



राष्ट्रीय प्रौद्योगिकी संस्थान, मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM
(An Institute of National Importance under Ministry of HRD, Govt. of India)
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CIRCULAR

No. NITMZ/Estt./61-1/2020/491

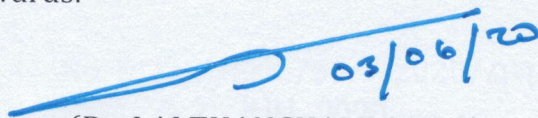
Date: 03 JUN 2020

With the initiation of Annual Performance Assessment report (APAR) w.e.f 2011-12 to 2019-20 for the Non-Teaching Staff of NIT Mizoram, a Model Calendar as per the DoPT norms issued vide No.21011/02/2015-Est(A-II)-Part II dated 30.03.2020 shall be followed *in toto* for completion of APARs.

Sl.No	Activity	Date of completion	Remarks
1	Distribution of blank forms	31 st May 2020	On account of late initiation of APAR and delay due to COVID-19 lockdown, all effort is made to distribute the blank form within June 2020 to enable submission by 30 th June 2020. Further, HoDs of the Academic Departments shall exercise their report via scanned copy/email
2	Submission of Self-appraisal to reporting officer	30 th June 2020	
3	Forwarding of report by reporting officer to reviewing officer	31 st July 2020	
4	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority	31 st August 2020	
5	Appraisal by Accepting Authority	30 th September 2020	
6	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority (ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10 th September 2020 10 th October 2020	
7	Receipt of representation, if any, on APAR	15 days from the date of disclosure	
8	Forwarding of representation to the competent authority (a) Where there is no accepting authority for APAR (b) Where there is accepting authority for APAR	30 th September 2020 31 st October 2020	
9	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority	

10	Communication of the decision of the competent authority on the representation by the APAR Cell/ Administration	Within 15 days of finalization of decision by competent authority	
11	End of entire APAR process, after which APAR will be finally taken on record	31 st December 2020	

Form for **Annual Return on Immovable Property** shall be distributed along with the APAR Form for submission w.e.f July 2011 onwards.




(Dr. LALTHANCHAMI SAILO)

Registrar
NIT Mizoram

Copy to:

1. Director, NIT Mizoram
2. All HoDs – EEE, ECE, CSE, ME, CE, BS&HSS
3. Deputy Registrar
4. Executive Engineer
5. Mr. Sandeep Dash – with a request for uploading in the website
6. Asst. Librarian
7. Superintendent – to note the action required
8. Matron
9. Establishment Section
10. Accounts Section
11. Office Order Guard File
12. Concerned File


Registrar
NIT Mizoram