



Memo No: GKCIET/12230

Date: 03.05.2024

CIRCULAR

Sub: Preparation of APAR for the period from 1st April,2023 to 31st March, 2024 – reg.

The process for completion of Annual Performance Appraisal Report (APAR) for the period from 1st April, 2023 to 31st March, 2024 related to the regular employees has been initiated and all the employees of this Institute are requested to fill up the APAR format according to their group (A, B, C) attached herewith.

2. All the employees must fill up the prescribed APAR format in hard copy and sent it to the concerned previous Controlling Officer as per the list attached within the scheduled time enclosed herewith.
3. All the Reporting Officers should submit the report within stipulated time and sent it to the Reviewing Officer(s). After reviewing the same, the Reviewing Officer(s) will send it to the CR Cell i. e. Admin & Establishment Section and from there following the timeline it will be submitted to the Accepting Authority I.e. Director of this Institute for the finalization of the report.
4. This issues with the approval of the competent authority.

Byr 03.05.24
(Debanick Majumder)
Assistant Registrar (A&E)

Copy to:

1. All regular employees (through e-mail)
2. All Deans/HoD's/HoS'
3. System Manager – for uploading the Circular on the Institute Website.
4. Deputy Registrar – for kind information please.
5. Registrar – for kind information please.
6. Director – for kind information please.
7. File copy

Time Schedule for preparation/completion of APRR for the year 2023-24 for all regular employees of GKCIET, Malda

Sl. No.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1	Distribution of blank APAR forms to all concerned (i.e. to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given)	30 th April, 2024
2	Submission of self-appraisal to Reporting Officer by Officer to be Reported Upon (where applicable)	15 th May, 2024
3	Submission of report by Reporting Officer to Reviewing Officer	31 st July, 2024
4	Report to be completed by Reviewing Officer and to be send to administration or CR Section/Cell or Accepting Authority, wherever provided	31 st August, 2024
5	Appraisal by Accepting Authority, wherever provided	1 st October, 2024
6	Receipt of representation, if any, on PVR	15 days from the date of receipt of communication
7	Forwarding of representations to the Competent Authority	Maximum permissible 21.10.2024
8	Disposal of representation by the Competent Authority	Within one month from the date receipt of representation
9	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 th December, 2024
11	End of entire APAR process, after which APAR will be finally taken on record	31 st December, 2024

By 03.05.24