

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

NIFT/HO/Estt./APARs/Admn./2017

23<sup>rd</sup> June, 2017


**CIRCULAR**

**Sub: Completion of Annual Performance Assessment Report of the period  
April 2016 to March 2017**

Vide circular dated 31<sup>st</sup> March 2017, all administrative officers/staff working in Head Office and Officers (Group A) of campuses were communicated time schedule for reporting and reviewing of the APARs for the period April 2016 to March 2017 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](mailto:apar.estt@nift.ac.in). The Reporting Officer were requested to submit the same to Reviewing Officer before the due date under intimation to this office and the Reviewing Officer were requested to forward the completed APAR to the Registrar for records. As per the said time schedule, the reportees are required to submit their self-appraisals to Reporting Authority by 15<sup>th</sup> May, 2017 under intimation to this office. The time schedule for reporting and reviewing of the APAR for NIFT administrative officers/staff is again informed:

Time Schedule for	Administrative Staff (Financial year)
Submission of self- appraisal to reporting officer by officer to be reported upon	15 <sup>th</sup> May
Submission of report by reporting officer to reviewing officer	31 <sup>st</sup> July
Review of the report and submission to HO by reviewing officer for records only	30 <sup>th</sup> September

2. It has been noticed that intimation for submission of self-appraisal by the Reportee to Reporting Authority has not been received from most of the Officers/staff. All concerned are once again requested to ensure that the APARs of all officers/staff working in Head Office and Officers (Group A) of campuses reach the Establishment Department, Head Office in time.

  
(D P Solanki)  
Joint Director(Estt.)

To:

- Additional Director General, HO
- All Campus Directors
- DeanA/ CVO/ All HODs/Heads/ CPs
- All DD(F&A)/AD's/COE/OSD NIFT Head Office
- Astd. Board Secy. &LO, NIFT HO/Vigilance Officer
- PS to DG-NIFT

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Head IT- for uploading the same on NIFT website