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Ghani Khan Choudhury Institute of Engineering & Technology
(Centrally funded Institute and Established by Ministry of H.R.D., Govt. of India.)
Narayanpur, Dist: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/795

Date: 27.03.2018

Circular

Sub: Preparation of ACR/APAR for the period from April, 2017 to March, 2018-reg.

The process for completion of ACR/APAR for the period from April, 2017 to March, 2018 related to the regular employees has been started and all the staff members are requested to down load the same format from the institute website www.gkciet.ac.in.

Duly completed hard copy may be sent to the concerned controlling officer who is Reporting Officer for his/her confidential performance reporting in an objective manner as per scheduled time enclosed herewith.

The Reporting Officer(s) may complete it and send to the Reviewing Officer(s) after reviewing the same send it to the C.R Cell i.e. Admin. & Establishment Section of this institute and from there it may be sent to the Accepting Officer for finalization of the report.

This issues with the approval of the competent authority.


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

Copy to:

1. All regular employee members (Through e-mail)
2. All HoDs/Hos'-with request to inform the employee(s) working under their kind control.
3. System Manager for uploading on the institute's website.
4. All Deans
5. Director
6. File Copy