

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

NIFT/HO/Estt/APARs/Admn/2017

4th October, 2017

CIRCULAR

Sub: Completion of Annual Performance Assessment Report for the Year 2016-2017

Vide circular dated 31st March, 2017 and its subsequent reminder dated 23rd June, 2017, 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 year 2016-2017 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 Establishment, Head Office for records only. As per the said time schedule, the completed APARs were required to be reached to the Establishment Department of NIFT Head Office by 30th September, 2017.

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 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' and 'C' officials working in Head Office reaches the Establishment Department, Head Office immediately.


Joint Director (Estt.)

To:

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

Copy to : Head IT- for uploading the same on website.