



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under MoE, Govt. of India.

OFFICE ORDER

Imphal, the^{4th} April, 2025

Sub: Submission of Annual Performance Appraisal Report.

No. NITM.1/(222-Estt)/APAR/2020/234 It is hereby directed to all regular Faculty and Non Faculty employees of the Institute to submit their Annual Performance Appraisal Report (APAR) (Format uploaded in Institute website) for 2024-25 to their respective Reporting Officer. Further, in continuation of this office order of even number dated 07.01.2025, regular faculty and non-faculty employees, who have not yet submitted their APARs for the years 2022-23 and 2023-24 are also directed to submit to their 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.	15 th April, 2025
3	Last date for Reporting Officer to submit their comments of respective Faculty/Trainee Teachers/Non-teaching staff to the concerned Reviewing Officer.	21 st April, 2025
4	Last date of Reviewing Officer to complete performance report / recommendation of Faculty/Trainee Teachers/Non-teaching staff for further necessary action.	28 th April, 2025
5	Appraisal by Accepting Authority, wherever provided	30 th April, 2025
6	Decision of the competent authority and end of entire APAR process, after which APAR will be finally taken on record.	05 th May, 2025

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 for completion of APARs scrupulously.

This is issued with the approval of the Competent Authority.

(Prof. Kh. Tomba Singh)

Registrar
NIT Manipur

Copy for kind information to:

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