

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

NIFT/HO/Estt.II/APAR/Faculty/2016(part I)

16<sup>th</sup> December, 2016

**CIRCULAR**


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

Vide circular dated 9<sup>th</sup> June, 2016, all faculty members working in various campuses were communicated time schedule for reporting, reviewing and accepting of the APARs for the year 2015-2016 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 APAR to Accepting Authority and Accepting Authority were requested to forward the completed APAR to the Registrar, Head Office for records. As per the said time schedule, the reporting Authorities were required to submit the APAR to Reviewing Authority by 15<sup>th</sup> October, 2016 and further the Reviewing Authorities were required to submit the APAR to Accepting Authority by 15<sup>th</sup> December, 2016 under intimation to this office.

2. It has been noticed that intimation for submission of self-appraisal by the Reportee to Reporting Authority and intimation for its further submission to the Reviewing Authority and the Accepting Authority has not been received from many of the faculty members. All concerned are requested to ensure that the APARs of all faculty members reaches the Establishment Department in time.

To:

- All Campus Directors/Joint Director- for circulation to concerned faculty
- DeanA/Head AA/Head of Units
- All CPs
- PS to DG-NIFT

  
(Registrar) 19/12/16