



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

NITD/Estt./Non-teaching-APAR/2023

Date: 05th February, 2024

CIRCULAR

This is to inform to all permanent non-teaching employees of the Institute that the blank proforma of Annual Performance Appraisal Report (APAR) for the calender year 2023 (January 2023 to December 2023) is available in Institute's website. After filling up the personal data (Part-1&2) of the said proforma, the same is to be submitted to the respective Head of the Departments/Sections/Centres 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 rule.

In context of the above, respective Head of the Departments/Sections/Centres 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 assessmrent and numerical gradation) of the permanent employees who are working under their control as per the said proforma and also requested for onwa
rd submission of the same to the Joint Registrar (Estt.) within 16th February, 2024 positively.

This may be treated as urgent.

Registrar(I/C)

Copy forwarded for information to:

1. Director,
2. All Deans,
3. All Head of the Departments/Sections/Centres and Central Facilities
4. Director's Secretariat
5. Registrar's Secretariat-with a request for circulation
6. Institute website,
7. File copy

Joint Registrar (Estt.)