



**ASSAM UNIVERSITY**  
(A Central University)  
Silchar 788011  
Assam, India

**असम विश्वविद्यालय**  
(एक केन्द्रीय विश्वविद्यालय)  
शिलचर 788011  
असम, भारत

## NOTIFICATION

In continuation of the office notification No. 104/67/2020/Estt-I/4224-31, dated 16/12/2024, it is notified for information of all concerned that the date of submission of APAR by the Non-Teaching employees for the year 2024 alongwith forwarding of the said APARs by the concerned Reporting Officers and Reviewing Officers for final acceptance by the competent authority have been extended as per scheduled given below:-

Officers to be reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
From 06/02/2025 to 20/2/2025	21/2/2025 to 07/3/2025	From 08/3/2025 to 22/3/2025	From 23/3/2-25 to 06/4/2025

Further, required benchmark for promotion/financial upgradation under MACP/DACP scheme/Senior Scale as the case may be is given herewith in Annexure-I and II respectively: -

### Annexure-I

Sl No.	Category of Officers	Benchmark for Promotion
1	Level-2 to Level-11	Good
2	Level-12 and above	Very Good

### Annexure-II

Sl No.	Category of Officers	Benchmark for MACP/DACP/Senior Scale as the case may be
1	Irrespective of all Levels	Very Good

All concerned are hereby made aware of the fact that system of the SAMARTH portal will not accept self-appraisal/reporting/reviewing/accepting beyond the stipulated date mentioned above.

  
Registrar

No.104/67/2020/Estt-I/ 293-99

Date: 05/02/2025.

Copy to:-

1. P.S to VC for kind information of the Vice Chancellor.
2. Nodal Officer/Associate Nodal Officers, SAMARTH.
3. Dean of Schools, Assam University, Silchar.
4. Head of PG Department, Assam University, Silchar.
5. Director, Computer Centre for uploading the notification in Assam University Website.
6. All Officers, Assam university, Silchar.
7. File.

  
Registrar