



कुलसचिव कार्यालय
(प्रशासन)

भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय

IIT INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Office of the Registrar
(Administration)

NO. IIT(BHU)/VIGILANCE/APAR/2023-24/24/ 17239

Dated: 07.12.2023

NOTICE

This has reference to the Notice Nos. IIT(BHU)/ADM/C.U./VIGILANCE/APAR/2020-21/26/23523 dated 16.12.2020, 19302 dated 02.09.2020 and IIT(BHU)/ADM/C.U./VIGILANCE/ACR/2022-23/24/1555 dated 24.01.2023 regarding submission of Annual Performance Assessment Report (APAR) for Non-Faculty Staff of the Institute (including Group 'A' Officers) (approved by the Board vide Resolution No. 9.35 dated 09.11.2020), all the Heads of the Departments/Schools/Sections/Offices/Units etc. of the Institute are requested to fill the assessment part of APAR of the staff working under their control carefully. The time-schedule for submission of confidential reports is as under:

Sl. No.	Nature of Action	Date by which to be completed every year
1.	Distribution of APAR forms to concerned officials	15 th December
2.	Submission of Self-appraisal to Reporting Officer by Officer to be reported upon	18 th December
3.	Submission of report by Reporting Officer to Reviewing Officer	22 nd December
4.	Report to be completed by Reviewing Officer and sent to Confidential Unit, Office of the Registrar, IIT(BHU).	26 th December

Further, it is requested that the APAR duly completed/filled by Reviewing Officer of the concerned staff be submitted to the **Joint Registrar, Confidential Unit, IIT (BHU) latest by 26th December, 2023.**

It is also noticed that the employee who have not submitted their Annual Confidential Report (ACR) upto the year 2019 and Annual Performance Assessment Report (APAR) for the year 2020 to 2022 may immediately submit their completed ACR(s)/ APAR(s) to the **Joint Registrar, Confidential Unit, IIT (BHU) latest by 26th December, 2023** duly forwarded by their reviewing officer.

JOINT REGISTRAR (ADMIN.)-I

NO. IIT(BHU)/VIGILANCE/APAR/2023-24/24/ 17239

Dated: 07.12.2023

Copy forwarded to the following for information & necessary action:

1. All the Deans/ Head of the Departments/ Coordinator of Schools
2. The Coordinators/Incharge of Units/Centres/Offices/ GTAC
3. The Chairman, IWD/CoW/Senate Library Committee
4. The Chairman, Web Management & E-mail Services Committee-
5. The Superintending Engineer, IWD
6. The Joint Chief Proctor
7. All the Admin. Wardens/Wardens of the Hostels
8. The Joint Registrars/The Deputy Registrars/The Assistant Registrars
9. P.S to the Director

with the request to upload the same on Institute's Website

Indian Institute of Technology (BHU), Varanasi.

JOINT REGISTRAR (ADMIN.)-I



भारतीय प्रौद्योगिकी संस्थान (का.हि.वि.) वाराणसी - 221005 भारत
Indian Institute of Technology (BHU) Varanasi-221005, India
Tel. No. : 91-542-6702068, 6702076 Fax No. : 91-542-2368428
Email: deputyregistrar.admin@iitbhu.ac.in Web: iitbhu.ac.in

