

National Institute of Fashion Technology
Hauz Khas, New Delhi
Establishment Department

NIFT/HO/Estt/APARs/Admn/2015(part1)

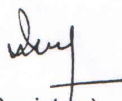
26th September,2016

CIRCULAR

**Sub: Completion of Annual Performance Assessment Report for the
financial Year 2015-2016**

Vide circular dated 4th April 2016 and its subsequent reminder dated 10th May, 2016, administrative officers of Group 'A' officers and officers of Group 'B' and 'C' working in Head Office were communicated time schedule for reporting and reviewing of the APARs for the financial year 2015-2016 for NIFT Officials/staff (Admn.) with the instructions to submit their self- appraisal to their reporting Officer, under intimation to this office at email id: **apar.estt@nift.ac.in**. The Reporting Officer were required to submit the same to Reviewing Officer before the due date under intimation to this office and the Reviewing Officer were required to forward the complete APAR to the Registrar, Head Office for records only. As per the said time schedule, the completed APARs are to reach the Establishment Department of NIFT Head Office by 30th September, 2016.

2. It has been noticed that intimation for submission of self-appraisal by the Reportee to Reporting Authority and intimation for its further submission it to the Reviewing Authority has not been received from many of the officers/staff. All concerned are requested to follow the time schedule and to ensure that the APARs of all Group 'A' officers(Admn.) of NIFT HO and its campuses and the APARs of group 'B' an 'C' officials working in Head Office reaches the Establishment Department in time.


(Registrar)

To:

- All Campus Directors
- Director, HO, NIFT/Director (F&A), NIFT HO
- ALL HODs/CPs/DeanA/Head AA/Head IT/CVO
- All DD (F&A)/DD (Estt.)/COE/ AD/OSD NIFT Head Office
- Astd. Board Secy & LO, NIFT HO/Vigilance Officer
- PS to DG NIFT

Copy to :

Head IT- for uploading the same on website.