

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

ESTABLISHMENT SECTION

No. NITS/Estt/APAR/14/ 2201-2235

Date: 27/7/2020

CIRCULAR

All Non – Teaching Staff of the Institute are hereby directed to collect the proforma of **Annual Performance Appraisal Report (APAR)** from the Establishment Section by 31.07.2020 positively and submit it to the Reporting Officers as per the guidelines mentioned in the APAR Proforma.

2 The details of Reporting and Reviewing Officers post wise is attached at Annexure – I.


REGISTRAR

Copy for information and action where necessary to: -

1. PA to Director for kind information of the Director.
2. All Deans / HoDs / In – Charge Sections / In – Charge Librarian, with a request to circulate the same amongst Non – Teaching Staff of your Department / Section
3. Dr. Ripon Patgiri, Faculty – in – Charge, Web Service with a request to upload the same in the Institute website.
4. All Notice Board.

| SI No | Name of Post | Reporting Officer | Reviewing Officer |
|-------|---|--|-------------------|
| 1. | Registrar | Director | Director |
| 2. | Deputy Registrar and Assistant Registrar | Registrar | Director |
| 3. | Executive Engineer GP of Rs. 5400 & 6600 | Dean (P&D) | Director |
| 4. | Sr. Medical Officer / Medical Officer | Registrar | Director |
| 5. | Sr. SAS Officer / SAS Officer | Dean (S.W) | Director |
| 6. | Sr. Technical Officer / Technical Officer | HODs of the respective branch | Director |
| 7. | Lab Assistant / Sr. Lab Assistant / Lab Assistant (SG II) / Lab Assistant (SG I) Technician / Sr. Technician / Technician (SG II) / Technician (SG I) | IC Associate Professor / Assistant Professor or Technical Officer / Sr. Technical Officer as the case may be | HOD |
| 8. | Technical Assistant / Sr. Technical Assistant / Technical Assistant (SG II) / Technical Assistant (SG I) | -DO- | -DO- |
| 9. | SAS Assistant / Sr. SAS Assistant / SAS Assistant (SG II) / SAS Assistant (SG I) | Sr. SAS Officer / SAS Officer as the case may be | Dean (S.W) |
| 10. | Junior Engineer / Assistant Executive Engineer / Assistant Executive Engineer (SG I) | Executive Engineer | Dean (P&D) |
| 11. | Work Assistant (Nurse) / Pharmacist | Sr. Medical Officer / Medical Officer as the case may be | Registrar |
| 12. | Superintendent / Sr. Superintendent / Superintendent (SG II) / Superintendent (SG I) Accountant / Sr. Accountant / Accountant (SG II) / Accountant (SG I) | Concerned Sectional Head / HOD | Registrar |
| 13. | Secretary / Sr. Secretary / Secretary (SG II) / Secretary (SG I) | Director | Director |

| SI No | Name of Post | Reporting Officer | Reviewing Officer |
|-------|--|--------------------------------|-------------------|
| 14. | Junior Assistant / Sr. Assistant / Assistant (SG II) / Assistant (SG I) / Stenographer / Sr. Stenographer / Stenographer (SG II) / Stenographer (SG I) / Work Assistant (Driver) | Concerned Sectional Head / HOD | Registrar |
| 15. | Supporting Staff | Concerned Sectional Head / HOD | Registrar |

STAFF IN LIBRARY

| SI No | Name of Post | Reporting Officer | Reviewing Officer |
|-------|--|-------------------|-------------------|
| 1. | Librarian | Director | Director |
| 2. | Deputy Librarian | Librarian | Director |
| 3. | Assistant Librarian | Librarian | Director |
| 4. | Technical Assistant / Sr. Technical Assistant / Technical Assistant (SG II) / Technical Assistant (SG I) (Library) | Deputy Librarian | Librarian |
| 5. | Junior Assistant / Sr. Assistant / Assistant (SG II) / Assistant (SG I) (Library) | -do- | -do- |