to submit immediately to the Joint Registrar (Estt.).

This may be treated as urgent.

09.02-22

Registrar

Copy forwarded for information to:
1. Director.
2. All Deans.
3. All Head of the Departments/Sections/ Centers & Central facilities.
4. Director's Secretariat.
5. Registrar's Secretariat-with a request for circulation to all Deans & Head of the Departments /Sections/ Centers & Central facilities.
6. Web-Master- with a request to display the APAR proforma.
7. File copy

09/02/2022

Joint Registrar(Estt.)

JKR