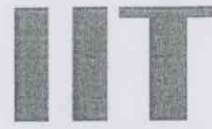




कुलसचिव कार्यालय  
(प्रशासन)

भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

Office of the Registrar  
(Administration)

NO. IIT(BHU)/ VIGILANCE/APAR/2024-25/24/ 10914

Dated: 18.12.2024  
**URGENT**

### NOTICE

This has reference to the Notice Nos. IIT(BHU)/ADM/C.U./VIGILANCE/ACR/2022-23/24/1555 dated 24.01.2023 and IIT(BHU)/ADM/C.U./VIGILANCE/ACR/2023-24/24/17239 dated 07.12.2023 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	19 <sup>th</sup> December
2.	Submission of Self-appraisal to Reporting Officer by Officer to be reported upon	23 <sup>th</sup> December
3.	Submission of report by Reporting Officer to Reviewing Officer	26 <sup>nd</sup> December
4.	Report to be completed by Reviewing Officer and sent to <b>Confidential Unit, Office of the Registrar, IIT(BHU).</b>	31 <sup>th</sup> December

Further, it is requested that the APAR duly completed/filled by Reviewing Officer of the concerned staff be submitted to the **Joint Registrar (Admin.)-I, Confidential Unit, IIT (BHU) latest by 31<sup>th</sup> December, 2024.**

It is also noticed that the employees who have not submitted their Annual Performance Assessment Report (APAR) for the last subsequent years, if any, may immediately submit their completed APAR(s) to the **Joint Registrar (Admin.)-I, Confidential Unit, IIT (BHU) latest by 31<sup>th</sup> December, 2024** duly forwarded by their reviewing officer.

  
**JOINT REGISTRAR (ADMIN.)-I**

NO. IIT(BHU)/ VIGILANCE/ APAR /2024-25/24/ 10914

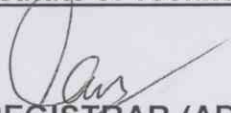
Dated: 18.12.2024

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 / The Joint Chief Proctor
6. All the Admin. Wardens/Wardens of the Hostels
7. The Joint Registrars/The Deputy Registrars/The Assistant Registrars
8. The Joint Registrar & Secretary to the Director
9. The Senior Superintendents/ Superintendents/ Junior Superintendents

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

**Indian Institute of Technology (BHU), Varanasi.**

  
**JOINT REGISTRAR (ADMIN.)-I**



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Email: [deputyregistrar.admin@iitbhu.ac.in](mailto:deputyregistrar.admin@iitbhu.ac.in) Web: [iitbhu.ac.in](http://iitbhu.ac.in)

