



# योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

## School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of INDIA)

SPAB/Admin./APAR (2024-25)/2025/34

Date: 28.04.2025

### कार्यालय आदेश/ OFFICE ORDER

विषय: **Filling-up of Annual Performance Assessment Report (APAR) for the year 2024-25 through Samarth ERP Portal in respect of Group A, B & C staff members**

This is with reference to the Annual Performance Assessment Report (APAR) for the financial year i.e., 01st April, 2024 to 31st March, 2025. The APAR form needs to be filled-up through Samarth ERP Portal by Group A, B and C staff members of the Institute.

All non-teaching staff members are requested to complete their APAR (Annual Performance Assessment Report) proforma through the Samarth ERP Portal by May 31<sup>st</sup>, 2025. Institute's Samarth ERP team members will assist you, in case of any difficulties or issues while filling out the APAR proforma.

[Director's approval dated 25.04.2025].

(कुलसचिव)  
Registrar

Copy to:

1. Director/ Director office
2. All Deans / HoDs / Registrar Office
3. Administration section
4. Nodal Officer- ERP / ERP Team of SPAB
5. Everyone (regular staff)
6. Computer centre: to upload on institute website