



# Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under Ministry of H.R.D., Govt. of India.)

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

Memo No.: GKCIET/ 5312

Date: 14.05.2020

## CIRCULAR

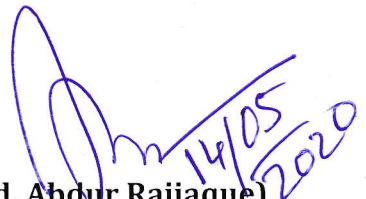
**Sub: ACR/APAR for the period from April, 2019 to March, 2020- reg.**

Owing to situation arising out of the lockdown due to Covid-19, the process for completion of ACR/APAR for the period from April, 2019 to March, 2020 related to the regular employees (group A, B & C) has been started in slight lately 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 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.

  
(Md. Abdur Rajjaque)  
Assistant Registrar (A&E)

### Copy to:

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

**Revised Time Schedule for recording and completion of APAR for the year 2019-2020 for Group A, B and C Officers of GKCIET, Malda**

Sl. No.	Activity	Date by which activity to be completed
(1)	(2)	(3)
1.	Distribution of blank forms	<b>31<sup>st</sup> May, 2020</b> (May be completed even a week earlier)
2.	Submission of self-appraisal to reporting officer	<b>30<sup>th</sup> June, 2020</b>
3.	Forwarding of report by reporting officer to reviewing officer	<b>31<sup>st</sup> July, 2020</b>
4.	Forwarding of report by reviewing officer to CR cell/Accepting Authority (wherever provided)	<b>31<sup>st</sup> August, 2020</b>
5.	Appraisal by Accepting Authority, wherever provided	<b>30<sup>th</sup> September, 2020</b>
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	<b>10<sup>th</sup> September, 2020</b> <b>10<sup>th</sup> October, 2020</b>
7.	Receipt of representation, if any, on APAR	<b>15 days from the date of disclosure</b>
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	<b>30<sup>th</sup> September, 2020</b> <b>31<sup>st</sup> October, 2020</b>
9.	Disposal of representation by the competent authority	<b>Within one month of the date of receipt of representation by the competent authority</b>
10.	Communication of the decision of the competent authority on the representation by the APAR cell	<b>Within 15 days of finalization of decision by competent authority</b>
11.	End of entire APAR process, after which APAR will be finally taken record	<b>21<sup>st</sup> December, 2020</b>