



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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

E-mail:- director@nitmanipur.ac.in , Website : www.nitmanipur.ac.in

An Autonomous Institute under MHRD, Govt. of India.

OFFICE ORDER
Imphal, the 31st July, 2018

Sub: Submission of Annual Performance Appraisal Report.

NITM.1/(222-Estt)/APAR/2017- 348 All regular Non-Teaching Staff 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	8 th August, 2018
3	Last date for Reporting Officer to submit their comments of respective staff to the concerned Reviewing Officer	17 th August, 2018
4	Last date of Reviewing Officer to submit performance report / recommendation of staff to the competent authority	24 th August, 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 the employees 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.


31/07/18
(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 HoDs/Section Heads
4. Executive Engineer, NIT Manipur
5. Sports Officer, NIT Manipur
6. Asst. Librarian, NIT Manipur
7. Asst. Registrars, NIT Manipur
8. Account Section, NIT Manipur



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NITM.1/(222-Estt)/APAR/2017- 347 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 Non-Teaching Staff members of the Institute are as follows:

	Reporting Officer	Reviewing Officer
Officer	Registrar	Director
Higher Ministerial Staff	Respective Section Head	Registrar
Lower Ministerial Staff		
Supporting Staff (Ministerial)		
Higher Technical Staff	Respective HoD	
Lower Technical Staff		
Supporting Staff (Technical)		

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5. Sports Officer, NIT Manipur
6. Asst. Librarian, NIT Manipur
7. Asst. Registrars, NIT Manipur
8. Technical Officer for uploading in Institute website.
9. Account Section, NIT Manipur
10. CF/GF