



भारतीय प्रौद्योगिकी संस्थान जोधपुर
Indian Institute of Technology Jodhpur

No. IITJ/O(E-NF)/2025-26/140

Date: 06/05/2025

परिपत्र / CIRCULAR

The **Annual Performance Appraisal Reports (APAR)** of all staff members (Group 'A', 'B' & 'C') of the Institute, who have completed a minimum of 90 days in F.Y. **2024-25**, is to be submitted through **Hard Copy /ERP** for timely completion of the critical exercise.

All the Staff Members are requested to submit their APAR after completion of **part 'A'** i.e., their self-appraisal for the further assessment of the Reporting, Reviewing and Accepting Officer respectively.

All Reporting, Reviewing and Accepting officers are requested to make sure that all exercise for Annual Performance Appraisal of their subordinates shall be completed within the stipulated time schedule as per **Annexure 'A'**.

All are requested to adhere to the timelines for the completion of APAR on their part.

Note:

1. Staff members who joined during **FY 2023-24** and have not submitted their APAR for the probation period may be asked to complete the APAR for FY 2023-24 as per the timeline in **Annexure-A**.
2. The guidelines related to APAR, as adopted by the Institute, are available on the Institute's Intranet under *Office Communication > Office of Establishment-II > Rules*.
3. The APAR format is enclosed.
4. The channel of APAR assessment will be notified separately in due course.

Shree
06/05/25

(Prof. Shree Prakash Tiwari)
Dean, Administration

Copy to:

1. Director - *for kind information*
2. Deputy Director - *for kind information*
3. Advisor to Director- *for kind information*
4. Registrar- *for kind information*
5. Office of Establishment (Non-Faculty)
6. All Deans/PIC/HoDs/HoS/HoC/Officer-In-Charge/Coordinators
7. All Staff Members
8. Institute Internet.

Annexure- A

Time schedule for generation, recording, and completion of APAR for the F.Y. 2023-24 (Probation Period*) & 2024-25 of all Staff Members (Group 'A', 'B' and 'C') of the Institute.

SN	Activity	Date by which activity to be completed
(1)	(2)	(3)
1	Distribution of blank APAR forms	06 May 2025
2	Submission of self-appraisal to the Reporting Officer by officer to be reported upon	30 May 2025
3	Submission of report by Reporting Officer to Reviewing Officer	30 June 2025
4	Report to be completed by Reviewing Officer and to be sent to Administration/APAR Cell/Accepting Authority, wherever provided	31 July 2025
5	Appraisal by Accepting Authority, wherever Provided	31 August 2025
6	(i) Disclosure of APAR to the officer reported upon where there is no Accepting Authority	01 September 2025
	(ii) Disclosure of APAR to the officer reported upon where there is Accepting Authority	15 September 2025
7	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8	Forwarding of representations to the Competent Authority (i) where there is no accepting authority for APAR	21 September 2025
	(ii) where there is accepting authority for APAR	06 October 2025
9	Disposal of representation by the Competent Authority.	Within 01 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 November 2025
11	End of entire APAR process, after which the APAR will be finally taken on record.	30 November 2025

* Staff members who joined during FY 2023-24 and have not submitted their APAR for the probation period may be asked to complete the APAR for FY 2023-24 as per this timeline.


06/05/25

(Prof. Shree Prakash Tiwari)
Dean, Administration