



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
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GHANDAL DISTRICT SHIMLA, HIMACHAL PRADESH-171014
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No. 27-1-21/HPNLU (Estt.) 478

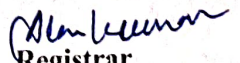
Dated: 16-04-2026

CIRCULAR

A Time-Activity Scheduled for accomplishment of the process for the Annual Performance Appraisal Reports (APAR) for the period from 01-04-2025 to 31-03-2026 for the Non-Teaching Staff has been prepared as under. All the stake holders are hereby directed to adhere to this time-activity schedule accordingly.

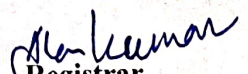
Sr. No.	Activity	Date by which to be completed
1	Distribution of the blank forms	16-04-2026
2	Forwarding of report by Reporting Officer to Reviewing Officer	27-04-2026
3	Forwarding of report by Reviewing Officer to the Accepting Authority	05-05-2026
4	Accepted by Accepting Authority	15-05-2026
5	Disclosure of APAR to the Officer Reported upon	25-05-2026
6	Receipt of representation, if any on APAR	7 days from the date of communication
7	Forwarding of representation to the Competent Authority	7 days from the date of communication
8	Disposal of representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority
9	Communication of the decision of the Competent Authority on the representation	Within one month of the date of receipt of representation by the Competent Authority
10	End of Entire APAR process, after which the APAR will be finally taken on record.	Within 05 days of finalization of decision by Competent Authority

The Performa of the APAR is enclosed with this circular, and also forwarded via e-mail to the concerned Office In-Charge/Controlling Officers.


Registrar
HPNLU, Shimla

Copy to:-

1. O.S.D. to Hon'ble Vice-Chancellor, HPNLU, Shimla.
2. P.S. to Worthy Registrar, HPNLU, Shimla.
3. All concerned Office In-Charge/Controlling Officers, HPNLU, Shimla.


Registrar
HPNLU, Shimla