



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under Ministry of Education, Govt. of India.

NITM.1/(222-Estt)/APAR/2020/1012

Dated: 02/08/2022

**OFFICE ORDER**

**Sub: Submission of Annual Performance Appraisal Report.**

All regular Faculty, Trainee Teachers and Non-Faculty staff of the Institute are informed to submit their Annual Performance Appraisal Report (APAR) format (uploaded in Institute website) for the period 01.04.2021 to 31.03.2022 to their respective Reporting Officer.


Sl.	Nature of Action	Time by which to be completed
1	Download APAR forms from the Institute's website.	
2	Last date of submission of filled APAR form to the Reporting Officer.	31 <sup>st</sup> August, 2022
3	Last date for Reporting Officer to submit their comments of respective Faculty/Trainee Teachers/Non-teaching staff to the concerned Reviewing Officer.	30 <sup>th</sup> September, 2022
4	Last date of Reviewing Officer to complete performance report / recommendation of Faculty/Trainee Teachers/Non-teaching staff for further necessary action.	15 <sup>th</sup> November, 2022
5	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> December, 2022
6	Decision of the competent authority and end of entire APAR process, after which APAR will be finally taken on record.	31 <sup>st</sup> March, 2023

2. Duly filled in APAR forms (neatly handwritten/typed) are to be submitted to respective Reporting Officer for further necessary action.

3. In case of non-submission of APARs, by any Faculty/Trainee Teachers and Non-Faculty staff within the stipulated time, the Reporting Officer may take a blank copy of APAR forms for submission to Reviewing Officer for necessary action as required, without further delay.

4. All concerned officers/officials are requested to adhere with all the related provisions of the completion of APARs scrupulously.

This is issued with the approval of the Competent Authority.

  
(Dr. A. Dinamani Singh)  
Registrar (i/c)

**Copy for kind information to:**

1. PS to the Director, for kind info. of Director, NIT Manipur.
2. All Deans, NIT Manipur
3. All Asst. Registrars & Section Heads, NIT Manipur with the request to bring this order to their respective Section
4. All HoDs, NIT Manipur with the request to bring this order to their respective Deptt.
5. All regular Faculty/Trainee Teachers/Non-Faculty, NIT Manipur
6. Technical Officer for uploading in Institute website
7. CF/GF