



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/2021

Dated: 7th July, 2021

CIRCULAR

I am directed to inform to all permanent employees of the Institute that the proforma of Annual Performance Appraisal Report (APAR) from January, 2019 to December 2019 and January, 2020 to December 2020 have 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 Registrar within two weeks from the date of this circulation.


Joint Registrar(Estt.)

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


Joint Registrar(Estt.)