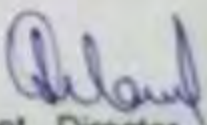


CIRCULAR

Sub: Completion of Annual Performance Assessment Report of the financial Year 2018-2019

Vide circular dated 8th July, 2019, all faculty members working in various campuses were communicated time schedule for reporting, reviewing and accepting of the APARs for the year 2018-2019 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 Establishment, Head Office for records. As per the said time schedule, the reportee was required to submit the APAR to Reporting Authority on or before 15th August, 2019 under intimation to this office.

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


Joint Director (Estt.)

To:

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