



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल - 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National importance under Ministry of Education, Govt. of India)

No. AB/Estt./2024/ 78

Date: 18/04/2024

//CIRCULAR//

**Subject: Extension of timelines for submission of self-appraisal in Annual Performance Assessment Report by Non-teaching employees reported upon for the year 2023-24- reg.**

In continuation of this institute circular No. AB/Estt./2024/004 dated 01.04.2024 and in pursuance of Office Memorandum No. 21011/04/2023-Estt.(A.II) dated 15.04.2024 (copy enclosed) issued by Department of Personnel & Training, Government of India, it has been decided to extend the timelines for submission of self-appraisal in the APAR, by the Non-teaching employees reported upon from 15<sup>th</sup> April to **30<sup>th</sup> April 2024**, for the year 2023-24. The other timelines, as prescribed in the previous circular dated 01.04.2024 shall remain the same.

In view of the above, the said timelines may please strictly be adhered to.

The Hindi version will follow.

**Encl: As above**

*ms*  
18/04/24  
**Assistant Registrar (Estt.)**

**To,**

**All employees concerned.**

**Copy to:**

1. All Deans/HoDs/HoCs/Section In-charge – for circulation among all Non-teaching employees posted under them.
2. PIC (Website) – for hosting in the institute website
3. PA to Director – for kind information of Director please
4. PA to Registrar – for record please.



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(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003  
(An Institute of National importance under Ministry of Education, Govt. of India)

No. AB/Estt./2024/004

Date: 01/04/2024

**//CIRCULAR//**

**Subject: Annual Performance Assessment Report for the year 2023-24 in respect of Non-teaching employees – reg.**

The Annual Performance Assessment Reports (APARs) for non-teaching employees of the institute for the period from **01.04.2023 to 31.03.2024** are due for initiation. Accordingly, all regular non-teaching employees of the institute are requested to download the APAR and fill the relevant part (Self-Appraisal Part) of the APAR and submit to the Reporting Officer concerned for the reporting year 01.04.2023 to 31.03.2024. The Blank APAR forms in respect of Non-teaching employees (Group 'A', Group 'B' & Group 'C' & Attendant) are enclosed herewith and also uploaded in the institute website for reference and further necessary action in the matter.

It may please be noted that Reporting Officer is the immediate superior of the employee reported upon in the official hierarchy, to whom the employee reports. Reviewing Officer is the immediate superior of the Reporting Officer in official hierarchy, to whom the Reporting Officer reports. In case of Technical Staff/Office Attendants/Senior Office Attendants, the relevant part of Reporting Officer will be completed by one of the officers/faculty members of the concerned Section/Department/Centre as decided by the Section In-charge/HoDs/Centre Heads. The relevant part of Reviewing Officer in case of such staff will be completed by concerned Section In-charge/HoDs/Centre Heads.

The Reporting Officers are requested to complete the APAR form with remarks and submit the same to the Reviewing Officer concerned. Reviewing Officer after completing their part shall forward the filled-in form to the Establishment Section in a sealed cover by superscribing the envelop as "**APAR Forms for the year 2023-24**". **The following time schedule shall strictly be adhered to:**

Submission of Self-appraisal to Reporting Officer	:	<b>15.04.2024</b>
Submission of Report by Reporting Officer to Reviewing Officer	:	<b>30.06.2024</b>
Report to be submitted by Reviewing Officer to Establishment	:	<b>31.07.2024</b>

APAR is an important document for assessment of performance of employees in career progression like DPC/MACP etc., Hence, it is requested to send the completed APARs at the earliest within the prescribed timeline. For detailed guidelines concerning APARs, kindly refer to DoPT Brochure (copy enclosed) on preparation & maintenance of Annual Performance Assessment Report for Central Civil Services and other guidelines issued from time to time. Brief instructions/Guidelines enclosed herewith at **Annexure-I** may also be adhered to.

**Encl:**

1. DoPT Brochure on preparation & maintenance of APAR
2. Annexure-I
3. APAR Format – Group 'A' & 'B' employees
4. APAR Format – Group 'C' employees (except supporting staff)
5. APAR Format – (for Office Attendants/Senior Office Attendants)

To,

**All employees concerned**

  
(Registrar)  
01/04/2024

**Copy to:**

1. All Deans/HoDs/HoCs/Section Incharge – for circulation among all Non-teaching employees posted under them.
2. PIC (Website) – for hosting in the institute website
3. PA to Director – for kind information of Director please
4. PA to Registrar – for record please.

**Address:** MANIT, Link Road No.3, Near Mata Mandir, Bhopal-462003(M.P.) INDIA

**Phone:** +91-755-4051000, 4052000 **Fax:** +91-755-2670562 **Web:** <http://www.manit.ac.in>

### Brief Instructions/Guidelines for completion of APARs (Annexure-I)

1. Reporting period would be from **01/04/2023 to 31/03/2024**. Hence, enclosed APAR forms are to be filled for the above period. Apart from instructions mentioned in APAR form, attention is invited to following GOI instructions for compliance regarding writing of APAR:
2. Information meant to be filled by Reporting officer is to be filled by those under whom the concerned employee has served for at least three months during the reporting period. If the concerned HoD/Section head is not competent to write APAR of an employee on above ground, it is expected that previous/concerned Head, under which employee has served for at least three months, should be asked to write the APAR. In case more than three months service has been rendered under two or more Reporting Officers, the Reporting Officer under whom maximum service has been rendered during reporting period should write the APAR.
3. As per GOI OM no. 21011/1/77-Estt., dated 30/01/1978, ***“delay on the part of reporting officer in recording APAR should be adversely commented upon; if the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the reporting officer”***. In view of the above provision, time-line may be strictly adhered to.
4. **Principles to be observed by Reporting Officers in writing reports:**  
Based on various GOI instructions, general principles which are required to be observed by the Reporting Officers for writing APAR are indicated below:
  - i. Remarks like “Doubtful character”, and “complaints received about his taking illegal gratification”, are not permissible. Entries should be based on established facts and not on mere suspicion.
  - ii. No employee should be adversely affected by prejudicial reports recorded without fullest consideration. At the same time, none should be rewarded by excessively flattering reports which are not based on facts. With a view to checking up such possibilities, the following procedure is prescribed:-
  - iii. The report should necessarily be based on the employee’s performance during the year as a whole;
  - iv. Where an adverse remark is recorded in respect of an official having consistently good record, some details regarding the same should invariably be given;
  - v. The report should give a clear opinion on the main points asked in the report.
  - vi. There should be no hesitation on the part of the Reporting Officers to record adverse remarks in justified cases;
  - vii. Reporting Officers should not be in hurry to write all the reports on one day.
5. **Reporting and Reviewing Officer:** Reporting Officer is the immediate superior of the employee in the official hierarchy, to whom the employee reports. Reviewing Officer is the immediate superior of the Reporting Officer in official hierarchy, to whom the Reporting Officer reports. In case of Technical Staff/Office Attendants/Senior Office Attendants, the relevant part of Reporting Officer will be completed by one of the officers/faculty members of the concerned Section/Department/Centre as decided by the Section In-charge/HoDs/Centre Heads. The relevant part of Reviewing Officer in case of such staff will be completed by concerned Section In-charge/HoDs/Centre Heads
6. For detailed guidelines concerning APARs, kindly refer to DoPT Brochure on preparation & maintenance of Annual Performance Assessment Report for Central Civil Services and other guidelines issued from time to time.
7. If any assistance in the above regard is required, the Establishment Section may be contacted for the needful.



No.21011/04/2023-Estt.(A.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi -110001  
Dated 15<sup>th</sup> April, 2024

**OFFICE MEMORANDUM**

**Subject: Extension of timelines for submission of Self-appraisal in Annual Performance Assessment Reports (APAR) by the Officer Reported Upon in respect of Central Civil Services for the year 2023-24**

The undersigned is directed to invite reference to this Department's OM No.21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009, on the subject, "*Preparation and maintenance of Annual Performance Assessment Reports (APAR)*".

2. In the light of ensuing Lok Sabha Elections, it has been decided to extend the timelines for submission of self-appraisal in the APAR, by the Officer Reported Upon from 15<sup>th</sup> April to 30<sup>th</sup> April, for the year 2023-24.

3. The other timelines, as prescribed at Annexure III of DoP&T's OM No. 21011/01/2005-Estt.(A)(Pt.II) dated 23.07.2009, shall remain the same.

  
(S. P. Pant)  
Director

All Ministries / Departments / Cadre Controlling Authorities of the Government of India

Copy to:

1. AIS Division, DoPT, North Block, New Delhi
2. NIC, for uploading in DoPT website