



भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KURNOOL**
(An Institute of National Importance under Ministry of Education, Govt. of India)
Jagannathagattu, Kurnool-518008, Andhra Pradesh, INDIA

F. No. IIITDMK/2/5/2023/APAR

15.04.2026

CIRCULAR
Serial No: 04/2026

Sub: Submission of Annual Performance Appraisal Report of Non-Teaching Employees- Reg.

All the Head of the Departments/Sections of the Institute are requested to process the **Annual Performance Appraisal Reports** for the year **2025-26** of the non-Teaching employees working in your Department/Section and submit the same to the undersigned. The format of APARs for Group- A, Group- B and Group- C is annexed as Annexure-I

The timeline for APAR is appended below keeping the extended tenure of Director.

Sl No	Activity	Date by which to be completed
1	Submission of Self appraisal to Reporting Officer	30 th Apr 2026
2	Submission of report by Reporting Officer to Reviewing Officer	30 th June 2026



Copy to:

1. Director's Office
2. Concerned HoD/Section In-charge


15/04/2026
(Dr. J Krishnaiah)
Registrar i/c
IIITDM Kurnool
Registrar I/C
कुलसचिव I/C
IIITDM Kurnool
Andhra Pradesh, India.



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Annexure-I

Non-Faculty APAR- Reporting and Reviewing Officers

Designation	Reporting officer	Reviewing Officer
Asst. Registrar (Admin)	Registrar	Director
Asst. Registrar (Accounts)	Registrar	Director
Asst. Registrar (S&P)	Registrar	Director
Junior Engineer (Civil)	Registrar	Director
Junior Engineer (Electrical)	Registrar	Director
Superintendent	HoD/ Section in Charge	Registrar
Junior Superintendent (Library)	HoD / FIC	Registrar
Junior Technical Superintendent	HoD	Registrar
Technical Superintendent	HoD/ Section in Charge	Registrar
Junior Superintendent	HoD	Registrar
Senior Technician	HoD	Registrar
Junior Technician	HoD	Registrar
Junior Technician (Library)	HoD / FIC	Registrar
Junior Assistant	HoD/ Section in Charge	Registrar