



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

Imphal, Manipur, Ph. (0385) 2058566 / 2445812

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An Autonomous Institute under MHRD, Govt. of India.

OFFICE ORDER

Imphal, the 27th March, 2019

Sub: Submission of Annual Performance Appraisal Report.

No. NITM.1/(222-Estt)/APAR/2017/ 1360

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 01.04.2018 to 31.03.2019 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.	30 th April, 2019
3	Last date for Reporting Officer to submit their comments of respective Faculty/Trainee Teachers to the concerned Reviewing Officer.	30 th June, 2019
4	Last date of Reviewing Officer to complete performance report / recommendation of Faculty/Trainee Teachers for further necessary action.	31 st July, 2019
5	Submission of APAR by the reviewing officer to the competent authority.	5 th August, 2019
6	Decision of the competent authority and end of entire APAR process, after which the APAR will be finally taken on record.	30 th August, 2019

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.

(Prof. Kh. Manglem Singh)
Registrar (i/c)

Copy for kind information to:

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