



OFFICE ORDER
Imphal, the 10th August, 2018

Sub: Submission of Annual Performance Appraisal Report.

NITM.1/(222-Estt)/APAR/2017- 373 All regular Faculty & Trainee Teachers of the Institute are informed to submit their Annual Performance Appraisal Report (APAR) format (uploaded in Institute website) from their respective date of joining till March, 2018 to their respective Reporting Officer.

Sl. No.	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 st August, 2018
3	Last date for Reporting Officer to submit their comments of respective Faculty/Trainee Teachers to the concerned Reviewing Officer.	14 th September, 2018
4	Last date of Reviewing Officer to complete performance report / recommendation of Faculty/Trainee Teachers for further necessary action.	28 th September, 2018

2. Duly filled in APAR forms (neatly handwritten / typed) is to be submitted to respective Reporting Officer for further necessary action.
3. In case of non-submission of APARs, by any Faculty/Trainee Teachers 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.


10/68/18
(R.K. Lalit Singh)
Registrar, NIT Manipur

Copy for kind information to:

1. PS to the Director, NIT Manipur
2. Dean (Acad.), NIT Manipur
3. All regular Faculty members/Trainee Teachers, NIT Manipur
4. Technical Officer for uploading in Institute website
5. CF/GF



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NITM.1/(222-Estt)/APAR/2017- 374 In pursuance of the approval accorded by the Board of Governors, NIT Manipur in its meeting held on 4th July, 2018 at items no. 11.7, the list of Reporting and Reviewing Officer for writing of APAR form in respect of Faculty members including Trainee teachers of the Institute are as follows:

	Reporting Officer	Reviewing Officer
HoDs	Director	Director
Faculty/Trainee Teachers	Director	Director

This is issued with the approval of Competent Authority.


10/08/18
(R.K. Lafti Singh)
Registrar, NIT Manipur

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