



सं.: भा.प्रौ.सं.जो./कार्य.(स्था.-गै.सं.)/2026-27/..१२-

दिनांक : ..12../..05../2026

परिपत्र / CIRCULAR

The Annual Performance Appraisal Reports (APAR) for all staff members (Groups 'A', 'B' & 'C') of the Institute who have completed a minimum of 03 months of service during the Financial Year 2025-26 (including staff on probation) are required to be submitted in hard copy to ensure timely completion of this critical exercise.

All staff members are required to submit their APAR after completing Part 'A' (Self-Appraisal) for further assessment by the respective Reporting, Reviewing, and Accepting Officers.

The Reporting, Reviewing, and Accepting Officers are requested to ensure that the Annual Performance Appraisal exercise in respect of their subordinates is completed within the stipulated time schedule as per Annexure 'A'.

Note:

1. The guidelines related to the APAR process, as adopted by the Institute, are available on the Institute Intranet under *Office Communication > Office of Establishment-II > Rules*.
2. The APAR Format is enclosed.
3. The APAR submission channel is annexed at "Annexure - 'B'".

This issues with the approval of the Competent Authority.

(Prof. Shree Prakash Tiwari)
Dean, Administration

To:

All Staff Members

Copy to:

1. Office of Director – for kind information
2. Office of Deputy Director – for kind information
3. Office of Registrar – for kind information
4. Office of Dean Administration – for kind information
5. All Deans/ Associate Deans/ PIC/ HoDs/ Associate Heads/ HoS/ HoC/ Officer-In Charge/ Coordinators

Annexure - "A"

Schedule for generation, recording, and completion of APAR for the F.Y. 2025-26

S. N.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank APAR Form	12 May 2026
2.	Submission of self-appraisal by the employee to the Reporting Officer	14 May 2026
3.	Submission of report by Reporting Officer to Reviewing Officer	22 May 2026
4.	Submission of report to the Accepting Officer	29 May 2026
5.	Appraisal by Accepting Authority, wherever provided	10 June 2026
6.	Disclosure of APAR to the officer reported upon where there is no accepting Authority or where there is Accepting Authority.	18 June 2026
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representations to the competent Authority. Where there is no accepting authority for APAR or Where there is accepting authority for APAR	03 July 2026
9.	Disposal of representation by the Competent Authority.	15 July 2026 or as per discretion of Competent Authority.
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	Within 07 days after the disposal of representation
11.	End of entire APAR process, after which the APAR will be finally taken on record.	31 July 2026 (In normal Circumstances)

Note:

1. In cases where the Director/ Deputy Director/Dean (Administration) is the Reviewing or Accepting Officer, the file pertaining to the appraisal shall be routed through the Office of Establishment (NF).
2. For Serial No. 5- 11, timelines may be changed as per requirements.



(Prof. Shree Prakash Tiwari)
Dean, Administration