



न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

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## Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under Ministry of Education, Govt. of India.)

Narayanpur, Dist: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/2026/


Date: 16.04.2026

### CIRCULAR

**Sub:** Preparation of APAR for the period from 1<sup>st</sup> April, 2025 to 31<sup>st</sup> March, 2026 – reg.

The process for completion of Annual Performance Appraisal Report (APAR) for the period from 1<sup>st</sup> April, 2025 to 31<sup>st</sup> March, 2026 related to the regular Non-Teaching employees has been initiated and all the Non-Teaching employees of this Institute are requested to fill up the APAR format according to their group (A, B, C) attached herewith.

2. All the regular Non-Teaching employees must fill up the prescribed APAR format in hard copy and sent it to their Controlling Officer mentioned as Reporting Officer during this assessment period (1<sup>st</sup> April, 2025- 31<sup>st</sup> March, 2026) 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.

 16.04.2026

(Dr. Subhasis Bhattacharjee)  
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 APAR for the year 2025-26 for all regular  
Non-Teaching employees of GKCIET, Malda**

Sl. No.	Activity	Date by which activity to be completed	Auto Forward
(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 is not to be given)	01 <sup>st</sup> April, 2026	
2	Submission of self-appraisal to Reporting Officer by Officer to be Reported Upon (where applicable)	15 <sup>th</sup> May, 2026	16 <sup>th</sup> May, 2026
3	Submission of report by Reporting Officer to Reviewing Officer	30 <sup>th</sup> June, 2026	01 <sup>st</sup> July, 2026
4	Report to be completed by Reviewing Officer and to be send to Administration or CR Section/Cell or Accepting Authority, wherever provided	31 <sup>st</sup> July, 2026	1 <sup>st</sup> August, 2026
5	Appraisal by Accepting Authority, wherever provided	31 <sup>st</sup> August, 2026	1 <sup>st</sup> September, 2026
6	a) Disclosure to the officer reported upon where there is no Accepting Authority. b) Disclosure to the officer reported upon there is Accepting Authority	a) 1 <sup>st</sup> September, 2026 b) 15 <sup>th</sup> September, 2026	
7	Receipt of representation, if any, on APAR	15 days from the date of disclosure of APAR	
8.	Forwarding of representations to the Competent Authority a) Where there is no Accepting Authority b) Where there is Accepting Authority for APAR	a) 21 <sup>st</sup> September, 2026 b) 6 <sup>th</sup> October, 2026	
9.	Disposal of representation by the Competent Authority	Within one month from the date of receipt of representation	
10.	Communication of the decision of the Competent Authority on the representation by the APAR Cell	15 <sup>th</sup> November, 2026	
11	End of entire APAR process, after which APAR will be finally taken on record	30 <sup>th</sup> November, 2026	



16.04.2026