



Memo No.: GKCIET/AR/50/2022

Date: 25.03.2022

CIRCULAR

Sub: Preparation of ACR/APAR for the period from 1st April, 2021 to 31st March, 2022- reg.

The process for completion of ACR/APAR for the period from 1st April, 2021 to 31st March, 2022 related to the regular employees has been started and all the staff members of this Institute are requested to fill up the APAR/ACR format attached herewith.

Duly filled in format in hard copy must be sent to the concerned controlling officer who is the Reporting Officer of his/her confidential performance as per schedule time enclosed herewith in original.

The Reporting Officer(s) shall complete it within stipulated time and sent 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 Officer for finalization of the report.

This issues with the approval of the competent authority.

(Dr. Subbasis Bhattacharjee)
Assistant Registrar (A&E)

Copy to:

1. All regular employees (through e-mail)
2. All Deans/HoD's/HoS' - with request to inform the employee(s) working under their control.
3. System Manager – for uploading the Circular on the Institute Website.
4. Dy. Registrar (Finance)
5. Director – for kind information please
6. File copy