

SATYAJIT RAY FILM & TELEVISION INSTITUTE

(An Academic Institution under the Ministry of I & B, Govt. Of India)

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No.53054/01/2018-Admn/

Dated: 25.09.2020

Office Memorandum

Subject: Self –Appraisal of the Annual Performance Appraisal Report (APAR) for the year 2019-20

Blank form of Annual Performance Appraisal Reports for the year 2019-20 (Group 'A' & 'B' Officers posted in academic & non-academic departments and Group 'C' officials) are available in the institute's website. All the regular employees are requested to download the same & fill up the self-appraisal at the space provided in Part-II of respective forms and at least mention the name, designation & assessment year in first page of the form. After doing the self-appraisal, the Annual Performance Appraisal Report form may please be submitted under sealed cover to the Administration or send through mail at ao.admin@srfti.ac.in by 09.10.2020. In case the Annual Performance Appraisal Report with self-appraisal is not received with stipulated time, APAR will be initiated without self-appraisal, as per Govt. of India's guidelines.

S/d-

(Dr. Sushrut Sharma)
Registrar

Distribution: All regular employees of SRFTI